



Redeemer Christian Preschool

Parent Handbook

2018-2019

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Welcome to Redeemer Christian Preschool!

We are thankful to have your family with us. We look forward to a great year of growing in Christ together!

Our Mission:

The mission of Redeemer Christian Preschool is to equip children to fulfill God's purpose for their lives for the advancement of His kingdom from a Biblical perspective.

Our Vision:

In Humble dependence on God's Spirit and Word, the vision of Redeemer Christian Preschool is to educate children to set their hopes on the grace of Christ to govern their lives by Biblical principle, and train their minds to promote and defend the faith all to the glory of God.

Our Philosophy of Education:

We believe that each child is uniquely created by God. We believe parents should be the primary teachers of their children; therefore our role is to support and encourage parents in the nurture and training of their children. We believe that children learn best in a loving, caring environment where they may experience the awe and wonder of God's world through hands-on, developmentally appropriate activities.

RCS Instructional Mission Statement:

Redeemer Christian School aims to prepare students to become independent, critical and sound thinkers who are equipped to fulfill their calling and serve their community as followers of Christ. Redeemer teaches from a biblical foundation, with a Reformed emphasis, with every discipline framed by the Gospel. Teachers encourage student creativity and promote learning through enjoyable and appropriately challenging methods. The curriculum is planned and delivered based on a classical understanding of child development and the best practices in contemporary classroom strategies.

Redeemer Christian Preschool is accredited by Christian Schools of Florida.

Proverbs 22:6

Train up a child in the way he should go,
and when he is old he will not turn from it.

Chapel:

Our K-3, K-4 and K-5 classes participate in chapel weekly. Chapel is a special time of worship for our children led by the Ministry of Good Shepherd Presbyterian Church.

Clothing:

Please dress your child in comfortable play clothes and closed-toed shoes. Flip-flops are not acceptable shoes for school. Clothing should be easy for the child to manipulate when using the bathroom. Dress your child in clothes you don't mind getting messy. Outside play is on the schedule each day, so consider the weather conditions when dressing your child.

At the beginning of the year, please send a complete change of clothes (including socks) in a gallon Ziploc bag labeled with your child's name. In the event your child has an accident (potty or spill) we will send the dirty clothing home in the plastic bag. Remember to return the bag with fresh clothing the next school day.

Communication:

We consider communication between home and school to be of utmost importance. Your child's daily folder/log is our best form of daily communication. Please check this folder/log which will be in your child's bag for any notes from the school **daily**. Please write any correspondence to the teacher in this folder/log. Be sure your child brings this folder/log in their backpack daily. Each Wednesday, you will receive an additional folder with your child's work and projects included. Please be sure to empty this folder and return on the following school day.

Teachers will also utilize email and text messages to correspond with families. Please keep up to date email addresses and phone numbers current with the office.

Remember that changes at home affect a child's behavior at school. Please let us know the joyous happenings, the upsetting experiences, or important changes at home that may affect your child. It is also important to let teachers know what a child has been told about an impending birth, serious illness, adoption, or a recent death, so that any conversations with your child can follow with complete empathy. In all events, we consider this school year a joint venture with you in the continuing development of your child.

K-4 Early Birds:

Children in K-4, who leave at the end of the VPK day (11:15), will be packed up and walked to the office for dismissal. Please be sure to be on time and sign them out in the office each day.

K-3 Half Day:

Children in K-3 who are on the half-day schedule will be dismissed from the back door of their classroom at 11:45.

Illness:

Your child's health is important to us. If your child develops any symptoms of illness at school, including a fever above 99 °, he will be isolated from other children and you will be notified to pick him up immediately.

The school makes every effort to protect the health and safety of all of our children. For your child's protections, and the health of others, please keep your child home if he has:

- Had a fever, vomiting, or diarrhea in the last 24 hours
- Heavy nasal discharge or reddened eyes
- Signs of rash on the face or body
- A constant cough, sore throat, headache
- Been tired or listless
- Been fussy, cranky, just not himself
- A fever that is only reduced by medication even if it is low grade

Your child should not return to school until he has been symptom free for 24 hours.

Please notify the office immediately if your child contracts a communicable disease (strep throat, chicken pox, H1N1 virus) or any other condition, such as lice, that could be spread through our school.

Thank you for helping to keep us ALL healthy!

Restroom Expectations:

Redeemer Christian Preschool provides a bathroom within the classroom area for students to use during class time. On the first day of school, teachers will discuss proper hygiene and the correct use of the facilities with the students. The children are encouraged to use the bathroom on a self-serve basis. Your child is expected to:

- enter the restroom, remove appropriate clothing
- take care of his/her needs
- independently wipe bottom utilizing the appropriate amount of toilet paper/wipes
- flush, redress
- properly wash hands using soap, water and paper towels

Please discuss and reinforce these bathroom procedures with your child. Your child needs to be potty trained to be a student at Redeemer Christian Preschool. If your child has repeated bathroom accidents, you will be contacted and a solution to the problem will be discussed and implemented.

Parent Involvement:

We love having volunteers in our classrooms! If you would like to spend some time in the class, please let your child's teacher know in advance. As long as your child's behavior and performance will not be affected or disrupted in the classroom, we welcome you. Please be sure to sign in at the office before entering the classroom for security purposes.

Areas we regularly have parent volunteers:

- Small Group Centers
- Scheduled toy cleaning
- Holiday parties & special celebrations
- Field trips

Field trips/Parties:

Please be sure that if you are attending any of our field trips or parties, you keep in mind that we are with 3, 4 & 5 year olds. Here are some things to be mindful of:

- Keep a close eye on the children you are in charge of.
- Encourage them to stay with the group, to participate in the current activity and be obedient at all times. (Field trips are an extension of our class – rules must be followed.)
- If you allow the children to watch a movie in your vehicle, make sure it is rated “G” **only**.
- Please use proper language around the children & demonstrate good choices, including using manners.
- Absolutely no smoking (in the vehicle OR during our field trip).

We ask that you not bring younger siblings to your child's class events. This is a special time for you to celebrate with your Redeemer child, and younger children in the room tend to remove the focus from the children in the class. We also appreciate your help in supporting our teachers in their efforts by being actively involved with the children during these events.

Birthdays:

We like to recognize the children for their special birthday. Please contact your child's teacher regarding their policy on birthdays.

Photos and Social Media:

Please do not post any photos taken at Redeemer Christian Preschool that include children (other than your own) on any public social media platform, such as Facebook, Instagram or YouTube. Thank you for respecting the privacy of other families in this regard.

Snacks/Lunch:

Each day there is a designated snack time. Growing bodies need healthy snacks to sustain energy and mental clarity for daily activities. During snack time, we allow the children to open two snacks plus a drink from their lunchbox. Any packed desserts are encouraged to be saved for after lunch. With this in mind, if your child leaves early, please limit their morning snack to healthy options. Some healthy examples are: crackers, cheese, fruit, veggies, granola, pretzels, yogurt or goldfish. We strongly encourage you to make sugary snacks like cakes, candy, and other treats a rare and special addition to your child's lunch.

Please label all lunchboxes with your child's name as well as any plastic containers you would like returned. Please be sure all food is cut & peeled (apples, oranges etc.) Don't forget napkins, spoons & forks when needed.

Behavior Expectations:

As a Christian Preschool program, we believe in training your child according to scripture. As a framework for our classroom expectations, we will use the Fruits of the Spirit. These are: Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control. With this in mind, our preschool behavior expectations are: 1. Love God 2. Love, serve and respect others 3. Respect property 4. Keep hands and feet to self 5. Work and play in a safe manner 6. Follow directions with a happy heart 7. Listen when others are speaking. We commit to partnering with parents in teaching and training the students to be Christ-like citizens.

Because all have sinned and fall short of the glory of God (Romans 3:23), we recognize that rules will be broken by all students at some point during our school year. Our behavior plan is based on love and respect. Expectations will keep students emotionally and physically safe while consequences will serve to teach without demeaning the student. Depending on the nature of the infraction, one or more of the following consequences will be given: redirection, individual reflection and discussion with authority, taking a break, communication with parents, parent-teacher conference for plan of action or visit to the principal's office.

Redeemer Christian Preschool teachers and staff recognize that each child has been created in God's image and will enter classrooms with different strengths and weaknesses. We commit to

keeping your child safe, praying for each student, communicating with parents daily and instructing students through the use of God's Word.

Student Arrival and Dismissal Procedures:

Arrival: You may choose to drop your child off in carline or walk them into the classroom each morning. Arrival is from 7:40-8:00. Please have your child at school within this time period, as children often feel uncomfortable arriving late and after the other children are already involved in activities.

Carline drop-off: Our carline entrance is the first right as you enter our campus. You will circle around in front of Lyall Hall (middle/high school), where you may pass any parked car on the left hand side returning to the right before entering the Abbott Hall (preschool/elementary) lane. As you approach, please pull through until the staff on duty directs you to stop so we may unload several cars at a time. Please do not get out of your car. Do not allow your child out of the car until a staff member or safety patrol comes for them. Our staff or safety patrol students will provide any assistance your child needs, and will escort them to their classroom. If you arrive **after 8:00** and our carline is closed, you will need to park in the lot in front of the church and walk your child to their classroom back door (**until 8:15**).

Walking in: If you choose to walk your child in to the classroom, park in the lot in front of the church. Walk them to the awning where you will wait for a staff member to signal to you that it is safe to cross. Please do not cross anywhere but under the awning as there are cars in the left lane that do not stop without being directed to do so. As you walk your child into class, say goodbye at the classroom side door. It is fine to check in with your child's teacher in the morning, but please do not use this time for an extensive conversation. The teacher is responsible for all of the children who have already arrived and needs to be available to greet each child and help them settle in to their activities. Once you enter the room, it is harder to leave and more disruptive to the other children. If your child has a difficult time when you leave, try to drop off in carline instead (it is often easier for the child to leave you than you to leave them.) If your child is upset when you leave, PLEASE feel free to call the office to check on him! We are happy to let you know that he has calmed down, and do not want you to spend your morning concerned about him. You may also text the teacher; however, they are not always available to promptly get back with you as the children are their first priority. **If you arrive after 8:15, please do not walk them to the side door of the classroom as their morning routines will already be in full swing.** Please drive down to the office to sign in. A staff member will then walk him to class to avoid any disruptions.

Dismissal: Dismissal begins at 3:00. All children who are not picked up by 3:30 will go to aftercare. If you choose to walk in to pick your child up, walk around to the back door of the classroom and leave through that same door. **Please do not enter or exit through the hallway.**

Dismissal through carline: In order to help our staff identify your cars, please have your carline sign in your windshield until your child is in the car. This allows our staff and safety patrols to easily identify you and bring your child to your car as promptly as possible. If you do not have your carline signs with you, please park and walk in to get your child instead of driving through carline. As you move up in the line, please do not leave empty spaces in the line. If you are the front car, pull all the way up to the flagpole so we may load several cars at a time. **Please do not get out of your car in the carline.** Our staff or safety patrols will bring your child to your car and buckle your child into their seat if they need assistance. Please note that we fill the cars from the front of the line. This means that if a staff member or safety patrol has more than one child, they may walk past your car to load the car ahead of you first and then bring your child back to your car. This process helps the line to move more quickly and safely. **Please do not pull out of the carline** until the entire line moves out and you may safely exit the parking lot.

It is helpful if you have your child's car seat on the passenger side of the car so we do not have to walk children between cars. If you prefer to buckle your child into their car seat yourself, please pull into the parking lot to buckle them as the line moves out.

For the safety of your children and our staff, please **do not use your cell phone while in carline!** If you are on a call that you need to continue, please park and then either walk in or re-enter the carline once you are off the phone. Your undivided attention will help us maintain a safe and efficient carline.

Inclement weather: If it is raining during arrival/dismissal time, we will walk children out one car at a time using the covered awning. Please be patient as this procedure takes longer than our usual carline routine. **VPK** dismissal for inclement weather will be under the awning at Abbott Hall rather than Lyall Hall.

Security: As we are getting to know you, please have your picture ID ready when you come to pick up your child. On your application form, you gave us the names of others who may pick up your child. This list is kept in the office. Please feel free to contact the office to update these names at any time during the year. When someone who does not regularly pick up your child is coming, please be sure they are on our list and have their ID available. It would be helpful if you communicated this with your child's teacher via text or communication log. If they are using the carline, they need to have your child's carline sign. **We will not release your child to**

anyone other than those you listed without your express consent. If there is anyone who is NOT permitted to pick up your child from school, this must be submitted to the office in writing. If it is a parent, we must have a copy of the legal papers denying that parent permission to take your child.

Arrival/Dismissal during the school day: If you arrive late to school or need to pick up your child early, please come to the office to sign your child in/out. We will then bring your child to/from the classroom. The doors to Lyall and Abbott halls are locked during the school days so please ring the bell to Lyall hall and the office staff will unlock the door for you to enter.

Tuition:

An application fee is paid at time of application (new students only). The enrollment fee is paid when the student is enrolled /reenrolled at RCS. Parents may choose to pay the tuition in the following manner: Total annual tuition paid in full by August 1st. Tuition paid in 11 monthly payments, beginning July 1st. Tuition paid in 10 monthly payments, beginning August 1st, upon approval. Tuition paid in 4 equal payments at the beginning of each school quarter, beginning June 1st. Any family, who withdraws during the year, will be responsible for that quarter's tuition.

Tuition is due according to the account parameters set up with the Financial Secretary. Tuition not paid on time will be assessed a \$20.00 late charge. An appointment must be made with the Administrator to apply for approval of an extended grace period. The appointment must be made prior to the date payment is due. The school may grant a 30-day grace period with Board approval. If your account becomes delinquent past 60 days, your child will be subject to dismissal from the school as decided by the school board. No report card will be given or records released until all back tuition is paid. Registration for the following year will not be accepted until all financial obligations are met for the previous year. The board reserves the right to require partial or full payment in advance.

VPK Attendance Policy:

The VPK funding payment to Redeemer Christian School is based on student attendance. All VPK children must be signed in and out daily to prove attendance. Parents will also need to sign monthly sheets verifying that Redeemer Christian Preschool is still your VPK provider of choice. We will have these sheets available for you to sign daily and monthly via your child's daily planner. Because the Early Learning Coalition comes to audit our Preschool unannounced, it is imperative that your daily logs are signed. Thank you in advance for your help with this record keeping.

The VPK attendance policy states:

“...providers will be paid for the entire annual student allocation, unless a child misses more than 20% of the program. For those cases where a child is absent over the 20% absence threshold, the provider will not be paid for hours over 20% under any circumstances.”

What this means at Redeemer Christian Preschool:

VPK will not pay us tuition after your child has missed the allocated amount of school days. Therefore, after they have missed these days, your child will have to drop out of the VPK program. Your child may continue to attend their class as usual, but tuition from that point forward will be the parent’s responsibility, no longer paid by VPK funding.

We hope that the VPK attendance policy will not affect any of our families. We would not expect any of our children to have more than the allocated absences in one year. Our financial department tracks daily attendance, so they will let you know if you are in danger of having too many absences.

Thank you for taking the time to read this handbook. We hope that you find the information helpful. Please contact the school at any time you have questions or concerns. We are looking forward to a wonderful year with your family.

Redeemer Christian Preschool Student Handbook Agreement 2018-2019

I have received a copy of the Redeemer Christian Preschool Student Handbook. I have read and understand the VPK attendance policy in which my child is to be present 80% of 540 hours to receive funding from the State of Florida. If my child is absent 20% of the 540 hours I will be subject to pay tuition or be withdrawn from the program.

Child’s Name: _____

Parent/Guardian’s Name (printed): _____

Parent/Guardian’s Signature: _____

Date: _____