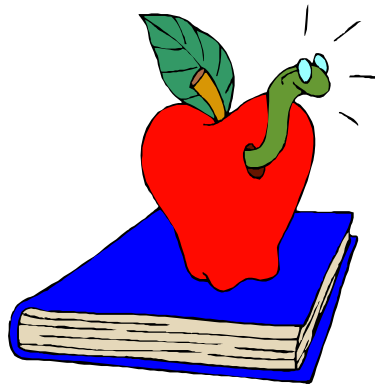


Redeemer Lutheran Child Care
After-School
VPK

Parent Handbook
• 2008 - 2009



Touching Lives Forever ...

OUR HISTORY: The Redeemer Lutheran Church of Englewood is a congregation of the Lutheran Church-Missouri Synod (LCMS) organized more than 150 years ago in 1847. Now the LCMS operates the largest Protestant school system in the world.

All races, religions, ages and economic situations are warmly welcomed into our schools. Approximately half of the students in our schools are not Lutheran. Nearly half of the schools are early childhood schools. This is the fastest growing level of Lutheran schools.

Our Redeemer Lutheran Day Care & Child Development Center opened its doors August 1998, and has been providing a safe, quality Christian environment to many children and their families.

Lutheran schools are the mission of the church. They teach the Word of God and Love of Jesus. We provide opportunities for worship and witness, and develop Christian communities of faith, concern, fellowship and caring service.

OUR MISSION: To provide a safe quality, Christ centered environment for children. To assist the church in carrying out its mission of "proclaiming the Gospel and teaching the Word," trusting that the Holy Spirit works through the hearing of God's word.

OUR PHILOSOPHY: Our philosophy is centered on the fact that GOD created each and every child and loves him or her dearly. Each little one has been given a distinct personality, and infinite curiosity, a great capacity to love and every child is a unique and special gift from God. We encourage their individuality and promote their self esteem. Our program will provide a setting designed to promote the physical, spiritual, and emotional development of each child.

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

"Hear O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:4-7

OUR OBJECTIVES:

J To teach each child the love of **JESUS** and his plan for salvation.

E To help each child feel good about him/herself and learn ways to deal with emotions.

S To teach each child ways to develop positive social relationships with others as well as developing independence.

U To help each child understand he/she is a special creation of God.

S To help each child develop a positive self-esteem.

WORSHIP LIFE: Redeemer Lutheran Child Care encourages regular participation in worship services and Sunday school. If your family does not have a home church, we invite you to attend our worship opportunities.

Church Phone: 475- 2410

Regular Sunday Schedule

Worship: 8:00 & 10:30 am

Bible Class: 9:15 am

Communion: 1st & 3rd Sunday of each month

Summer Sunday Schedule

June-September

Worship: 9:15 am

Adult Bible Class 10:30 am

Sunday School

October-May: 9:15 am

CHAPEL AND RELIGIOUS EDUCATION: Redeemer accepts children from a wide range of religious backgrounds; however, this is a Lutheran (Lutheran Church Missouri Synod) school. Attendance to chapel once a week is mandatory. We do teach all children the love of Jesus. Stories from the Bible and Christian songs and prayer are used. We also have an annual Christmas program that all children are encouraged to participate in.

NON DISCRIMINATORY POLICY: Redeemer Lutheran Child Care admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs and activities generally made available to students at the school. We do not discriminate on the basis of race, color, nationality and/or ethnic origin in administration of our educational policies, admission's policies or any other school-administered program.

HOURS OF OPERATION: Redeemer Lutheran Child Care is open 7:00 a.m. to 5:30 p.m., Monday through Friday, excluding specific holidays. After School is open 2:00 p.m. to 5:30 p.m. running on the Charlotte County School schedule.

BEHAVIORAL EXPECTATIONS: First and foremost, each member of the Redeemer Family, board members, staff, parents, and children, are asked and expected to show respect for the needs and safety of others. As a member of our community, each of us is expected to show respect for the needs and safety of others. As a member of our child care, each of us is expected to uphold and support the mission of our school. The basis for our expectation is the "Golden Rule": "Do unto others as you would have them do unto you." Good manners are a manifestation of both self respect and concern for others. Remember children learn by example.

- A. Students will refrain from physical aggression
- B. Offensive or inappropriate language will not be tolerated.
- C. Children are expected to demonstrate appropriate classroom behavior.
- D. Children are expected to dress appropriately and in accordance with the dress code.
- E. Gum chewing and candy are prohibited.

DISCIPLINE: We believe and teach that each child is special to God and to the teachers. Believing this we use positive reinforcement, redirection, and modeling to shape the child's behavior. We expect age-appropriate behavior and work within those guidelines. Redeemer Child Care & After-School policy is as follows:

1. For younger preschool children the primary form of discipline is redirection. For extreme inappropriate behavior the parent will be contacted.
2. Infractions of the rules by the older children will, upon first offense, be dealt with by discussion, reminder and explanation of rules, and warning. Infractions of rules that endanger the major safety and well-being of an individual or group will result in immediate notification to parents. Major infractions can result in suspension or expulsion. Suspension or expulsion is determined by the Director.

SCHOLARSHIP:

It is the goal of Redeemer Lutheran Church & Child Care to help any family to attend our school. The Redeemer family has set aside a limited amount of funds to help you with your Redeemer tuition if needed. Please see the Director for an application and more information.

DELINQUENT ACCOUNTS: Delinquent accounts will be assessed a 10% service fee for all accounts over 2 weeks past due. After three weeks past due the child will not be allowed to return to the program until the account is paid in full and 1 week tuition is held as a deposit.

STATE LICENSING: Redeemer Child Care meets all the requirements of the Florida Department of Children and Families and other agencies. The license is displayed outside the office. We are inspected regularly by these agencies to ensure the best for your child.

ADMINISTRATION: The school's administration includes the Director, Assistant Director, Lead Teachers, and Child Care Assistants.

The Director oversees all operations of the school. The Director works directly with the Redeemer School Board in setting school policies, long-range planning, budgets, etc. All staff is accountable to the Director.

OUR STAFF: Our staff is chosen for their love of children and their training in working with them. We have teachers on the staff that are CDA (Child Development Associate) certified and all non-certified staff are required to complete 40 clock hours of child care training within one year of employment. We require all of our staff to have infant/child CPR and First Aid training. In addition, they all participate in annual in service training, and conferences on childhood development.

TELEPHONE CALLS: The telephones are for business only. Children are permitted to use the office phone only in case of emergency or illness. All plans for activities should be made before the children arrive.

The office will make every effort to deliver any important messages. Preschool parents are encouraged to call to check on children when they have concerns. In this case, the parent will be put through to the teacher. Parents are asked to keep in mind that preschool teachers are responsible for multiple young children and conversations need to be kept brief.

ADMISSION and DISCHARGE:

To apply for admission to Redeemer, one should follow these steps:

1. Parents should call and make an appointment to visit the school and talk to the Director.
2. An application and the proper paper work needs to be filed in order to start the admission process.

***Each year the parents of current students are asked to formally re-enroll their child. The deadline date for each year is August 1st. At that time an annual registration fee of \$50.00 per child is due. All proceeds collected will be applied towards classroom and playground materials.

Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of program offered by out child care facility, or presence is detrimental to the group, will be discharged from the facility. In all instances, when our facility decides that it is in the best interest of the child to terminate enrollment, the child's needs shall be considered in referrals to other agencies and facilities.

HEALTH FORMS: All children (ages 0-5) enrolling in Redeemer are required to have a gold physical form and a blue immunization form on file at all times. It is the parent's responsibility to make sure your child's immunizations are kept current, and your child has a current physical on file every 2 years. These forms are required by the Department of Children and Families and are for the safety of all children and staff.

HEALTH: Childhood illnesses are a part of growing up. If your child has a fever or 100 degrees Fahrenheit or higher, sore throat, severe cough, rash, vomiting and/or diarrhea, yellowish eyes or skin, conjunctivitis (eye infection), untreated infected skin patch, difficult or rapid breathing, yellow or green mucus from the nose or ears, or any other sign or symptoms of illness, it is important to allow him/her to recover at home. If your child has a contagious illness, it should be reported immediately to the Director.

*****Children who come to school ill or are found with a contagious illness at school must be picked up within ONE HOUR. Preschool children must be symptom free for 24 hours before returning to the program. Doctor's note is preferred upon return.**

This is for the safety of all children and staff. We are a WELL CHILD facility. The Director will have the final say as to when a child will leave or return during an illness. The Director may ask the parent to provide a physician's notes stating that the child is able to return to school. We ask that before returning your child to school following an illness that you speak with the Director. Unfortunately even though a child may be found ill, full tuition must be paid.

FIRST AID: All staff is certified in first aid and CPR. In the event of an emergency, an emergency vehicle will be called at the expense of the child's family.

MEDICATION: All medication is to be administered at home. Staff will not be responsible for giving children medication. Diaper cream needs to be in its original box and labeled with the child's first and last name.

ATTENDANCE: Each student is expected to attend regularly. We ask that all preschool children (ages 1-3) be present to their classroom and ready to begin their day no later than 9:00a.m. **WEEKLY RATES APPLY REGARDLESS OF THE NUMBER OF DAYS OR HOURS YOUR CHILD ATTENDS.** *If a child is absent for any reason, all parents are required to call the office by 10:00 a.m. to report the absence.*

PART TIME/DROP IN CARE: As a courtesy to families who are not in need of full time care, Redeemer Lutheran Child Care offers part time and drop in care. Part time care consists of 3 full days of attendance or 5 half days. Part time days must be predetermined and can not be changed unless authorized by the Director. Drop in care is available. Please see the Director for details.

VPK (Voluntary Pre Kindergarten):

VPK is a state funded program therefore it is free to families who attend. Our VPK program typically runs from August to March. Redeemer Lutheran Child Care offers after care for VPK children who wish to stay the remainder of the day. Please see our fee sheet for pricing details. All children enrolled in VPK must be present to their classroom by 8:30a.m, and picked up by 12:30p.m. It is the parents' responsibility to abide by all Coalition requirements in order for their child to attend.

VACATION TIME:

We allow 1 weeks vacation per school year. The 5 vacation days must be taken consecutively. The Director needs to be notified when using vacation days 2 weeks prior. If you exceed the allowed 1 week vacation in excess of 2 months, parents will be required to formally re-enroll their child. This re-enrollment process requires a \$50 registration fee. The school year runs from August to August.

HOLIDAYS: Redeemer Day Care is CLOSED on the following holidays:

- * New Year's Eve
- * New Year's Day
- * President's Day
- * Good Friday
- * Christmas Eve
- * One Day for Faculty Training (TBA)
- * Any other closing will be posed at least 1 week in advance.
- ***Normal rates will apply
- * Fourth of July
- * Labor Day
- * Thanksgiving Day & the Friday after
- * Memorial Day
- * Christmas Day

EMERGENCY CLOSINGS: In an even of a weather emergency, Redeemer will be closed if Charlotte County Public Schools close. Please listen to your local radio or television station for announcements of school closings. In an event of a midday school closure or any other unexpected emergency (tornado warnings, chemical evacuation, fire, power or water outage, or any other situation that would require us to evacuate the facility) the parent may expect a call from the Director or Lead Teachers. In case of fire or tornado warnings the children will be evacuated to the church building and will be available for pick-up from that facility. For this reason, it is imperative that emergency numbers are completed accurately and on file in the office.

PERSONAL BELONGINGS: We do not allow children to bring toys from home, unless it is for a special assignment for class. We do, however, realize that children do often have a favorite stuffed animal, etc. that is a constant companion and we welcome such items to come to school with your child. We ask that children leave toy guns and all other war-type toys at home. Please label all items with your child's name.

DROP OFF AND PICK UP: We welcome you to visit anytime. All parents are required to check their child in and out daily. For security purposes we have installed a keyless entry system that will require each family to use a pin number to enter the building; after entering the building each family is required to check their child in/ out using the key pad located in the entry way. Anyone picking up a child, other than the parent or guardian, will be required to provide photo identification and must be on the child's authorized release list. Also the parent or guardian is required to notify the Director of the situation prior. Florida law will not allow us to release a child to anyone under the age of 16.

Redeemer abides by all legally served court orders. We must have a notarized court order on file regarding parental custody matters. We are, by law, required to report all suspected child abuse cases to the authorities.

LATE PICK UP: IF YOU PICK YOUR CHILD UP AFTER 5:30 P.M. YOU WILL BE CHARGED A \$2.00 PER MINUTE LATE FEE. If your child has not been picked up within one hour after closing, the center may notify protective authorities.

LUNCH and SNACKS: It is the parents' responsibility to provide a well-balanced lunch and snack including drink for their child. No candy, soda, gum, or fast foods are allowed. ALL containers, cups, bottles, ect. need to be labeled with child's first and last name, and taken home nightly to be washed. Bottles and sippy cups are not permitted for any age unless properly labeled. (www.bumpyname.com) Please refrain from providing those items at school and pack alternatives such as juice boxes, bottled water, ect. Lunch is a very busy time and teachers may not have extra time to heat up food, please limit the heat-up foods provided. Food such as sandwiches, fruit, vegetable sticks, crackers, cheese, and meats cut into bite size pieces are nutritional and easy to prepare. If you forget your child's lunch one will be provided with an additional fee of \$4.00 added to your account.

STUDENT DRESS CODE: Comfortable, washable, play clothes that can be worn indoor and outdoors are needed. Older students are to adhere to the Charlotte County Public School dress code. Children should dress appropriately for the weather. Children will be taken outdoors daily unless it is below 55 or above 95. Correctly fitted rubber soled shoes and socks must be worn. **NO SANDALS OR CLOGS.** Also, female students must wear shorts underneath their dresses. Accidents do occasionally happen; please make sure your child has an extra change of clothing in his or her cubby. This includes socks and shoes at all times. They must be labeled with your child's name.

FEE SCHEDULE: Please speak to the Director concerning a current fee schedule. Tuition is charged on a weekly basis. Payments are due on Monday for the current week. Payments not made by 5:30p.m. Wednesday will be subject to a \$10.00 late fee. For each returned check, an additional \$25.00 will be added to your account balance.

BIRTHDAYS: Birthdays are a special event in a child's life. Special treats are welcomed, but we ask that you plan ahead with your child's teacher for the appropriate time and number of children. All treats need to be store bought and unopened.

REST PERIODS: Each child is to provide his or her own kinder mat and blanket from home to make their rest time more comfortable. Kinder mats can be purchased at Wal-Mart and need to be at least 1 inch thick. Failure to provide a mat will result in an additional \$10.00 added to you account. Children are encouraged to lie on their mat quietly during rest time. It is the parents responsibility to make sure these items are taken home and laundered once a week.

PARENT INVOLVEMENT: We welcome you to visit us often and participate in your child's educational experiences by attending field trips, helping with the Christmas Program, sharing a talent, etc. when possible. We also welcome parent volunteers.

FUNDRAISERS:

Through out the year Redeemer Lutheran Child Care will host fundraisers. Funds received are used to enhance our school in many ways (curriculum, supplies, appearance). Parent participated is not require but encouraged.

CONFERENCES: Parent and teacher conferences are encouraged. Teachers and parents need to keep each other informed of each child's progress and attitude to help his/her development. We pride ourselves on our close relationship with our parents. We try to talk to each parent weekly of not daily. There will be a time set aside for these special conferences upon the request of the teacher or the parent.

WITHDRAWALS/REINSTATEMENT POLICY: All student withdrawals must be reported to the Director two weeks before the child's last day. Redeemer can not refund any fees paid or cancel any unpaid fee obligations in the case of withdrawal notice. A new registration fee is required for families who have left without notification and wish to return.

REGISTRATION FEES: There is a \$50.00 non-refundable registration fee for each family.

IMPORTANT NUMBERS:

Child Care Center	475-2631
Fax	474-4149
Church	475-2410