

# Parent Handbook School & Child Care



Redeemer Lutheran School and Child Care  
1400 Concordia Drive  
Lancaster, Ohio 43130

(740) 653-9727

(740) 653-1778 - Fax

Mrs. Becky Daubenmire

School Administrator

Rev. Dr. John C. Davidson - Pastor

The Lutheran Church Missouri Synod

**Prayer For Our School**

**Lord God, Heavenly Father, who has  
Blessed us much more than we  
Deserve with a fine school, faculty,  
And student body, make us truly  
Grateful for this blessing, and grant  
Thy Holy Spirit to Teachers, Students  
And Parents that this coming school  
Year and years to come may prove a  
Real blessing to us all.**

**Give the Teachers wisdom to teach the  
Children that Jesus Christ is their  
Savior and loves them. Help us all to  
Be strengthened in our faith and to  
Love Him in return who has said,  
"Suffer the little children to come  
Unto me and forbid them not, for  
Such is the Kingdom of Heaven."  
Trusting that we will heed this  
Request in the best possible way by  
Operating this, our school, we ask Thy  
Divine blessing upon our effort and  
Thy protection upon all.**

## **Outdoor Play Policy Rule 5101:2-12-14 OAC**

Each teacher provides their own form of physical education for their classroom daily, following the Phys Ed curriculum. It is Redeemer's policy to observe the outdoor environment daily. During the 2-1/2 or 4 hour session of Pre-School the children go outdoors to exert some energy and get some fresh air. The Kindergarten class can go outside as many as 3 times a day 2 recesses and lunch. We believe in promoting physical exercise, so if your child is in the Child Care program we open at 6:30 a.m. and close at 6:00 p.m. your child can be outside up to 4 times a day for 15 to 20 minutes each time. We also take many of our activities outdoors according to the weather.

The children of Redeemer will not go outside for reasons such as: weather is below 40 degrees, if it is raining, snowing, if the ozone level is high or the pollen count is too high and so on....

## **Transportation of Children Rule 5101:2-12-18 OAC**

### **FIELD TRIP / BUSING**

Whenever children are transported by vehicle away from the school on "Field Trips" a teacher trained in First Aid will go along equipped with a First Aid Box (rule 5101:2-12-33), and an Emergency Medical Authorization Form for each student. Each child on the trip must have identification attached (name tags containing the child's name, school's name, address and telephone number). Each child is to wear their nametag and adult chaperons and teachers are to accompany each trip. Chaperons are needed on field trips to monitor children and help maintain control of a group of children. No child will be permitted to go on any field trip unless written notification is sent to and signed by a parent or legal guardian and returned to the school.

Details regarding these trips will accompany the permission form the child brings home.

Parents can individually meet us at a location for a field trip. Only Fairfield Union School Buses or Lancaster High School Busses are used, when or if needed. Car pooling is up to the parent.

The following items shall accompany all staff on all field trips; First Aid Supplies, all Children's Records including any "Physical Care Plans" attendance books, working cellular phones and a signed permission slip for each child. During the journey to each field trip a head count is taken at each transition time as well as two bus checks. Example: a head count is taken before children get on the bus, before take-off, at arrival of destination, during transitional schedules, departing the field trip. Checking each seat and under each seat on the bus is completed for each field trip taken at the destination of the field trip and back to school.

## ***MISSION STATEMENT OF REDEEMER LUTHERAN SCHOOL AND CHILD CARE***

***It is the mission of Redeemer Lutheran Church  
Early Childhood program, in grateful response to  
God's love for us In Christ Jesus, to provide a  
Christ centered education and a spiritual  
foundation for our students by word or deed  
within our School, Child Care Center and  
Church communities!***

Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request. 1-866-221-6700

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-30 of the Ohio Administrative Code.***  
JFS 01237 (Rev. 9/2006)

**WHEN A STAFF MEMBER BECOMES ILL**

When a teacher becomes ill while at school, another staff member will supervise the children until a substitute teacher arrives. The Administrator, School Secretary, and all Teachers, are trained in First Aid / CPR , Childhood illness and recognition of Child Abuse.

First aid supplies and a person trained in First Aid by a Doctor or Nurse having completed a course in First Aid which is approved by the "State Department of Health" are available at all times the school is in operation for children and adults.

**RE-ADMITTANCE OF CHILD OR STAFF MEMBER WITH A COMMUNICABLE DISEASE**

The school follows the regulations set forth by the Ohio Department of Health. Communicable Disease Charts are posted in the Hallway and First Aid Room. If you have questions about communicable disease please call the local Health Department.

**The following precautions shall be taken for children suspected of having a Communicable Disease:**

- 1) The center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- 2) A child with any of the following signs or symptoms of illness shall immediately be isolated and discharged to his/her parents or guardians.
  - a) Diarrhea (more than one abnormal loose stool within a 24 hour period)
  - b) Severe coughing causing the child to become red or blue in the face or to make a whooping sound.
  - c) Difficult or rapid breathing.
  - d) Yellowish skin or eyes.
  - e) Conjunctivitis
  - f) Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with any other signs of illness.
  - g) Untreated infected skin patch.
  - h) Usually dark urine and or gray or white stools.
  - i) Stiff neck
  - j) Vomiting
  - k) Evidence of lice, scabies, or other parasitic infestation. Children will not be allowed to return to classes unless they are "nit free"
- 3) The child showing any of the above signs of illness is placed in an isolated area (Administrator's Office). The sick child will be provided with a cot and blanket for use until discharged to his/her parents or authorized person. An adult will be within sight and or hearing of child who is isolated due to illness. No child is ever left alone or unsupervised. The room, and cot will be sanitized with appropriate germicidal detergent upon discharge of the ill child. The blanket, sheet and other articles used by the child will be promptly removed and laundered before being used by another child. Parents will receive written notification if a child has been exposed to a Communicable Disease. A Communicable Disease chart is located in the school hall.

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Dear Parents;  
Greetings In The Name of Christ;

On behalf of the Redeemer Lutheran Congregation, please accept our thanks for choosing our Early Childhood Education Programs here at Redeemer. Our Church, School and Child Care Programs exist solely to share the love of Christ with everyone. We are excited about the upcoming year and look forward to the opportunities we have to share the love of Christ with your child.

God has made us a part of His family in Baptism. As a family of God at Redeemer, we receive God's encouragement and strength every Sunday through the study of His Word. If you presently have no church family, we invite you to consider becoming a part of our church family. Here you will find God's love and friendship in Christ.

If we can be of any service to you please let us know. May God continue to surprise you with His goodness!

In Christ's Service and Yours,  
REDEEMER LUTHERAN CHURCH  
Rev. Dr. John C. Davidson  
Pastor

Dear Parents,

Redeemer Lutheran Church maintains an Early Childhood Education Program to provide instruction in the Word of God. As education directed only to broaden the intellect or the mind is inadequate, for our Lord directs us to "*Train up a child in the way he should go.*" (Proverbs 22:6)

The faculty and staff of Redeemer Lutheran School feel privileged to be a part of your child's spiritual and educational development. Thank you for choosing our Early Childhood Program for your child.

This Handbook is designed to help you as a parent, understand how our programs propose to share with you, the early educational development of your child. We invite you to help us make these experiences in learning more effective. We trust that they may be as delightful to you as we hope to make them for your child.

We look forward to learning, sharing, and growing with all of God's children in this coming school year.

In Christ,  
REDEEMER LUTHERAN SCHOOL  
Mrs. Becky Daubenmire  
Administrator

## **MEDICATION**

Prescription medications can be administered by a teacher when a written request form is completed (ODJFS #01236). It is our policy to only administer prescription medication. No non-prescribed medicine will be administered (example: no cough drops or over the counter medicines.) Non-prescription medications, cough drops etc. are not permitted on school grounds. Only prescription medicine is permitted. No medication, vitamins, or special diets are administered unless instruction to administer such items are WRITTEN, SIGNED AND DATED BY A LICENSED PHYSICIAN, and are prescribed for a specific child. During the summer months, sunscreen can be applied with an administration of medication form filled out (ODJFS #01236). Emergency inhalers or Epipens can also be used with proper paperwork and written instructions from a Doctor.

## **COMMUNICABLE DISEASES**

The Administrator, Teacher/Aids, are trained by a Red Cross instructor, physician or registered nurse, in a course designed to recognize the common signs of communicable disease or other illness. Children will be observed daily when he/she enters the group.

If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more stable. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center, they will be sent home! Please also plan ahead and have a backup care plan in place.

Any child demonstrating signs of illness not listed below will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the desk if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

There are 4 Communicable Disease Charts located in the building, 2 on the wall in the middle of the hallway, 1 in the staff bathroom and another 1 on the wall in the back hallway.

Your child should not attend school and he/she will be sent home when he/she is showing signs of illness such as:

- Temperature of 100 degrees F or more  
(Your child must be "fever free" for 24 hours before returning to school)
- Difficult or rapid **breathing**
- **Sore Throat** or difficulty swallowing
- Excessive **nasal drainage** or persistent **cough**
- **Diarrhea** (Your child may return to school 24 hours after the last episode.)
- Listlessness and **lethargy** without a cause (i.e., child had a full night of sleep)
- Less than 24 hours on a antibiotic for treatment of strep throat and/or other contagious illness
- Unusual **rash**, especially an extensive rash or one with blisters
- Pink Eye (**Conjunctivitis**) Eye(s) stuck closed with dried "crust" or appears red and/or has drainage
- Any sign of **Lice** infestation ( i.e., nits or live bugs)
- Any other recognizable signs of illness
- If your child **vomits** during the night, at school, or before coming to school, please keep your child at home. The child must be fever free for 24 hours (no meds) before returning.

It is up to Redeemer Lutheran Schools discretion to send a child home according to the above symptoms.

Your child is being sent home due to the following illness \_\_\_\_\_

Your child may return to school on \_\_\_\_\_

Your child may benefit / need to visit the doctor \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Teacher's Signature Date

\_\_\_\_\_  
Administrator's Signature Date

## Center Program Information Rule 5101:2-12-30 OAC

### REDEEMER LUTHERAN SCHOOL GOVERNING BODIES OF ADMINISTRATIVE RULES AND REGULATIONS

Redeemer Lutheran School and Child Care is operated under the auspices of Redeemer Lutheran Church, of the Lutheran Church Missouri Synod. Redeemer School and Child Care is required to follow:

The Board of Education  
Lutheran Church-Missouri Synod  
1333 S. Kirkwood Road  
St. Louis, Missouri 63122-7295

The Board of Education  
The Ohio District of the Lutheran Church-Missouri Synod  
6451 Columbia Road  
Olmstead Falls, Ohio 44138

Redeemer Lutheran Church  
LCMS and the Board of Early Childhood Education  
1400 Concordia Drive  
Lancaster, Ohio 43130  
(740) 653-9727

Becky Daubenmire, Administrator  
(Hours 7:00 a.m. to 3:00 p.m. or by appointment)

### HOURS OF OPERATION

Monday thru Friday 6:30 a.m. to 6:00 p.m.

The Redeemer Lutheran School and Child Care is licensed by the Ohio Department of Job and Family Services. The license is posted on the bulletin board in the school hall. The law and rules are available at the center. The Redeemer programs licensing record including compliance report forms and evaluation forms from the Health, Building and Fire Departments are posted on the hallway bulletin board.

The Department of Job and Family Services toll free number is 1-800-686-1581 for any person to use to report a suspected violation by the center.

## **REDEEMER'S VISION AND BELIEF STATEMENT / AIMS AND OBJECTIVES FOR ALL CHILDREN**

Redeemer Lutheran School and Child Care exists for the primary purpose of leading children to the divine Shepherd, Jesus Christ, their Savior.

Following the command of Christ, "Feed my Lambs," the teachers in the School and Child Care are under divine obligation to aid their children in achieving a fuller life on earth, and above all, to help prepare them for the eternal joys which will be theirs in Heaven. Stated more specifically our aims are the following:

To provide thorough instruction in God's Word so that:

- (a) Children may learn to know, trust, and believe in Jesus Christ as their Savior.
- (b) Children may learn to know what their Savior expects of them as believers and followers.
- (c) Children may learn to conduct themselves in a manner that is pleasing to God.
- (d) Children may learn to live and play with other children in a God pleasing manner, grow in social living, adjust to life outside the home as well as in the school setting, and gain a feeling of security and happiness in all relationships with playmates, teachers, and parents.
- (e) We, the teachers assist the parents in laying a faith formation for each and every child.

Our School and Child Care program addresses the needs of children's social, spiritual and physical growth and development.

Redeemer offers a Child Care program in which the atmosphere is relaxed, creative and fun. You can leave your child confident in knowing that they are in a safe and healthy environment. We play games, read and tell stories, have music time, gym and outdoor play. We correlate all of our activities (arts & crafts) using the "One In Christ" religion curriculum and teach with the same Christian beliefs already established by Redeemer Lutheran Church.

The Early Childhood Program is an environment that nurtures, supports reinforces and encourages such issues as:

- \* Establishing relationships with other children and adults.
- \* Fostering development at a pace that is age appropriate where children can be directed and can explore / initiate their own learning.
- \* Nurturing that protects children from inappropriate disapproval teasing and or punishment.

Our secondary purpose is to help foster children in academic areas. Since a child learns from every experience, our programs will focus on providing developmentally appropriate learning experiences. Enormous differences exist in the timing of individual development; therefore, we need to be flexible in our expectations about when and how children will develop and acquire these skills. In the early

## **Management of Illness Rule 5101:2-12-33 OAC**

### **MEDICAL / ILLNESS POLICIES**

#### **THE POLICY REGARDING CARE OF A MILDLY ILL CHILD**

**A "mildly ill child" is defined as one of the following:**

A child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified listed under Communicable Disease.

A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified listed under "Communicable Disease" 2(a).

A "mildly ill" child may be cared for within the child's group. The child shall be observed carefully for signs and symptoms of a worsening condition. Many contagious diseases start with symptoms similar to those of the common cold. Parents are advised to keep their child home if he / she seems to have a cold or shows symptoms of other illnesses.

**In cases of absence, the parents should report the cause of absence to the teacher or school office as soon as possible (740) 653-9727.**

If a child becomes ill at school, the parent will be notified. If the parents cannot be reached we will call the next person on your contact list and then on to grandparents and so on according to your individual information.

In addition to communicable diseases: Any time a child displays symptoms of the flu or other viral / bacterial infections it is Redeemer's policy to call parents to pick up their child if vomiting, has fever or diarrhea. Your child has to be free of these symptoms for 24 hours before returning to Redeemer.

The teacher should know whom to call in case parents are not home during the regular school hours. Make sure this information is recorded on the Registration Application Form. Also, keep the teacher up-to-date on any and all changes that occur in this matter. Every person's name must be in writing if picking up a child.



## LOCKDOWN

The Administrator will call 911 in the event of a “lockdown situation”. The Administrator notifies the staff when to evacuate or stay in the facility for Lockdown, and when to resume normal activity.

Lockdown reasons could possibly be; weapon detected on premises, threat of physical harm, intruder, weather emergencies such as; thunder storms, tornados, flash flooding, major snowfall, blizzards, ice storms, active shooter and terrorism.

In the event of an unexpected life threatening occurrence at Redeemer Lutheran School and Child Care, the center will go into a “Lockdown” which means all children will stay in their classrooms with their teachers. All doors will lock and no one will be permitted in or out until safety measures are taken, and it is deemed safe to do otherwise. The location of emergency supplies for sheltering-in-place (at least 72 hours’ worth of supplies) are located within the building and in the kitchen. Pantry items are located in the child care rooms, milk and juices are in the refrigerator if needed, and can be used in a lock down scenario.

All forms, files and medication are in each classroom for every child. Two first aid kits are located, one in the child care room and one in the first aid room. A notice is placed on the door that we are in a “lockdown situation”. Communication with parents will occur with cell phones, school phones, texting and email.

## EMERGENCY DISASTER PLAN

An Emergency Disaster Plan is in place in the event of a “Disaster” all staff have been trained and instructed on the procedures and policies.

years, children are not only learning knowledge and skills, they are acquiring dispositions toward learning that could last a lifetime. All subject matters that are taught follow the Ohio Department of Education content standards for the pre-school age.



### **Redeemer Lutheran Pre-School Curriculum**

Faith formation is our mission here at Redeemer Lutheran Pre-School. Our mission statement is located in the beginning of this handbook and posted in each classroom. Teaching your child about “**Jesus**” is first and foremost in our curriculum of learning. Our curriculum is from Concordia Publishing House called “One in Christ”. It is like teaching “Sunday School” every day of the week. The teachers are looking forward to implementing this exciting program to plant the seeds of faith, and nurturing children as they grow and learn about themselves, the world around them, and God’s love for them in Christ.

Before the Thanksgiving Holiday a Parent Teacher Conference is scheduled for your information. It will contain where your child’s skills and abilities fall in 6 different areas of development. Those areas are: Religion (Common Core Standards) Social / Emotional Development, Physical Well Being and Motor Development, Approaches Toward Learning, Language & Literacy Development, Cognition & General Knowledge (Science, Math and Social Studies).

**In February** a formal assessment will be done (sit down) for every child in our Pre-School Programs. Records of conference discussions are kept on file. No reports are shared with ODJFS, they are confidential, an informal assessment (report card) is sent home in November with discussion by phone or in person.

***“Let the children come to Me; do not hinder them, for the Kingdom of God belongs to such as these . . . . And He took the children in His arms and blessed them” . . . . Mark 10: 14, 16***

## EDUCATIONALLY AND DEVELOPMENTALLY AGE APPROPRIATE OBJECTIVES ARE MET

The Educationally appropriate objectives for our School and Child Care are to expose children to the widest possible variety of experiences in order to arouse their curiosity, challenge their physical and intellectual abilities, and encourage self-expression. In effect, we aim to develop in the children a sense of joy, wonder, and curiosity in the world around us.

Open communication between the parent and teacher is encouraged daily. Please check your child's book bag and take home folder each and every day. Any time a parent has a concern about their child, regardless of the program in which they are enrolled, **communication** is a must. Please do not hesitate to make a phone call, leave a note, or set up a conference about any question or concern you may have at any time.

### **Pre-School Common Core Standards**

These Core Standards are a set of progressive skills and concepts that young children develop during their pre-school year.

#### **Social & Emotional Development**

- Self Awareness and Expression of Emotion  
(self concept—self comforting—self regulation—sense of competence)
- Relationships  
(attachment—interactions with adults and peers—empathy/sympathy)

#### **Physical Well-Being and Motor Development**

- Motor Development (large & small)
- Oral Motor—Sensory Motor—Body Awareness
- Physical Activity—Nutrition & Safety Practices

#### **Approaches Toward Learning (Student Initiative and Learning)**

- Planning, Action and Reflection, Engagement and Persistence
- Expressive Language—Social Communication
- Reading & Reading Comprehension  
(fluency, print concepts, phonics letter/word recognition)
- Writing and the Writing Process (application & composition)

#### **Cognition & General Knowledge— Math / Science / Social Studies**

- Cognitive Skills—Memory—Symbolic Thought (reasoning and problem solving)
- Number Sense & Counting / Relationships and Operations
- Algebra / Measurements & Data
- Geometry
- Science Inquiry & Application, Cause & Effect
- Earth & Space Science
- Physical Science & Life Science
- Social Studies (self, social, identity)
- History / Heritage
- Geography
- Government
- Economics



OHIO  
Common Core State Standards

There is always one staff member present that has received training in First Aid / Communicable Disease and CPR. In the case of a minor accident / injury staff will administer basic First Aid and TLC. If the injury / illness would be more serious, First Aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury / illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident / injury report will be completed, and given to the person picking up the child, on the day of the incident / injury, if any of the following occur; the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff with 3 days of the incident.

### DENTAL EMERGENCIES

Parents will be notified to determine if an emergency dental trip is needed. If a child should lose a tooth, the tooth will be placed in milk which is in the refrigerator. Parents would then be called for an emergency trip to the Dentist. Dr. Ryan Johnson, 115 W. Fair Avenue, is on call as an emergency dentist if you do not have one.

### FIRE / TORNADO

The fire alarm bell is activated by the Administrator and is also heard at the Lancaster Fire Department. All drills are scheduled with the Lancaster Fire Department. A teacher lines the children up single file and leads them to a designated area outside. Northside fence line on the playground or Southside of the building (car line). Teachers must take the Record Book and take attendance. Before going outside and again once outside, and upon returning inside. The Administrator or Secretary will have the First Aid Kit and the Children's Forms handy in case of a "real" situation. The Administrator or Secretary will check all rooms to make sure all children are out of the building, windows and doors are closed. Each teacher makes sure all children are accounted for by raising hand to let Administrator or Secretary know she has everyone. Children are led back to their classrooms single file—No Talking. Emergency Evacuation Plans are posted in each room. The teacher exit from the **NEAREST EXIT DOOR** regardless of what room they maybe in at the time of the drill. In the event of an actual fire within the building, the Administrator or Secretary shall notify the Lancaster Fire Department from a neighbor's phone or by cell phone. If the children should be then taken further from the school property (Shelter House) the nearby neighbor located at (1331 Pleasantville Road), or St. Bernadette (1325 Wheeling Road) will be the locations for safety. The Administrator will telephone parents/guardians of our whereabouts.

**TORNADO**—Tornado drills are **5 whistle blows** given by the Administrator. Drills are conducted during March, April, May, June and July. Children should be instructed to respond quietly and show how to sit in a protected area in the hallway covering their heads in a sitting position. A flashlight and the children's files are gathered by the Administrator or Secretary.

## **Procedures for Emergencies and Accidents Rule 5101:2-12-34 OAC**

### **EMERGENCIES AND ACCIDENTS**

Each child must have completed the “Enrollment Packet Requirements” from the parent or legal guardian on or before the first day of attendance. Each child enrolled in Redeemer Lutheran School and Child Care must have the following forms as required by the State of Ohio before entering School and or Child Care:

- 1) Registration Page, 2) Enrollment Form 3) Enrollment Information Continued**
- 4) Allergies Health / Medical / Food Supplement Information**
- 5) Child Medical Statement 6) Custody Information 7) Pick Up Permission Slip**

Your child will not be permitted to stay and attend the School and or Child Care programs unless all required forms are complete and on file in the school office the first day he/she attends. The forms are available in the school office.

The Ohio Administrative Code requires completion of an “Incident / Injury Report” form whenever a child becomes ill, is injured, is involved in an incident, or accident and requires emergency transportation. This report is given to the parent as the injury happens and the Administrator is notified and also signs the form as well. If a serious accident occurs, said form is faxed to ODJFS such as a broken bone or concussion etc.

Redeemer Lutheran School and Child Care will follow procedure as indicated by child’s parents or legal guardian on the Emergency Medical Authorization Form. Children will be transported to the source of an emergency medical or dental care facility as indicated by parents or guardian on the Emergency Medical Authorization Form.

In a life threatening situation, we will immediately contact 911 for ambulance service.

***Transportation for emergency situations, illness or injury will be handled by calling 911 for ambulance service. A written permission slip to transport to the hospital, will accompany the Administrator or Teacher with all appropriate forms for the individual. The Teacher or Administrator will stay with the child until the parent arrives. Parents will be notified by telephone if such emergency has occurred.***



Our Kindergarten Curriculum follows that of the Ohio Department of Education content standards (Common Core) for the Kindergarten age level. You will receive a “Scope of Academic Learning” in Math, Language Arts, Science and Social Studies at Orientation. Curriculum is chosen based on the (Common Core) and the majority is McGraw—Hill. There are 4 nine week grading period for the Kindergarten program. Report Cards will be sent home in October, January, March and May. A Parent Teacher Conference is held in November, and another one can be scheduled if needed, in the Spring. 4—9 week interim reports are sent home to follow each child’s progress ( Aug. to Oct.—Oct. to Jan.—Jan. to March and March to May). The Subjects of Music, Physical Education, and Art are rotated each week as well, along with secular units, special events, and activities. Open communication between the parent and teacher is encouraged daily. Please check your child’s book bag and take home folder each and every day. Any time a parent has a concern about their child, regardless of the program in which they are enrolled, **communication** is a must. Please do not hesitate to make a phone call, leave a note, or set up a conference when needed. We encourage you to do so. Records of conferences are confidential and not shared with ODJFS or anyone but the parents. These records / report cards and discussions notes are kept on file.

**PROGRAMS**

(according to enrollment each year)

**3 YEAR OLDS (Lambs) 2 days a week**

Monday & Wednesday

Tuesday & Thursday

9:00 a.m. - 11:30 a.m.

**4 YEAR OLDS (Doves) 3 days a week**

Monday, Wednesday, Friday

8:15 a.m. to 12:15 p.m.

**PRE-KINDERGARTEN**

Monday thru Friday

8:15 a.m. to 12:15 p.m.

**KINDERGARTEN**

Monday thru Friday

8:15a.m. to 2:15 p.m.

**CHILD CARE**

Monday thru Friday

6:30 a.m. to 6:00 p.m.

Upon admittance to any program the Administrator shall schedule an interview with each family, discussing all programs, options and what best fits each family's needs.

Classes are open to all who wish to observe our teachers and students. Teachers will be happy to discuss the curriculum with you. The Administrator is available to answer any questions that you may have. "The governing board of Redeemer Lutheran School and Child Care, located at 1400 Concordia Drive in Lancaster, Ohio has adopted the following non-discriminatory policies."

The Redeemer Lutheran School and Child Care recruits and admits students of any race, color, gender, religious, sex, disabilities or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletics / extracurricular activities. Furthermore, the school is not intended to be an alternative to court or an administrative agency order, or public school district initiated desegregation.

The Redeemer Lutheran School and Child Care will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel.

It is the policy of Redeemer Lutheran School and Child Care that children must be 3 years old before entering school and all children must be potty-trained at all times, including naptime.

Because our Child Care is state licensed for children 3 to 12 years of age, we keep the children separated into two or three groups according to ages. The Before & After school latchkey program children are in a separate group than the Pre-School age children, that are enrolled in Child Care.

**Choking Hazards (Appendix A 5101:2-12-21)**

Approximately 66 to 77 children younger than 10 years of age die from choking on food each year in the united states. 10,000 emergency department visits annually can be attributed to choking on food among children of ages 14 years and younger. 19% were caused by candy or gum.

Children of all ages can easily choke, especially those younger than age 5 because they have fewer and smaller teeth, weaker chewing ability and narrower airways than older children and adults. Most dangerous of all, they often put things in their mouths, unlike older children.

Before young children have molars—teeth that grind food—they are able to bite off a piece of food with their incisors—teeth in the front of the mouth—but cannot grind it enough to swallow it safely. Children 3 to 4 years old have molars but are still learning to chew effectively. Children at this age also may be easily distracted when they are eating.

Foods such as round candy, grapes, marshmallows and meat sticks/sausages have a round, high-risk shape that can cause a plug in the throat. Peanut butter can also stick in the airway and form a tight seal that is difficult to dislodge.

- Choking is the fourth leading cause of accidental death in children under the age of 5.
- Children under age 5 are at greatest risk for choking injury and death.
- Toys, household items and foods can all be a choking hazards.
- The most common cause of nonfatal choking in young children is food.
- At least one child dies from choking on food every five days in the US and more than 10,000 children are taken to hospital emergency rooms each year for food-choking injuries.
- Hot dogs account for 17% of food-related choking deaths among children younger than 10 years of age.

**Food Preparation Requirements Older Infants and Toddlers**

Foods for older infants and young toddlers up to 24 months should be cut into one-quarter inch (1/4") cubes or about the size of a pea. Foods for toddlers over 24 months should be cut into cubes no larger than one-half inch (1/2").

Examples of foods that need this preparation are:

- |  |                        |
|--|------------------------|
| <b>Hot Dogs / Sausages</b>                   | <b>Strawberries</b>    |
| <b>Apples/Pears</b>                          | <b>Grapes</b>          |
| <b>Meat/Chicken</b>                          | <b>Beans / Celery</b>  |
| <b>Cherries</b>                              | <b>Melons</b>          |
| <b>Cheese</b>                                | <b>Cherry Tomatoes</b> |
| <b>Carrots—cook until softened, then cut</b> |                        |

Peanut butter—spread peanut butter thinly on toast or crackers. Do not serve in large globs. Small, sticky or hard foods should not be served. Examples are:

- Hard Candy—including: Skittles, M&M's Nuts Gum or Gum Drops Popcorn Gummy Candies Seeds Chips**

Marshmallow and pieces of crusty bread or bagels become gummy in the mouth and get stuck in the throat. These should not be given to babies or toddlers.

**Preschoolers (Age 3-5)**

Prevent choking by shredding or cutting meat into small pieces, no larger than one-half inch (1/2") cubes.

Cut cheese into thin slices or small one-half inch (1/2") pieces.

Round foods like hot dogs and grapes should be cut in half lengthwise so the shape is no longer round.

Cut cherry tomatoes, grapes and strawberries in half.

Hard candy over 1/2" in diameter and gum should not be provided to preschoolers in Child Care.



Apple Slices	Cinnamon, Honey, Plain, Low Fat Grahams
Bananas	Grahams, Chocolate, Teddy
Celery Sticks	Whole Wheat Crackers
Cheese Slices, Cubes, Sticks	Triscuits
Pepperoni	Wheat Thins
Rold Gold or Herr's Pretzels	Yogurt
Fresh Fruits & Veggies	Popcorn (Herr's)
Apples Bananas	Skinny Pop
Oranges Strawberries	Pudding Cups
Pineapple Melon	Kraft Handi Snacks Sets
Grapes Pears	Pretzels & Cheese/Crackers & Cheese
Cucumbers Sugar Snap Peas	Dried Fruits (Cranberries, Raisins etc)
Berries—Blue, Black, Raspberries	Fruit Roll Ups (Betty Crocker)
Cherries Kiwi	Gushers (Betty Crocker)
Peaches Plums	Fruit By The Foot (Betty Crocker)
Cauliflower Celery	Mini Bagels/ Cream Cheese
Carrots Broccoli	Applesauce Cups
Peppers—red,orange,yellow, green	Fruit Cups (peaches, pears, etc)
Raisins Tomatoes	Pumpkin Seeds
Crackers of all Kinds	Sunflower Seeds
Gold Fish Crackers	Mini Pancakes
Annie's Cheddar Fish	Healthy Muffins (no sweet cupcakes)
Cheez-Its / Cheez Nips	Finger Sandwiches
Chicken in a biscuit	Laughing Cow Cheese Dippers
Ritz Crackers	Cookies
Hi Ho's Crackers	Vanilla Wafers Oatmeal
Club Crackers	Oreos Vanilla Crème
Saltine Crackers	Fig Newtons Shortbread
Graham Crackers	Ginger Snaps Animal Cookies
Nabisco Honey Maid Original	Sugar Wafers Cookies Crisps
	Chips Ahoy

Bring your child's snack prepared daily in a lunchbox. Use insulated lunch boxes/bags, thermoses, ice packs etc... to keep items cold.

Please go to [myplate.gov](http://myplate.gov) for more ideas, daily dietary allowances.

When celebrating a birthday frosted cupcakes or cakes are permitted to share with the class.

## REGISTRATION PACKET KINDERGARTEN / PRE-SCHOOL / CHILD CARE

The following forms must be filled out (by parents) in their entirety, before any child is left for care by Redeemer staff.

**Page 1**—Child Enrollment and Health Information for Child Care –JFS01234  
(do not leave any lines blank)

**Page 2**—Allergies, Special Health or Medical Conditions and Food Supplements- JFS01234 (please fill out what applies—if you check yes—note more forms may need to be filled out).

**Page 3**— Cont. JFS01234—Diapering Statement (if you do not give permission to transport a child in the event of illness / injury to FMC please provide a letter of an alternative plan in an emergency situation of what you would like Redeemer to do). Redeemer will follow your wishes.

**Page 4**—Child's Medical Statement for Child Care JFS 01305— This form must be filled out and signed by your pediatrician / physician. A copy of your child's shot record must be attached. If for whatever reason your child is not immunized, please provide a written letter as to your decision to not immunize. We do not discriminate on whether you "choose to" or "not to" immunize your child. You are invited to enroll either way.

**Page 5**—Custody Information Sheet—Divorced / separated parents and/or guardians are responsible for providing the school with a copy of their custody agreement, particularly as it relates to who is authorized to pick up their child(ren) at school. This shall be in addition to the authorization form on file in the child's records, indicating persons the parent / guardian has authorized to pick up their child. A parent of a child enrolled at the center who is not the child's residential parent, shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation on file limiting access and conditions of the nonresidential parent. ( OAC 5101:2-12-39)

**Page 6**—Child Pick-Up Permission Authorization—On this extra form for pick up / drop off—you have 8 spots to add additional people who are allowed, with your permission, to pick-up or drop-off your child any day or anytime. Please note anyone listed must be 18 years old or older and hold a valid drivers license. Upon arrival and hourly, your child is signed in and out @ all transitions including dismissal.

## CHILD CARE SCHEDULE

### **Monday thru Friday - 6:30 a.m. to 6:00 p.m.**

6:30 - 7:30 a.m.	Arrival (put things away)
7:30 - 8:00 a.m.	Breakfast
8:00 - 8:30 a.m.	Recess - Free Play
8:30 - 8:45 a.m.	Religion
8:45 - 9:00 a.m.	Divide the Children Into Groups. Take Pre-School Children to Class
9:00 - 9:30 a.m.	Individual Class Time Small Motor Activities (Arts/Crafts)
9:30 - 10:00 a.m.	Large Muscle Activities (Gym/Outside)
10:00 - 10:30 a.m.	Snack and Story Time
10:30 - 11:00 a.m.	Recess (music, finger plays)
11:00 - 11:30 a.m.	Pre-School Students Arrive
11:30 - 12:15 p.m.	Lunch
12:15 - 12:30 p.m.	Take Pre-School Children to Class
12:30 - 2:30 p.m.	Nap Time
2:30 - 3:00 p.m.	Pre-School Students Arrive & School Aged from bus
3:00 - 3:30 p.m.	Snack and Story Time
3:30 - 4:00 p.m.	Homework / Recess
4:00 - 6:00 p.m.	Free Play (Large Muscle Activities) Outdoors

Open communication between the parent and teacher is encouraged daily. Please check your child's book bag and take home folder each and every day. Any time a parent has a concern about their child, **communication** is a must. Please do not hesitate to make a phone call, leave a note, or set up a conference about any question or concern you may have at any time.

Our Child Care schedule is a flexible framework and can and will change periodically. Also, included within this schedule is Music, Phys Ed, a visit from the Fairfield County Library, Chapel with Pastor Davidson, field trips, educational visits, screenings and much, much more throughout the year.

## KINDERGARTEN SCHEDULE

### **Monday thru Friday - 8:15 a.m. to 2:15 p.m.**

Our daily schedules are only a framework. Within this framework flexibility is essential. The time of each activity depends on the children's needs, maturity, ability, interest, etc. An activity may be omitted due to the length of another one, so that the children are not deprived of the necessary time for play, snack and rest. This is important for their physical and mental welfare.

8:30 - 9:45 a.m.	Arrival / Centers / Religion / Memory Work / Morning Message/ Journal entry etc.
9:45 - 10:45 a.m.	Math / Snack
10:45 - 11:45 a.m.	Language Arts / Reading
11:45 - 12:45 p.m.	Restrooms / Lunch / Recess
12:45 - 1:15 p.m.	Handwriting / Spelling / Art / Music
1:15 - 2:15 p.m.	Social Studies / Science (alternate)
2:15 - 2:30 p.m.	Dismissal

When filling out the necessary forms to enroll, the third page of information is the Health Record. If your child has any allergies it should be listed on this form and a Medical / Physical Care form should be filled out as well. Each teacher reviews all forms for each child and is made aware of any medical needs and are trained in what to do in case of a medical emergency. (This includes food allergies, outdoor, insects and so on). An "Administration of Medication / Food Supplement" form must also be filled out if applicable.

## VISION/SPEECH & HEARING SCREENINGS

These screenings are offered each year through outside agencies that come to Redeemer to screen your child. A permission slip will be sent home if you wish to participate. These screenings are offered but optional.

## NUT-FREE FACILITY RESTRICTIONS

Because we place children's health and safety as our highest priority, and many of our children have allergies, the Kindergarten, Pre-School and Child Care Program maintains a Nut-Free policy. We do not serve food containing nuts, nut butters or foods processed where nuts may be present. In addition, we do not allow anyone, including staff and families, to bring food containing nuts, nut butters or food processed where nuts may be present into our facilities.

Many of our children have severe allergies to other foods which cannot be completely restricted in a Child Care environment, including, but not limited to, milk, eggs, soy and wheat.

When packing lunch for your child in the Child Care program, please remember to follow the USDA recommendations of 1/3 of the daily requirements in all packed lunches. Follow the food groups @ [www.ChooseMyPlate.gov](http://www.ChooseMyPlate.gov).

Redeemer is not liable in the event of exposure to nuts or products contaminated by nuts. We will be diligent to the best of our ability in educating parents and staff in providing a nut free facility. Please read labels parents, a child with a peanut allergy could be at serious risk if exposed. If we have a child who is allergic to peanuts / tree nuts, snacks are approved by the parent of that child on a daily basis

## FOOD SUPPLEMENTS OR MODIFIED DIETS

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Administrator for more details regarding this. A prescribed form ODJFS # 01217 must be filled out for implementation.



## **Food Information Rule 5101:2-12-39 OAC**

### **WELLNESS POLICY (Health & Nutrition)**

Part of Redeemer's wellness policy includes providing snacks for the children that attend Child Care. We provide a nutritional snack to all children at approximately 10:00 a.m. and 3:00 p.m. daily Monday through Friday.

If a child is enrolled in Child Care during the lunch hour time frame 11:30 a.m. - 12:30 p.m., it is Redeemer's policy to provide milk for that child. The parents provide a nutritional lunch covering the 5 food groups. Redeemer will supplement a child's lunch if it is observed that the lunch is inadequate according to the food pyramid. We require that parents meet the 4 to 5 food groups.

If your child is enrolled in Pre-School or Kindergarten it is required that parents provide a healthy snack. Each teacher has a suggested snack list to encourage parents to prepare a nutritional snack. The parents supply napkins, straws, cups, and milk is supplied by the School for the students.

### **HEALTHY SNACKS**

Along with a balanced curriculum at Redeemer Lutheran School we are trying to promote "Healthy Eating" This school year every child will bring in their own snack each and every day, milk will still be provided. Because there are so many allergies, provided below are some healthy snack suggestions. Eating healthy builds a healthy body and improves brain function. Eating healthy gives us energy. This is a suggested list, please consult your child's teacher if you have any concerns. Many of the suggested brands such as Enjoy Life, Herr's, Kraft, Rold gold, Utz, Nabisco, take into consideration the top 8 food allergies. The top 8 allergies are peanuts, tree nuts, egg, milk, soy wheat, fish and shellfish please read all packing. Each teacher has a list of food allergies in her classroom pertinent to each child. Check out the web site [snacksafely.com](http://snacksafely.com) NO NUTS OR NUT PRODUCTS PLEASE. NO SHARING.

Children between the ages of three and six are bundles of energy, like butterflies never stopping for more than a second. They need to snack frequently - up to four times a day. Snacks should be substantial but contain serving sizes that are smaller than those normally eaten at meals. Choose snacks that add needed nutrients to your child's diet, not just more sugar, salt and fat. Fresh fruits such as apples, pears, oranges and bananas provide vitamins and fiber, and are great snacks.

For lunches, food can be stored in insulated lunch boxes, using thermos and ice packs. Redeemer does not have a cafeteria so we are unable to heat or refrigerate the children's lunches. If the lunches do not meet food requirements Redeemer will supplement at \$1.00 charge per food item.

The purpose of including health and safety in our program is to expose the children to the values of proper nutrition, personal hygiene, medical care, and emotional development. To make children aware of existing dangers in their environment and to acquaint them with methods of coping with them, is one of the many goals.

### **LAMBS ( 3 YEAR OLDS)**

**Monday/ Wednesday & Tuesday / Thursday**  
**9:00 a.m. to 11:30 a.m.**

Attendance, Free Play, Morning Exercises  
Devotion, Salute To The Flag, ABC's Numbers  
Music, Creative Play  
Craft / Academic  
Recess  
Story Time

### **DOVES (4 YEAR OLDS)**

**Monday / Wednesday / Friday**  
**8:30 a.m. to 12:30 p.m.**

Self Chosen Activities (housekeeping, watering plants, weather, etc.)  
Special Time With God  
Salute To The Flag  
Exercise  
Arts & Crafts  
Rest & Snack  
Recess  
Story Time  
Academic (Reading, Readiness, Math, Language Arts or Social Studies)  
Music, Creative Play, Clean-Up

### **PRE-KINDERGARTEN**

**Monday thru Friday**  
**8:30 a.m. to 12:30 p.m.**

Self Chosen Activity (attendance, housekeeping circle time, weather, calendar)  
Salute To The Flag  
Special Time With God  
Music and Creative Play  
Math and Language Arts  
Arts and Crafts  
Clean Up and Snack  
Physical Play  
Story Time

## STAFF / CHILD RATIO

There will be at least one staff member caring for every 12 children who are 3 years or older and one staff member for every 14 children who are 4 years and older and one staff member for every 18 children school-age. No child is left alone or unsupervised at any time. When there is a combination of ages within a group of children, the age of the youngest child will be used in determining the staff/child ratio applicable to the group. Redeemer School has at least 2 responsible adults on the premises at all times when 7 or more children are in the school.

## TRANSITIONING

In meeting the required staff to child ratio's, it is Redeemer's policy to bump a child to the next older age group so requirements can be in compliance. Teachers in Child Care keep track of the number of children in their group to meet the requirement at all times and know to bump children accordingly. If the amount or number of children gets too high an aid is called in, or another staff member. Parents must sign a "transition" form for a child to be able to be moved to another group.

## PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for Child Care during hours of operation. Parents may wish to attend fieldtrips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found;

1. Child's Teacher
2. Administrator
3. If necessary the Administrator will take the issue to the Board of Education.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The Staff fully realize that you are trusting us with your little ones and we want our relationship to be a good one, communication is the key.

## **Supervision of Children Rule 5101:2-12-20 OAC**

### SAFETY POLICY / ARRIVAL / DISMISSAL

Any staff member in charge of a child or a group of children, shall be responsible for their safety. No child shall ever be left alone or unsupervised.

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they MUST make a report to the local children's service agency. The safety of the children is always our first concern. CPS can be reached @ 740-652-7889

It is the parent's or legal guardian's responsibility to see that his/her child safely enters the school building upon arrival. NO CHILD IS ALLOWED TO LEAVE THE SCHOOL PREMISES WITH ANYONE BUT PARENTS OR LEGAL GUARDIAN UNLESS WRITTEN OR VERBAL PERMISSION IS GIVEN BY PARENT OR LEGAL GUARDIAN. IT IS THE RESPONSIBILITY OF EVERY TEACHER TO SEE THAT EACH CHILD IS DISMISSED TO THE PROPER ADULT. PARENTS, LEGAL GUARDIANS, MUST SIGN IN ON THE "SIGN-IN / OUT SHEET" EACH DAY. THE TIME MUST BE RECORDED UPON ARRIVAL AND DEPARTURE. EACH TEACHER THAT RECEIVES A CHILD WILL ALSO SIGN THEM IN OR OUT ACCORDINGLY. Redeemer has an "Adult Exchange" policy that means: when bringing your child to and from school or Child Care you must have the following criteria:

1. ***Your name and information is on the child's form, (pick-up permission) which gives you permission to pick-up or drop off the child by the parent.***
2. ***You must show your driver's license to verify your ID.***
3. ***You must be an adult (over 18).***
4. ***You must sign your child in and sign them out on the clipboard outside the classroom on the desk. ( An adult exchange).***

**Parents** can give the teachers a hand-delivered note in regard to a change in pick-up or a phone call can be taken as well directly from the parent, asking a few security questions for verification.



7. We are in need of a one week notification if your Child Care schedule might change. A one week written notification is required to withdraw. If not given, a minimum of one week's tuition will be charged.
8. The School and Child Care tax identification number is available upon request.
9. A 10% discount is given in Child Care if your child is enrolled in Pre-School and Child Care.
10. A 25% discount is given for siblings using the Child Care on the same days.

The Redeemer Lutheran Child Care Program is licensed by the State of Ohio Department of Job & Family Services (ODJFS). We require that all children be enrolled in our Child Care program on a consistent weekly basis. The Pre-School and the Child Care are two separate programs not one in the same.

### **Guidance and Management Policy Rule 5101:2-12-22 OAC**

#### **BEHAVIOR MANAGEMENT / DISCIPLINE POLICY / POSITIVE TECHNIQUES**

Redeemer staff believe that helping a child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Staff will not impose punishments for failure to eat, sleep or toileting accidents.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to withdraw the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The Administrator would be in communication with the parents prior to this occurring. If a teacher needs assistance beyond the teacher's aide, the administrator will be called in to assist in resolving problems related to the Childcare center.

If a child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

Redeemer's Administrator has the right to withdraw a child for continuous, uncontrollable, and unmanageable behavior problems. The Administrator will make referrals to parents to local counseling centers that deal with behavior management techniques for parents and families.

#### **VISITORS**

We welcome visitors at any time. Children accompanied by an adult are also welcome. It is best if we do not have visitors during the first six weeks. Children need time to feel secure in School and Child Care before they are ready to accept new people. Parents or guardians of a child enrolled in Redeemer Lutheran School and Child Care shall be permitted unlimited access during its hours of operations for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises the parents or guardians shall notify the Administrator of his / her presence and sign in & out at the School Office.

#### **ROOM MOTHERS**

Since many mothers are willing to participate in school activities we like to assign Room Mothers for the year. We do accept volunteers for help on special occasions to provide food for parties, and to help with field trips. See Parent Volunteer Questionnaire. We have an "Open Door" policy; parents are welcome in the classroom at any time, please communicate with your child's individual teacher if you would like to visit any day. If you would like to become a Room Mother, please see the teacher for requirements.

#### **CLASS ROSTERS**

Rosters of names and telephone numbers of parents, custodians, or guardians of children attending Redeemer Lutheran School and Child Care are available upon request. The Rosters shall be prepared in accordance with rule 5101:2-12-54 of the administrative code. Parents shall be notified that the Rosters shall not include the name or telephone number of any parents, custodian, or guardians who requests the Administrator not include his/her name or telephone number.

#### **BREASTFEEDING AREA**

Room #1 has been designated to any mother that needs to privately breastfeed their child while in the school facility. If room 1 is in use- we will use another room. Enrollment varies each year.

## SCHOOL TUITION

THE BOARD OF EARLY CHILDHOOD EDUCATION OF REDEEMER LUTHERAN CHURCH has adopted the following policies effective July 26, 1994;

1. TUITION IS DUE ON THE FIRST DAY OF THE MONTH.
2. Tuition payments may be made weekly, monthly, or in one payment.
3. All school accounts that are "past due" after the 10th of the month, will receive a reminder notice from the School Office.
4. If your account is not paid by the 10th of the month, a twenty-five dollar (\$25.00) late charge will be assessed.
5. The Board of Early Childhood Education also ruled that a returned check must be replaced by cash, cashier's check or money order only. This payment will include a returned check charge of \$25.00.
6. There is no reduction for short months, sick days, holiday or vacations. The tuition is for the entire school year.
7. Delinquent accounts, past 45 days, risk losing your child's school "spot". You will be notified by the Administrator of your account status, if it is necessary arrangements for payment can be made. A collection agency may be used by Redeemer if needed.
8. **The Withdraw Policy;** As stated in the payment pages, when you enroll your child in Pre-School or Kindergarten you are responsible for the entire amount. If you withdraw your child, you are responsible for the entire amount choosing several options for payment arrangements.
9. Registration Fee is due with the Registration Form to secure your child's spot and is non-refundable. A Book / Copy Fee is also an added cost per program. See brochures for individual program costs, Registration/Book Fee's as they are subject to change each year.
10. The summer session of Child Care will have fluctuating field trip costs dependent on the trips, as do the fall & spring field trips for the Kindergarten and Pre-School.

## CHILD CARE FEE SCHEDULE

### Consistent Weekly Schedule

Registration Fee	\$ 75.00	(non-refundable)
Full Time:	\$170.00	(4 days or more)
Part Time:	\$110.00	(3 days)
Daily Rate:	\$ 55.00	(1 or 2 days)
Drop In Rate	\$ 55.00	(per day)*

\*(no more than twice monthly)

**Payment may be made weekly, bi-weekly or monthly. Prices above are subject to change each year. You must choose a payment option and maintain the payment schedule. Payment must be paid in full by the next billing cycle; in accordance to the payment option you have chosen, (weekly, bi-weekly or monthly). You may incur a \$25.00 late fee if your account is delinquent by the next billing cycle.**

### CHILD CARE PAYMENT POLICY

1. Child Care Fees are due at the end of each week or can be paid in advance. A one week notification is required for changes in Child Care schedules regarding vacation. ***You will be billed for your scheduled time regardless of attendance.*** Billing is done on the Monday following services rendered. You will receive your bill when you pick-up your child that day. Please make Child Care and School checks separate. Our school accounting system is set-up separate accounts for all 3 programs. Please make checks payable to: ***"Redeemer Lutheran School"***
2. Delinquent accounts past two weeks risk losing Child Care Service.
3. A \$25.00 fee is charged for returned checks. Cash or a money order will then only be accepted in terms of payment.
4. Late pick-up from Child Care results in a charge of \$5.00 per child for every 15 minutes late or portion thereof beginning at 6:00 p.m. and should be payable to the staff member required to stay with your child. If late pick-up becomes a consistent concern a charge of \$1.00 per minute will become effective.
5. Please allow one week notification to us if you are planning a vacation.
6. Holiday - no charge when Child Care is not open. Early closing times for Child Care (Christmas Eve and New Year's Eve) will be closed after a major holiday; ie Thanksgiving Day and the day after - Christmas and the day after, announced at least two weeks prior to the holiday.

## **SCHOOL CLOSINGS**

See School Calendar for holiday closings, Parent / Teacher Conferences, and other special events.

## **CHILD CARE HOLIDAY CLOSINGS**

**NEW YEAR'S DAY**  
**GOOD FRIDAY**  
**MEMORIAL DAY**  
**JULY 4TH**  
**LABOR DAY**  
**THANKSGIVING DAY AND THE DAY AFTER**  
**CHRISTMAS DAY AND THE DAY AFTER**

## **SCHOOL CLOSING DUE TO SNOW**

When inclement weather should occur Redeemer Lutheran School may be closed. Radio Stations WLOH 1320 AM and K95.5 will announce school closings, also WBNS Chanel 10, ABC Channel 6 and NBC4 will show closings or delays at the bottom in the news feed.

We do not follow Lancaster City Schools for Inservice Days, or any other non-weather related days off. If in doubt just call the school office (740) 653-9727.

## **KINDERGARTEN**



Help your Kindergarten students grow in their understanding of God's love for them. The Kindergarten Teacher Guide is arranged into nine units that provide a chronological Bible survey. There are 36 weekly units taught over the course of the school year, for a total of 144 sessions. Each lesson may be taught in approximately 35 minutes.

### **The twelve monthly themes are:**

Unit 1: God Loves People	Unit 6: Jesus Cares
Unit 2: God Blesses Families	Unit 7: Holy Week
Unit 3: God's People Get a Land of Their Own	Unit 8: Heaven is Mine
Unit 4: Christ, the Savior, Is Born	Unit 9: the Holy Spirit Spreads God's Word
Unit 5: Jesus Begins His Work	



### **Pre-School A (Ages 2 and 3)**

### **Pre-School B (Ages 4 and 5)**

Help young children learn about Jesus and grow in their understanding of God's love for them. Pre-School A lessons provide a framework for children to explore, express, create, and relate to one another each day.

**Explore: Develop math and science skills**

**Express: Develop listening and speaking skills**

**Create: Develop potential for arts and crafts**

**Relate: Develop interpersonal skills**

Pre-School A & B contains 52 stories. There is one Teacher Guide for each month of the year. Each month has four weeks of lessons for five days per week. Each quarter also has one bonus lesson.

### **The twelve monthly themes are:**

#### **Pre-School A**

Unit 1: God's Blessings  
Unit 2: Family  
Unit 3: Praise and Thanksgiving  
Unit 4: Christmas  
Unit 5: Good Health  
Unit 6: Love  
Unit 7: Easter  
Unit 8: Transportation  
Unit 9: Flowers/Mother's / Father's Day  
Unit 10: Animals  
Unit 11: Water  
Unit 12: Rest and Recreation

#### **Pre-School B**

God Blesses Me and My World (fall)  
God blesses Families (Families)  
Thank God for Blessing Me  
Happy Birthday, Jesus (Christmas)  
Jesus Helps and Heals Us (Good Health)  
Jesus is Our Good Friend (Friendship)  
Jesus Takes Away Our Sins (Springtime)  
Jesus is Always With Us  
We Share the Love of Jesus  
We Worship and Praise God  
God Bless Our Leaders  
I Am Jesus' Disciple Too!

### **CHAPEL**

We go to Chapel services regularly every Friday. Our Pastor, Rev. Dr. John C. Davidson, Mrs. Daubenmire / Director and teachers take turns, prepares and directs a special lesson just for the children. The children are left with an age appropriate Christian message they can share with each other. The children also sing songs for Jesus and have prayer time with the Pastor. Pastor Davidson visits the classrooms from time to time.

### **SCHOOL PHOTOGRAPHS**

Class and individual photographs are taken each year, one in the fall and again in the spring by Lifetouch Photography. Notes regarding these dates will be sent home prior to the day on which the pictures will be taken.

### **TELEPHONES**

Telephones are located in the Administrator and Secretary's Office, 2 wall telephones in the hallways plus a phone in the Kitchen and Meeting Room. A portable phone is also located in the hallway by the Child Care rooms. Our School and Child Care telephone number is (740) 653-9727. All staff also carry cell phones for daily communication.

### **NAP TIME**

Approximate nap schedule is from 1:30 p.m. to 3:30 p.m. for the Child Care. It is Redeemer's policy that all 3 year old children either nap or have a rest period of 1-1/2 up to 2 hrs. hours each day. Cots are available and children are allowed to bring a blanket from home to be taken home weekly for laundering. Children who are not of a napping age, can have rest time in the classroom for approximately 10 to 15 minutes. Each cot has a sheet covering the cot and is laundered by a staff member each week.

### **PETS**

Our Pet Policy states that; "animals such as dogs, cats, goats, horses, sheep etc.. that visit our school have to have proof of vaccination and owners have to sign our liability statement. Smaller animals have to be caged for viewing from afar. If you would like to bring in an animal for any occasion, please discuss this policy with the child's classroom teacher and provide the appropriate paper work. Smaller caged animals that will not be handled, do not have to have proof of vaccination. A "pet policy" form must be filled out when a pet is brought in following these requirements.

### **CONCEALED AND CARRY GUN LAW**

It is illegal to carry a firearm, deadly weapon or dangerous ordinance anywhere on school premises. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto school property.

### **SMOKE FREE ENVIRONMENT**

Smoking is not allowed on the premises in the center during hours of operation. Smoking is not allowed in the Church or School buildings at any time.

### **MATERIALS**

The school furnishes some materials and supplies needed for the child. Parents will be notified during the year about miscellaneous free and inexpensive items their child will need for art and craft projects. A costume for the end-of-year program may be requested in May. See the "Supply List" that you have received in the mail for your child, or ask your child's teacher for another copy.

### **CUSTODY AGREEMENTS**

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may deny a parent access to their child without proper identification / documentation (page 6 of the packet).

### **PROPER DRESS**

We have never found it necessary to establish a strict dress code for our school. We leave this matter to the good judgment of our parents. The children will be working with paints, clay, soil, glue, etc. Old shirts and smocks are furnished for this purpose. Accidents do happen, however, so please see to it that your child is properly dressed for these activities. Please put tennis shoes on the playground (pea gravel)

As stated by the Department of Job and Family Services, rule 5101:2-12-40 "*The programs (Pre-School, Kindergarten, Child Care) shall include outdoor play each day. In extremely inclement weather, the program shall provide an opportunity for indoor gross motor play...*" Therefore, your child needs to come to school properly dressed for outdoor play. We will go outside if the temperature is above freezing. Indoor play is held in the Davidson Fellowship Hall. We use the Davidson Fellowship Hall for gross motor indoor play according to the weather conditions