

@Resurrection Lutheran Kindergarten!

SCIENCE, TECHNOLOGY, ENGINEERING, ARTS AND MATH...

...the cornerstone subjects for a holistic education.

At Resurrection Lutheran Kindergarten we believe that integrating **S**cience, **T**echnology, **E**ngineering, **A**rts and **M**ath into everyday learning is vital to Early Childhood Education. We want to develop the critical thinking and problem solving skills that will enable children to function more fully in today's world.

Our Common Core curriculum combined with STEAM Specialization provides a learning approach that is project based. Using hands on activities that engage both the left and right side of the brain, we provide opportunities for trial and error, encouraging risk taking without the fear of failure. Our small class size allows us to set the stage for children to reach their highest potential while exploring many different areas of learning.

Why choose Resurrection's Kindergarten?

- We offer Christian Education emphasizing strong Core Values!
- Our curriculum combines Active/Kinesthetic learning strategies with FUN!
- We only allow 15 Students in our class ensuring that individual needs are met!
- Many **Full** Scholarships are available!

*(Through the AZ State Tax Credit program, **ALL** children who have attended Resurrection's Kindergarten in the past 5 years have received scholarship funding.)*

Reading/Writing

Our language arts curriculum is McGraw Hill *Reading Wonders*, which builds all learners – both striving and struggling, into stronger readers and writers.

Because *Reading Wonders* was created based on the Standards as well as the new STEAM criteria, the program goes beyond basic Common Core alignment to address these rigorous requirements head-on. It does so most notably through an emphasis on “close reading,” which challenges students to uncover the deep meaning of text, find evidence to support their analysis, and respond to reading through writing. Furthermore, *Reading Wonders* offers a differentiated and personalized approach to reading that motivates students to exceed their current reading level. Our teacher uses explicit lessons and varied resources to help accelerate learning.

Our writing work starts by practicing writing readiness skills. These include how to hold a pencil, how to sit in the chair, paper placement, etc. Students practice tracing letters and become familiar with their formation. They also practice forming the letters in tactile activities while saying the letter sounds. As students become more proficient, they begin writing sentences and small paragraphs. By the end of the school year, children will be able to write their own stories and read them to the class and their families.

Math:

Bridges in Mathematics published by **The Math Lab** is a curriculum that focuses on developing students’ deep understandings of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems. Bridges blends direct instruction, structured investigation, and open exploration. It taps into the intelligence and strengths of all students by presenting material that is as linguistically, visually, and kinesthetically rich as it is mathematically powerful.

Seeing, touching, and sketching ideas create pictures in the mind’s eye. This helps learners construct, understand, and apply mathematical ideas. Bridges incorporates increasingly complex visual models, including the Number Line and the Array models, in a coherent framework across the curriculum.



Science/Engineering:

Our Science/Engineering curriculum follows the Next Generation Science Standards. We focus on The Process of Science as well as Earth Systems. Using the Scientific framework of posing questions, investigation, experimentation and analysis we enable children to begin to make sense of environmental factors impacting the world in which we live. We are not trying to create "engineers" but rather to develop strategies about ways to ask questions that promote different approaches to solving problems. Individual units of study will be determined by the students and their specific interests. (We will visit The Happy Scientist weekly. www.thehappyscientist.com)

Social Studies/Citizenship:

Students will learn the Six Pillars of Character (trustworthiness, respect, responsibility, fairness, caring and citizenship) and how they relate to our everyday life. They will study both global and local geography and culture. As with science, the specific units of study will be directed by the children's innate curiosity.

Technology:

Technology is a component of every area of the curriculum. Students will *each* have use of an iPad/Air to further their discovery, to practice and repeat processes in order to construct knowledge. By using the tablets, students will also be able to utilize the strong technological components offered within the framework of the individual subject curricula.

Language:

Students will learn some sign language and Spanish. They will discover the benefits of communicating in different languages and methods.

Physical Education:

The students will learn the importance of keeping their bodies healthy by engaging in activities that work both the large and small muscle groups of the body. They will participate in various activities and understand how those activities affect different parts of the body. They will also learn how their food choices impact their physical health and their ability to learn.

Arts:

The integration of arts is experiential and individual and woven into all pieces of the student's development. By integrating the student's creative nature into every area of the curriculum, we provide opportunity for a deeper understanding of processes that are not dependent on creating a specific product.

Communication

To provide your children with the best possible care, we must keep lines of communication open. This includes discussions about the changing needs and behavior of your child. It is only through this type of interaction that the goal of quality, nurturing care can be achieved.

We will keep you fully informed of your children's developmental progress and of any concerns and/or suggestions we might have. It is important that you keep us informed of your views, opinions and observations so that together we can provide a consistent, fun and stress-free environment in which your children will be able to grow.

Please call the CDC office with any questions or concerns.

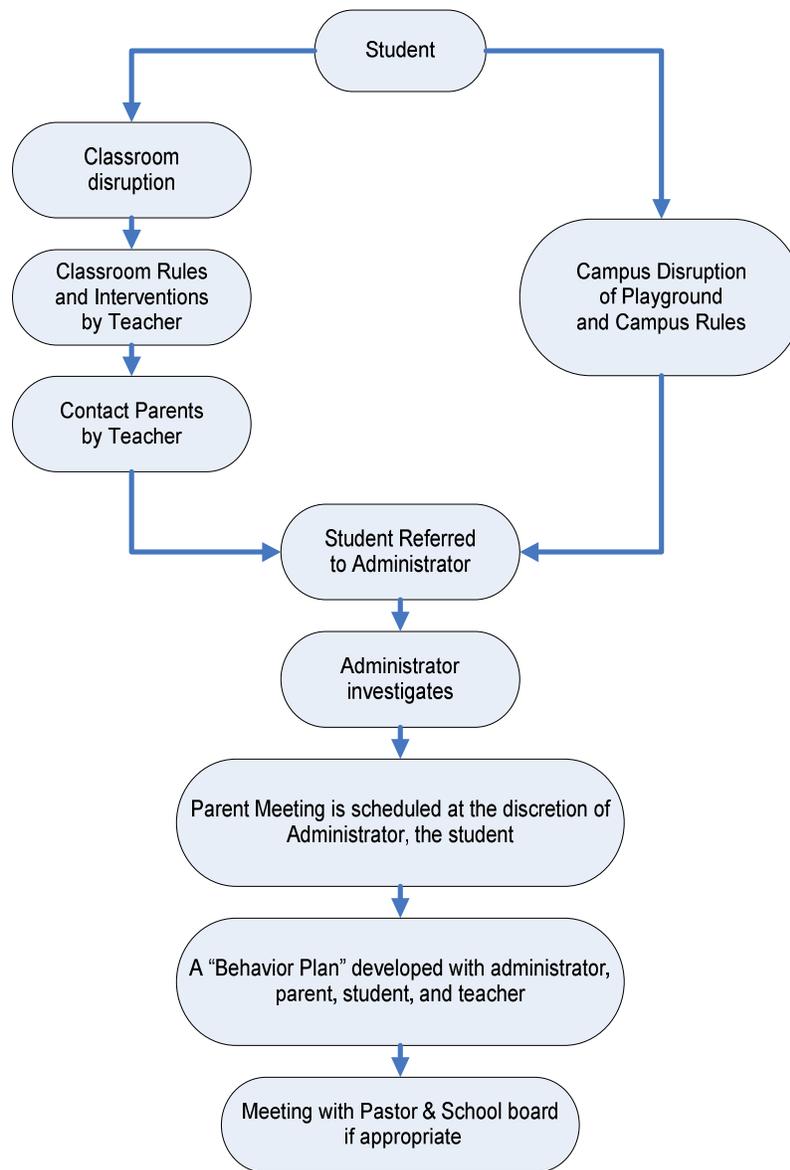


School office: (520-575-1521)

Discipline

We believe that discipline is a positive process that teaches children how to effectively relate to others. We encourage the use of self-control, redirection, problem solving, and cooperation. These methods are utilized to teach the children how to be responsible and accountable for their own behavior. By targeting the child's behavior as opposed to the child we believe the end result is a strong self-esteem. Every once in a while a child will become completely uncontrollable. If this occurs we will send that child home for the remainder of that day and start with a clean slate the next day. We feel that this is the only way to make sure that our environment remains a safe and healthy one. This also insures that no one child takes all of a teacher's time so that the children who are behaving appropriately are rewarded for their efforts.

RLCDC Discipline Flowchart



Dress Code

Children and employees are expected to adhere to the following:

- No spaghetti straps or tank tops with straps less than 1 inch wide.
- No bare midriffs. (Shirts should reach your waist with your hands held up in the air.)
- No short shorts (shorts should reach mid thigh) or extremely low rise jeans. (Undergarments should not be visible when sitting, standing, or bending.)
- No shirts with suggestive writing/slogans or pictures.
- Girls must wear shorts under dresses and skirts.

In general, employees will dress in clothes that are comfortable, with no holes or tears that will not inhibit their ability to play with or care for the children. Children should wear clothing that is comfortable and doesn't inhibit their play/work. **Please do not send your child in clothing that they cannot get dirty.**

Enrichment Activities

Kindergarten children will participate in Story Time at RLC's Library and JAM with Ms. Chris as part of our weekly schedule. In addition you may choose to participate an extracurricular Music and Movement program provided by RLC's SAGA (Cherubs) program. The times and days may change according to scheduling needs. Please ask for more specific information at the beginning of the school year.

Enrollment and Disenrollment Procedures

Kindergarten registration packets will be available in February of the enrollment year.

Children must be 5 years old by September 30 of the enrollment year.

Registration forms will be accepted as follows:

1st registration period: Registration open to age eligible children who are currently enrolled at RLCDC.

2nd registration period: Registration open to all members of RLC.

3rd registration period: Registration open to community

All registration forms must be completed and returned with registration fee to complete registration.

As we have a very limited capacity in our Kindergarten program, we have decided, in the interest of fairness, to accept registrations in the order listed above and on a first come, first served basis during each registration period.

Disenrollment: If you are planning to remove your child from the program, we would appreciate notification as soon as possible, but no less than 2 months in advance. We reserve the right to remove your child from the program if we believe that to continue care might be detrimental to your child or to the program.

The state requires that 2 teachers who are CPR/First Aid certified be on the premises at all times. RLCDC requires that ALL employees be CPR/First Aid certified.

All employees are required to complete 18 hours of instruction each year to maintain their teacher status. No one under the age 18 or any adult volunteer will ever be left alone with the children.

Because Resurrection Lutheran Child Development Center hires highly capable and responsible people, it is natural for parents to seek out our employees to babysit for/or socialize with their families. **We strongly discourage this.** We find that it crosses a professional boundary and can sometimes create an atmosphere of favoritism of one child or family over another. If you do decide to hire one of our employees to care for your child outside of RLCDC, please be advised that it is considered a private contract between your family and that employee. **RLCDC accepts no responsibility or liability for these contracts.**

Field Trips

We occasionally will plan a field trip and when we do a parent or guardian will need to sign a special permission slip. We will also need parents to help transport the children. All parent drivers will need to provide a valid driver's license, their vehicle license plate number, and proof of Arizona registration and insurance. All children must have a seatbelt or age appropriate car seat as determined by Arizona State Law. We do not offer any other kinds of transportation services.

Fundraisers (on-going)



Resurrection Lutheran Child Development Center benefits through purchases made using your Fry's VIP Card. It's a quick and easy way for you to help the school while grocery shopping. Fry's has dedicated \$2 million to assist local charitable organizations this school year. A few minutes of your time to register your grocery card is all it takes!

Also, the eScrip program can turn your online purchases with vendors like Amazon and the Apple Store into funds for the school. By starting out at the eScrip.com website before making your online purchase, a percentage will be directed back to the school. No need to register with anything more than your email address!



- Go to escrip.com
- Register with your email
- Search for "Resurrection Lutheran CDC" or group number 9608248
- Start at escrip.com for your next online purchase

The Fry's Community Rewards logo, featuring the Fry's logo in a red speech bubble above a blue speech bubble with the text "community rewards".

community
rewards

- Go to FrysCommunityRewards.com
- Create a Fry's VIP online account, if you don't already have one
- Once logged in to your Fry's VIP online account, select Enroll under the Community Rewards section
- Search for "Resurrection Lutheran Church" or group number 80410

Questions?

1. *What if I only use my phone number at the checkout or can't find my grocery card number?* Call Fry's at 800-576-4377 for your card numbers. Be sure to include your card numbers in your registration in addition to any phone number that your cards are linked to, in order to receive credit for your purchases.
2. *I've registered for these programs previously; do I need to renew?* Only the Fry's program needs to be renewed each year.
3. *Does either program cost me money?* No, there is no cost to register or participate.
4. *I already participate in these programs with another school or group.* The eScrip program allows you to designate up to three groups to benefit from your purchases. The Fry's program, while limited to a single group at one time, may be changed during the year to designate more than one group over the school year.
5. *I don't shop online or at Fry's; how can I still help?* Encourage others to register! They don't have to live nearby or have students at the school. Friends, neighbors, family and co-workers are often willing to help because there is no cost to them and registering is so easy. Please feel free to share this flyer.

Guidelines for all Adults Working or Volunteering

Any adult working with children at RLCDC will...

1. Maintain a caring Christian attitude at all times. Be circumspect in language and subject matter. Information learned about a student is to be kept strictly confidential.
2. Utilize compassionate discipline; remind children of expectations and natural consequences; be loving, fair, and consistent.
3. Follow appropriate procedure in addressing grievances. It is against policy to discuss matters with other parents or staff not involved. All adults will work directly with the person or persons involved. The director will be informed if an agreement cannot be reached.
4. When a child needs comforting, kneeling or stooping to the child's level to comfort is good. Occasionally a child may need a friendly hug or some kind of physical contact. Be brief, gentle, and then redirect the focus.

Harassment Behavior Policy:

Resurrection Lutheran CDC is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. Such behaviors will be treated seriously, reviewing and investigating such allegations promptly and confidentially.

Being charged with harassment does not mean a presumption of wrongdoing. Substantiated harassment behavior, however, will result in disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of an individual's race, creed, national origin, mental or physical disability, or sex. It includes but is not limited to the following:

Verbal Harassment – Derogatory or threatening words spoken to another person.

Physical Harassment – Unwanted touching, contact, assault, deliberate impeding or blocking movements, or intimidating interference with normal work or movement.

Visual Harassment – Derogatory, demeaning or inflammatory pictures, words, gestures or drawings.

Sexual Harassment – Unwelcome verbal or physical conduct of a sexual nature when any of the following occur:

1. Submission to such conduct is made either explicitly or implicitly a condition of a student's academic status or development.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Resurrection Lutheran Child Development Center responsibilities:

1. Implement this policy through regular staff meetings to ensure its understanding and importance.
2. Make staff, students and parents aware of this policy and its enforcement.
3. Remain watchful for conditions that create a school environment free from discrimination, intimidation and harassment.

Student Responsibility

1. Conduct themselves in a manner which contributes to a positive school environment;
2. Avoid any activity that may be discriminatory, intimidating or harassing;
3. Consider informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of harassment or discrimination to a teacher or the director;
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct to discontinue that conduct immediately.

Complaint Filing and Investigative Procedures:

The following procedures are to be followed for a harassment claim:

1. The student must first tell the individual causing the harassment that his/her conduct is offensive and must stop. If the child is unable to do so the parent/guardian should contact the director. If the objectionable behavior does not stop immediately, the student should report the harassment to the director who is not the subject of the allegation. This could be further extended to pastor and board dependent upon who is the subject of the allegation.
2. The student (parent/guardian) alleging harassment will be asked to complete an Incident report form. This complaint will be thoroughly investigated involving only necessary parties and maintaining as much confidentiality as possible.
3. The investigation will include a meeting with the person (with parent/guardian as appropriate) alleged to have harassed, sharing the nature of the allegations as well as the

name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave/suspended enrollment during the course of the investigation.

4. Upon completion of fact gathering the director, in conjunction with the pastor and the school board, if appropriate, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including expulsion or termination.

5. If the complaint against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the center will take reasonable steps within its power to investigate and eliminate the problem.

Health/Medical

Illness: Ill children expose other children to the spread of their illness and require additional care and attention that we are unable to provide. Obviously, it will not be possible to avoid the spread of all infectious illness, however by minimizing exposure and following good hygienic procedures we can limit the problem. Accordingly, the following policies should be followed for the benefit of all involved: **Children who have exhibited any symptoms of infectious illness within the preceding 24-hour period are likely to be contagious and should remain at home.** Examples of associated symptoms include, but are not limited to; fever of 101°F measured orally or 100°F measured under the arm, nausea or vomiting, diarrhea, rash or draining eyes or ears. **If your child is sent home from our center due to any or one of these symptoms he/she may not return until he/she is symptom free for at least 24 hours. We reserve the right to determine whether a child should remain at home when illness is a consideration.** Parents of children who become ill during the day will be promptly notified. Parents are to make arrangements to pick up their children as soon as possible. If the parent cannot be reached, a person designated as an Emergency Contact will be notified.

Children with acute non-infectious illnesses may only participate in the program if fever is not present and they are able to take part in activities, providing this is verified by your child's physician or nurse.

Medications: We will not administer any medication, including "over the counter" non-prescription preparations (e.g., Tylenol, decongestants, cough syrups, sunscreen, etc.), without parent's or doctor's written authorization. A fax order from your child's health care practitioner is acceptable in an emergency situation.

Prescription drugs must be in their original container and be clearly labeled with the child's name, name of the medication, dosage and instructions. In addition, a release form must be signed by the parent(s). This includes non-prescription medications as well.

Immunizations: We require a copy of the child's Immunization Record signed by the child's physician. This information must be kept up-to-date in our files.

In the event of an emergency such as a fire or gas leak we will call 911 and evacuate the children to the church sanctuary. If we need to evacuate the campus entirely, we will walk with the children to:

Walgreens Pharmacy
11951 N First Avenue
(SWC of First Avenue and Tangerine)
Oro Valley, AZ 85737

There are toilets and phone services available there. Our first priority will be the safety of the children. Parents will be contacted as soon as possible.

Holidays & Vacations

Holidays: We will be closed for the following holidays and payment is required for these days:

- New Year's Day
- Martin Luther King Day
- Good Friday, Easter Monday
- Memorial Day
- Independence Day
- In-Service Days (the Monday through Friday before each new school year)
- Labor Day
- Thanksgiving Day and the following Friday
- December 22nd through January 2nd. Jan.3rd is our first day of second semester.

Incident Weather Policy

In case of incident weather Resurrection Lutheran Child Development Center will follow the Amphitheater public school schedule. Please check www.amphi.com or your local news stations for school closing/delay announcements.

Vacation: We would appreciate knowing when you are planning a vacation as soon as you know the dates. This will enable us to schedule our staff accordingly.

Sick Child's Absences: Please inform us as soon as possible if your child is to be absent due to illness or family emergency.

(Please note that tuition amount does not change regardless of the number of sick days/vacation days your child may have since 1 week of sick and 1 week of vacation time has been built into the tuition rates.)

Nourishment

Parents will be responsible for providing a sack lunch for their child. This lunch must include milk or 100% juice as mandated by our state licensing agency. If you do choose to send juice we request that it is not more than 4 ounces. We will supplement with water as needed.

Scholarships

We work with the **Arizona Christian Student Tuition Organization** which is our state's tax credit option. Since this money can only be used for Kindergarten students and we are part of a large congregation, everyone who has applied has been awarded a scholarship. It is very important that you file your application by **January 31st** of the enrollment year. This can be done online or by mail. Visit www.acsto.org for more information. If you have any questions about how to use this tax credit or how to apply for a scholarship through ACSTO please contact the director.

School Board

Resurrection Lutheran Child Development Center operates under the direction of Resurrection Lutheran Church. The church leaders have authorized Resurrection Lutheran School Board to help set school policy and to plan for the future. The board is comprised of five members including the Chairperson. The CDC Director and a council representative will serve as ex officio members, providing input, but without vote. Three of the five members must be members of good standing of Resurrection Lutheran Church. The board currently meets on the second Tuesday of the month in the CDC. Minutes from these meetings are available upon request. All school board recommendations must be approved by the church council.

Supplies

School Supplies: We will provide all supplies such as paper, crayons, glue or paste, stencils, worksheets, etc. All supplies will be non-toxic and age appropriate. We will occasionally plan special projects which will require each parent to provide the necessary supplies, such as old clothing, photos, etc.

Special Items: You will need to provide, the following:

- One (1) extra change of clothes including shoes.
- Appropriate seasonal outerwear.
- Water bottle
- Backpack (Must fit inside an 18" by 24" cubby)

Special Days: We will observe special days with activities (e.g. holidays, etc.). We will provide the supplies for these days, but you are welcome to bring decorations, games, or treats to help celebrate.

Birthday Celebrations – We ask that you provide a small gift bag with 2 or 3 items from the dollar store (or a book if you would rather) for your child to open on his or her birthday. We will all sit together with the birthday child in the center and we will take turns telling your child what we like best about them. Then your child will have a chance to say what they like best about themselves and then they will open the gift bag that you have sent. **PLEASE DO NOT SEND ANY FOOD ITEMS IN THE GIFT BAG!** We are working hard to teach the children that we do not have to use food (especially sweet, sugary foods) to celebrate special occasions. If you have any questions please call us for more details!

Tuition Information

- **School Year** – Our year runs from August 7, 2017 – May 24, 2018. The Kindergarten school day begins at 8:30 am and ends at 2:30 pm. Our center is open from 7:00 am – 6:00 pm. You may schedule before and after care for \$4.00 p/hour. We have calculated days off for illness as well as vacation and taken the adjusted amount and spread it out evenly over the 10 months of the year. This helps with our budgeting process since it would be impossible to predict when illness or vacations would occur. Therefore, parents or responsible parties are required to pay \$600.00 tuition for each month of enrollment regardless of illness or vacation.

Tuition Payment Schedule & Information

- **Monthly payments** – Payment is due on the first school day of the current month. Payment is for the upcoming month not the preceding one. Checks or money orders should be placed in the white mailbox (directly inside the office door on the right hand side). **ALL FEES ARE NON-REFUNDABLE. Cash will not be accepted.**
- **Late Charges** –A finance charge of $1\frac{1}{2}$ % per month will be added to the unpaid balance. If you have an emergency or other situation that would interfere with your payment please contact the director before the 10th of the month to make other arrangements and to avoid the extra charges.
- **Returned Check Fee** – Checks that are returned for non-sufficient funds will be charged \$3.00 for the first incident and \$15.00 for each additional incident.
- **Late Pick-Up Fees** – When you enroll your child you will choose the daily schedule that best suits your needs. It is important that you drop your child off and pick your child up at the agreed upon times since this is how we organize our staff schedules.

*Early drop off/Late pick up during the day will result in a \$4.00 per hour charge. There is a \$4.00 minimum.

* The late pick up fee after 6:00pm is as follows:

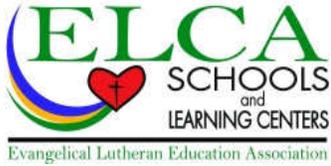
\$5.00 from 6:01pm – 6:10pm

\$1.00 per minute until you arrive

The after 6:00pm charge is payable at the time of the late pick up and should be paid directly to the care giver who has stayed with your child. This policy is to protect our staff and to make sure they are being reimbursed for their time. If you arrive after 6:00pm more than 4 times in one calendar month an additional \$25.00 late fee will be added to your monthly tuition in addition to the fee you pay directly to the caregiver. The official school time will be recorded on the time clock since it is linked to a satellite and is the most accurate.

If there is an emergency or something unexpected comes up, please call and let us know and we will try to accommodate your needs.

- **Tuition Statements** – A monthly statement will be placed in your child's folder on the 15th of each month. An end of the year statement will be printed upon request.



Resurrection Lutheran Kindergarten is owned and operated by
Resurrection Lutheran Church and Accredited through the
Evangelical Lutheran Education Association.

Resurrection Lutheran Church Mission Statement:

"Called by God's spirit, we are to be the presence of Christ in our daily lives so that others will follow him."

Resurrection Lutheran Church Vision Statement:

"To passionately welcome and serve creation with Christ's love."

Child Development Center Mission Statement:

"Providing a nurturing, quality Christian environment conducive to the developmentally appropriate growth of the whole child."

This facility is regulated by the Arizona Department of Health Services.

License # CDC-5085

**State Inspection results are available upon request.

Arizona Department of Health Services

Office of Child Care Licensure

400 W. Congress Suite 100

Tucson, Arizona 85701

(520) 628 - 6540

Our liability insurance provider is

Brotherhood Mutual Insurance

P.O. Box 227

Fort Wayne, IN 46801-2227

