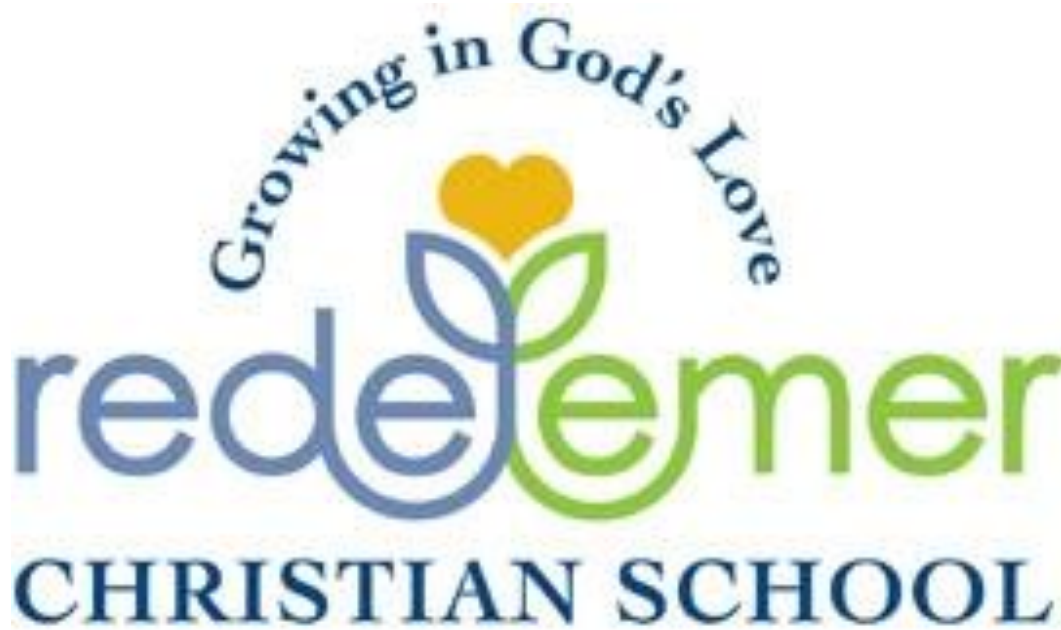


# REDEEMER CHRISTIAN SCHOOL



## PARENT HANDBOOK

Redeemer Christian School reserves the right to modify, terminate or add policy with written notice at any time during the school year.

## **Absences**

Parents must notify the RCS Office if a child will be absent. We are required by the state to log the date and nature of all absences as well as those of contagious illnesses and the date the child returns to school. RCS has voice mail or e-mail in order that you may leave a message before school opens. Please leave: Your child's name, teacher, illness or reason for absence, and anticipated length of absence, if known.

Reportable illnesses as defined in the list of excludable communicable diseases (see Health section) require a Doctor's note in order to return. The note may be faxed to the RCS office in anticipation of the child's return or brought to RCS the day before the child goes to the classroom. By law, no child may return to his/her classroom until the Doctor's note has been received.

## **Admission**

Parents should telephone the RCS office if they are interested in visiting the school. Visitation/parties designed for adults and children will be scheduled several times throughout the year. There will be guided visits for parents wishing to tour the school, see it in operation, and learn about its program and facilities. All visits for guests are guided and limited in time. Our first consideration is for the enrolled children at RCS and for their learning.

Applications for enrollment are accepted on "rolling" basis. This means that during the school year, space permitting, applications would be accepted during any month. There are no cut-offs or time deadlines, space permitting.

For the next school year, preferential placement at RCS will be for Church members of Redeemer Lutheran Church, and current or former RCS families for the next year's enrollment.

Open enrollment for families new to RCS will continue until all spaces are filled. Applications dated the earliest after registration day will be given first priority.

## **Arrival**

Parents or designee must stay in the car and pull up to the middle doors and drop the child off. Staff members will get the child from the car along with any bags and bring the child into the classroom. Children should arrive between 8:50 AM to 9:00 AM and 12:00 PM to 12:10 PM. Because teachers and teacher's aides are needed in the classroom, any child that arrives after the line of cars is taken care of or 9:05AM should be brought to the door by parent or designee. This person **must sign** the child into school. Please try to arrive on time. Cars should always have the RSC student card prominently displayed. For student safety, please keep passenger windows closed when dropping off students.

## **Attendance**

The morning session begins at 9:00 AM and the afternoon session begins at 12:10 PM. If you will be late, please call RCS Office and leave a message. Children are expected to attend preschool unless they are sick or have other family commitments. A child will not get the full benefit of the preschool education if attendance is not adequate. If there is a problem, please let the Director know at once.

## **Calendar**

Redeemer Christian School will be closed on the following dates:

Teacher Convention	President Day
Thanksgiving Break	Easter Break
Christmas Vacation	Memorial Day
Martin Luther King, Jr. Day	

A calendar is distributed and updated to all parents at the beginning and throughout the school year that includes vacation, events and special days.

## **Closing**

In the event of inclement weather, the Director will follow Roxbury Public School's decision when determining whether or not to close RCS. A notification will be sent via phone, text, and/or email to let parents know if school will be delayed, cancelled, or early closing. If you are in question, and have not been contacted by 7:30 a.m., please contact your child's room parent.

## **Chapel**

Redeemer Christian School strives to provide an educational and spiritual environment for each child. Spiritual development is viewed as an integral part of the educational program. Chapel service will be held in the Redeemer Lutheran Church sanctuary. The Pastor or storyteller will discuss bible stories and themes as well as sing various bible songs with the children, and closing with a prayer.

The staff at RCS will help the children prepare for the chapel service by teaching appropriate behaviors. In addition to the spiritual aspects of chapel, the children will also learn how to follow directions, move in an orderly fashion and behave in an appropriate manner in a church and sanctuary.

## **Clothing**

School and play are the work of the children. Please dress your child appropriately for their work. On special occasions – picture day, field trips, etc. - when we know you would like to dress your child in his/her best, we will make every effort to keep your child's clothing in good condition. Your child should always wear closed toe and comfortable shoes for play.

Please send in an additional outfit of clothing including socks in case of a potential accident. All clothing must be marked with the child's name. Also include under garments in case of an accident. Please put these clothing items in a clear Ziploc bag with your child's name.

If your child is completing work on toilet training, please use pull ups. Send enough pull ups and wipes in case of any accidents.

All children go outdoors daily unless there is rain, severe cold, or snow. Parents are expected to send children to school with appropriate outdoor clothing.

### **Communication**

Communication is very important to parents and staff at RCS. We strongly believe that a child benefits most from education when the parents and school have regular communication. A Daily/Weekly/Monthly Activity Sheet is sent home with each child. Notification of upcoming events and other important information will be sent by email.

Please take a minute to let the RCS staff person handling your child's arrival know how the child is doing today and what kind of mood the child is in. Having a good night's sleep could make or break a child's day and this is important information for the teacher. Likewise, the staff that will be handling your child's dismissal will take a minute or so to let you know how the child's day went. This however is not the time to discuss problems or concerns. Teacher conferences can be scheduled for a person-to-person meeting or a telephone conference. These can be scheduled based upon a parent's or teacher's request. Please do not discuss your child when he/she is present. The Director is also available for a conference when needed or requested.

In addition to the activity sheet, there will also be other communications sent home during the school year. Please check your child's book bag daily, as well as our website [redeemerchristianschool.com](http://redeemerchristianschool.com). Our monthly newsletter will appear on our website. Additionally, emails will be sent to parents. Please make sure we have your most current email address.

We will invite parents to attend student conferences twice a year to discuss issues and progress regarding your child. These will assist a parent in understanding their child's strengths and to identify any possible skill that may need to be developed.

### **Social Media Policy**

RCS staff have received training in proper social media use. No photo or video will be posted of any child without the approval of his or her parent(s). RCS is a church based preschool and any online postings by staff or parents that are derogatory toward RCS employees, families, and/or students reflect negatively on RCS. In short, we ask that common sense and common decency be used by all when contributing comments on social networking sites.

## Concern/Grievance Procedure

Concerns relating to your child should first be addressed with your child's teacher. If your concern has not reached a resolution, please contact the Director. Concerns relating to school policy, procedure, etc. should be addressed with the Redeemer Christian School Director. If your concern still has not reached a resolution, please contact the Redeemer Christian School Board in writing at the following address:

Redeemer Christian School Board  
203 Eyland Ave.  
Succasunna, NJ 07876

## Contacting Staff

RCS staff are always willing to discuss your child with you. Please leave a message on the voice mail or e-mail the school at [redemerchristianschool01@gmail.com](mailto:redemerchristianschool01@gmail.com). Any message will be appropriately forwarded to your child's teacher or the Director. Please do not contact your child's teacher or the Director at home.

## Daily Schedule

The following is a typical day in a RCS class. This schedule is a sample and is subject to change.

Arrival  
Opening prayer and song  
Circle Time  
Chapel/Music  
Gross Motor/Play or Snack/Bathroom  
Snack/Bathroom or Gross Motor/Play  
Project (arts and crafts, cooking, puppets, etc.)  
Story time  
Closing prayer and song  
Dismissal

Language, academics and social skills will be part of every activity.

## Discipline Policy

At RCS, methods of guidance and discipline shall:

- Be positive
- Be consistent with the developmental needs of the child
- Lead the child's growing ability to initiate and maintain self-control

The behavior we expect from our children is consistent with Christian principles;

- Children are taught to love and respect themselves and others; to act with kindness towards all
- Children are taught to deal appropriately with anger – their own and that of others

- Children are asked to express their feelings with words rather than bodily contact
- Teachers intervene immediately whenever problem behavior occurs. First the teacher talks with the child about the behavior and why it happened. Together the child and teacher/staff plan for a positive change.

If this proves ineffective, the child may be asked to sit for a brief period on a time-out chair in the classroom. The time out will always be supervised. This gives the child a chance to reflect on the situation, plan and regain control. The child receives encouragement to rejoin the class when he feels ready. This focus on self-discipline helps the child assume responsibility for their own actions. Children should not be disciplined for failing to eat, sleep, or soiling themselves.

If the child's behavior modification is not working, the child may have to visit the Director to discuss the situation further while the child thinks about his/her actions. Together the Director and child plan for a positive change and the child returns to the classroom.

Forms of punishment never to be utilized at RCS:

- Threats
- Put downs
- Hitting, corporal punishment
- Interrogating
- Shrieking, yelling or shouting
- Prolonged silent treatment
- Public criticism unless safety is compromised

When a problem surfaces, it will be handled first by the teacher with the child. The parents and Director or RCS Board become involved only when this proves ineffective or a behavior pattern emerges.

When all forms of the disciplinary policy have been adhered to but the teacher/staff recognize that the child is demonstrating a pattern of inappropriate/disruptive/problem behavior the teacher/staff will document the child's behavior and dates observed. The teacher will then informally communicate concerns to parents.

Inappropriate/disruptive/problem behavior can be identified but not limited to:

- behavior patterns that cannot be resolved through normal behavior modification or discipline
- child's behavior that is consistently a physical and/or verbal danger to himself/herself, other children or staff (i.e. biting, hitting, punching, throwing inappropriate objects, etc)
- child's behavior that is harassing to other children or staff or is abusive verbally or physically (i.e. bullying, spitting, pulling hair, taunting, etc)

The teacher then requests a meeting with child's family for a discussion concerning child's inappropriate/disruptive/problem behavior. The results will be documented and dated. Concerns and recommendations for the child are shared at this meeting.

If behavior continues, a formal meeting will be held with the teacher, child's family and director. At this time, concerns and recommendations are reiterated including, but not limited to discussing visiting pediatrician, visiting other professionals, internet resources, etc.

If behavior continues, a formal meeting with teacher, child's family, director and members of the Redeemer Christian School Board will be held. At this time a dialogue will be held between family and RCS staff and board on the issue. This dialogue will include but not be limited to what action, if any, should be taken to best benefit the child and overall welfare of the entire student body. The RCS Board will make a determination that may include an individual action plan, steps that need to happen for child to remain at RCS, or determine that RCS can no longer meet the needs of the child, etc. This will be distributed to the parents in writing.

If the action plan is not adhered to or the behavior continued, the parents may be asked to remove the child from Redeemer Christian School within five business days.

### **Expulsion Policy**

Redeemer Christian School reserves the right to terminate a child's enrollment or ask a parent to remove child for the day at any time. Violence toward students or staff will not be tolerated. The overall welfare and safety of all Redeemer Christian School students and staff is the most important aspect of the RCS experience.

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

#### **Immediate Causes For Expulsion**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

#### **Parental Actions for Child's Expulsion**

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Other (explanation will be given)

#### **Child's Actions for Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting
- Other (explanation will be given)

## Proactive actions that may be taken in order to prevent expulsions

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time-out will be given so child can regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/Guardian will be notified verbally
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The Director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team

## Schedule of Expulsion

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
  - The parent/guardian will be informed regarding the length of the expulsion period
  - The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center
  - The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety)
  - Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center

A child will not be expelled due to the following:

- If a child's parent(s):
  - Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirements (1-877-667-9845)
  - Reported abuse or neglect occurring at the center (1-800-215-6853) – or 1-800-792-8610 (after 5 pm)
  - Questioned the center regarding policies and procedures
- Without giving the parent an adequate amount of time to make other child care arrangements



## Dismissal

### For Beginning Bears, 2 ½, & 3 year old classes

- Drop Off and Pick Up will be in the front of the school for all Beginning Bears, 2 ½ and 3 year old classes.
- If you have more than one child attending at the same session, children will be dismissed with the oldest child (see next page for 4's and STARS procedures).
- Please enter and leave the school parking lot from Unneberg Avenue only. Please do not enter from Eyland Avenue as this will interfere with the car line.
- Cars should form a clockwise line around the perimeter of the parking lot.
- The first car in line should pull up to the end of the sidewalk in front of the school.
- **Important note:** For the safety of the children, please do not allow your child to lean out of the windows or sun roof while waiting in the car line.
- Remember to display your car sign(s) on the driver's side visor area.
- Please have your child's car seat on the driver's side.
- An aide will come to the car to bring your child in to the school at the start of the school day and a teacher will bring your child to your car at the end of the school day. We will begin to bring children into the school 10 minutes prior to the start of class (8:50 a.m. and 12:00 p.m.). Dismissal will start immediately after the morning and afternoon sessions end.
- **Dismissal: Please stand outside your car to receive your child from a staff member.** New NJ State Regulations require that all children be buckled before the vehicle is moved. In an effort to keep our line moving swiftly, we ask that you do this as quickly as possible.
- If you arrive after the doors are locked or need to pick your child up early, please ring the bell and sign your child in/out. A staff member will escort your child to their classroom for late arrivals or out to you for early dismissal.

### For 4 year old & "STARS" classes

#### Drop Off Procedure:

- **Drop Off only** will be in the **front** of the school for all 4 year old and "STARS" classes.
- Please enter and leave the school parking lot from Unneberg Avenue only. Please do not enter from Eyland Avenue as this will interfere with the car line.
- Cars should form a clockwise line around the perimeter of the parking lot.
- The first car in line should pull up to the end of the sidewalk in front of the school.
- **Important note:** For the safety of the children, please do not allow your child to lean out of the windows or sun roof while waiting in the car line.
- An aide will come to the car to bring your child in at the start of the school day. We will begin to bring children into the school 10 minutes prior to the start of class (8:50 a.m. and 12:00 p.m.)

- If you arrive after the doors are locked or need to pick your child up early, please ring the bell and sign your child in/out. A staff member will escort your child to their classroom for late arrivals or out to you for early dismissal.

### **Pick Up Procedure:**

- ❑ **If you have more than one child attending at the same session, children will be dismissed with the oldest child.**
- ❑ **Pick Up only** will be in the **rear parking lot** (immediately past the church) for all 4 year old and “STARS” classes.
- ❑ Please enter the **rear** parking lot on Unneberg Avenue. Please stay to the right to form a counter clockwise line around the perimeter of the parking lot.
- ❑ The first car in line should pull up to the ramp that leads out from the red church door.
- ❑ Please display your car sign(s) on the passenger’s side visor area.
- ❑ Please have your child’s car seat on the passenger’s side.
- ❑ A teacher will bring your child to your car at the end of the school day (11:30 a.m. and 2:40 p.m.)
- **Important: Please stand outside your car to receive your child from a staff member.** New NJ State Regulations require that all children be buckled before the vehicle is moved. In an effort to keep our line moving swiftly, we ask that you do this as quickly as possible.

Dismissal is not the time to discuss any issue or concern at great length with your child’s teacher. If you have something to discuss with your child’s teacher, please set up a time for the teacher to speak to you later via telephone or at a later date.

**\* Parents who are habitually late in picking up their child will be assessed a \$15 fee for this first 15 minutes after the last car in line leaves the parking lot. An additional \$5 fee will be assessed for each 10 minute increment afterwards.**

### **Emergencies**

#### **Emergency Care**

In case of a serious emergency, we will call the Roxbury First Aid Squad (911). You will be asked to sign a permission slip authorizing the school to seek emergency care for your child if you or your designated doctor cannot be reached.

#### **Fire Alarms**

There will be monthly fire drill practices for staff and children. During the fire alarm procedure, the children will be brought to the nearest exit. In the case of a real fire alarm, proper authorities will be notified (911). The children and staff are accounted for during practice fire alarms and, of course, in an emergency fire alarm. Emergency phone numbers are always brought with the staff.

## **Evacuation**

In case of a real emergency evacuation, R.C.S. will notify Roxbury Emergency Services (911). Staff and children will proceed to the back parking lot through the nearest exit. Everyone will be accounted for through our daily attendance sheet. Under the direction of the Director and RCS staff, the students will be escorted outside to the back parking lot from the nearest exit of Redeemer Lutheran Church. Staff and children will proceed to the cu-de-sac of Carriage Lane, located off of Unneberg Avenue, by the back parking lot. Upon arrival to Carriage Lane, parents will be called and, informed of the emergency situation. Staff members will remain until all students are picked up.

## **Lock-Down**

In the case of an intruder, the proper emergency authorities will be notified (911). Classrooms will be locked down and children will be secured. R.C.S. is securely locked from all entry paths.

\* This information is not shared to alarm R.C.S. families. At R.C.S. we feel it is important to receive training from the proper authorities to best secure our students in any emergency situation. All staff is trained in all emergency areas. Please keep your emergency phone numbers current. We refer to our Lock-Down drill as a “Quiet Reading Drill”.

## **Tornado Warning / Watch Policy**

In the event of a tornado warning/watch, staff members will bring their classes into the main hallway of the educational wing away from windows and doors. Children will be seated along the hallway along with staff members. As in all situations, staff members will have their “emergency” call numbers with them and will notify parents as soon as possible after the warning/watch has expired.

## **Facility**

The RCS is housed in the Education wing of the Redeemer Lutheran Church at Unneberg and Eyland Avenues, Succasunna, New Jersey.

There are several sunny and bright classrooms that have a capacity to hold between eight and twenty children. There are windows that make the rooms feel spacious and airy.

There is a large Multi-Specialty room where children can engage in physical activities, assemblies or other activities. In inclement weather or during the winter months, the outdoor activities will move to this spacious room.

There is a 7,000 square foot playground area for students. This shady playground is gated and fenced for safety for the children. This area is equipped with traditional play equipment, and picnic tables.

The beautiful Redeemer Lutheran Church Sanctuary is the setting for our Chapel services and for very special programs.

## Field Trips

A variety of field trips will be taken throughout the year with parents serving as chaperones. For safety reasons, siblings **may not** accompany a parent chaperone (an exception is The Land of Make Believe Family Day). Trips will be taken by private vehicle. Drivers must have a New Jersey license, meet New Jersey insurance requirements and have a current inspection sticker. Detailed information will be distributed before each field trip.

## Health Issues

New Jersey State regulations require that a health examination and immunization form, signed by a doctor, be kept on file at the school prior to admitting a child. Children must be examined by a doctor annually in order to attend school. Please be sure to update immunization records whenever your child receives a new immunization or booster.

Redeemer Christian School is responsible to insure the health and safety of the children attending our preschool. Children with signs of any illness **MUST** be kept at home for their own protection as well as that of others. Should your child become ill at RCS, you will be notified at once. If you are unable to be reached, we will contact the designee on your Emergency Form. **ALL CHILDREN SENT HOME MAY NOT RETURN FOR A FULL 24 HOURS.**

Additional regulations applying to illness for the New Jersey regulations are as follows:

*If a child who has already been admitted to the school becomes ill, the school shall remove the child from the group of well children to a separate room or area until he or she can be taken from the school; or the director of his her designee has communicated verbally with a licensed physician who indicates that the child poses no serious health risk to himself or to other children, at which time the child may return to the group.*

Control of communicable illness among RCS children is a prime concern. Policies and guidelines related to outbreaks of communicable illness at RCS have been developed with the New Jersey State Health Regulation and other health officials. In order to protect the entire group of children as well as your own child, we ask that parents assist us by keeping sick children at home if they experience any of the following symptoms within the past 24 hours:

- Fever over 100 degrees F orally or 99 degrees F under arm
- Signs of newly developing cold or severe coughing
- Diarrhea, vomiting or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability or headache
- Discharge or drainage from eyes, nose ear or open sore of any color
- Severe pain or discomfort
- Stiff neck
- Visibly enlarged lymph nodes
- Swollen joints
- Difficult or rapid breathing
- Red eyes with discharge
- Sore throat

- Skin rash
- Blood in urine
- Infected skin or lip patches
- Yellow eyes or jaundice skin

Children who come to school with or become ill with any of these symptoms will be sent home. If you have any questions about whether or not your child should attend school, please call before bringing the child to school.

The following provisions relate to excludable communicable diseases:

The school may not permit a child or staff member with an excludable communicable disease as specified in the listing below, to be admitted to or remain at the school until:

- A note from the child's or staff member's licensed physician states that the child or staff member respectively has been diagnosed and presents no risk to himself, herself or others:*

*Or*

- The school has contacted the State Department of Health's Communicable Disease program or local health department pediatric health consultant is told the child or staff member poses no health risk to others*

List of Excludable Communicable Diseases:

**Respiratory Illness**

Chicken pox

German measles\*

Measles\*

Tuberculosis\*

Hemophilus Influenza\*

Meningococcus\*

Mumps\*

Strep throat\*

Whooping cough\*

**Gastrointestinal**

Giardia Lamblia\*

Hepatitis A\*

Salmonella\*

Shigella\*

**Contact**

Impetigo

Lice

Scabies

\*Reportable diseases, as specified in N.J. A.C. 10:122-7, 10 (a)

**Medicine Distribution**

The Redeemer Christian School prefers to not administer medication to children unless for an emergency. Epi-pens can be administered by our trained staff in an emergency situation (i.e. bee sting, food allergy, etc.). Since the majority of our children attend our school for only 2.5 hours

daily, it should not be necessary for children to receive medication during the time they are attending school. Any potential emergent health condition **MUST** be noted on the health form. If an emergent situation arises, and is indicated by a physician, medication will be administered only after receipt of written authorization by both the parent and child's physician. When any medication is authorized, specific instructions must include:

- Name of medication
- Condition for which medication is prescribed
- Dosage and frequency
- Time(s) of administration
- Any adverse reaction that medication can have or has had on children

Any medication must be delivered to the school by the parent, not in the child's backpack, etc and must be in the original container, which is labeled with the child's name, name of medication, date prescribed, and directions for administration. Unused medication will be returned to the parent directly.

### **Lunch and Brunch Programs**

These programs are activities when the threes, fours, and STARS can have a social time with other classmates. They enjoy lunch/brunch with other students, as well as a planned activity.

### **Parent Participation**

We value parent participation. All efforts will be made to include parents in as many activities as possible through the year. Also, we will be offering programs that may be of interest to parents to attend throughout the year. This information will be shared in the newsletter.

Parents will be asked to volunteer for various events and activities throughout the year. Parents are encouraged to share any special talent that they may have with the school and the students.

### **Parent/Teacher Conferences**

Parent/Teacher conferences will be held twice each year (fall and spring). This is an opportunity for parents to meet with the classroom teacher to discuss the child's progress. Each conference will be scheduled for 15 minutes in length.

### **Program and Curriculum**

RCS follows a developmentally appropriate curriculum. This includes appropriate behaviors, activities and materials for a specific age group, as well as specific information about the individual child's growth patterns, strengths, limitations, interests and experiences to be included in the learning experience. Activities and process are stressed. At RCS, much emphasis is placed on the learning of academics, but also on the social and spiritual growth of a child. A child's academic curriculum includes such things as language, science and math, manipulation skills, gross

motor, and building activities, as well as arts and crafts, music and movement, and drama. The spiritual curriculum includes chapel, bible stories, music and movement, and special programs. The social curriculum includes relationship building and self-awareness activities. Although the curriculum is outlined, variations can be made throughout the year if it will enhance a child's learning experience.

### **Registration**

Redeemer Christian School admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, religious beliefs, color or national and ethnic origin. Children with disabilities are accepted if the school can provide a safe, educational experience for them.

The application fee is non-refundable and is required at the time of the registration. Registration may be done in person or by mail. After registration, an application packet will be sent to the parents.

Our staff and program are based on a tuition-supported budget. Therefore, when parents do not send the child they have registered at RCS, they have both deprived another child of a place and left the school in a diminished economic condition.

In order for the Registration to be processed, there must be:

- A completed registration form
- Written signature of one parent
- A check or money order made payable to Redeemer Christian for the non-refundable registration fee

### **Release of Children**

We follow the State of New Jersey Policy on Student Release:

Children may be released only to the child's custodial parent(s) or persons authorized by the custodial parent to take the child from school and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. The custodial parent(s) will provide the names, addresses and phone number of any persons other than themselves who are authorized to transport their child from school. This information is contained on the official application.

If parents are legally separated or divorced, the school requires written permission from the custodial parent as to the rights of the non-custodial parent to visit or pick up the child from school, including the name, address and phone number of the non-custodial parent. We request a copy of the court order if a parent is specifically NOT ALLOWED to pick up or visit the child.

If parents or designated persons are late in picking up a child, the child is supervised at all times by staff members. Every effort is made by staff member to contact the custodial parent(s) or other persons. Whenever the custodial parent(s) and/or other person authorized by the custodial parent(s) fails to pick up the child an hour or more after closing time, and provided that the

school staff member has been unable to make other arrangement for returning the child to his/her custodial parent(s), a school staff member shall call the Department of Children & Families 24-hour Child Abuse Hotline (1-877-NJABUSE) to seek assistance in caring for the child until his/her custodial parent(s) or other person(s) authorized by the custodial parent(s) is available to care for the child.

If the parent or person(s) designated by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk or harm if released to such an impaired individual, the child will not be released. Staff members will attempt to contact the child's other parent or an alternate person authorized by the parent. If the school is unable to make alternative arrangements, a staff member will call the 24-hour Child Abuse Hotline (1-877-NJABUSE) to see assistance in caring for the child.

RCS will only release students to parents or others who are listed on the child's "release form" on file. Any changes to this form must be given to the Director in writing and signed by the custodial parent(s). In addition, a written note should be sent with your child indicating if someone other than the primary caregiver will be picking up your child on any given day.

### **Safety**

The safety and well being of all our children is a primary concern at RCS. We conduct monthly fire drills to familiarize the children with different ways to safely and quickly leave the building. Fire alarms and emergency lighting are routinely checked.

No child is left unattended at school. A teacher or teacher assistant is with each group of children in the classroom. Trips to the sanctuary, life-center and playground are always supervised. All doors are kept locked in the RCS wing during school hours. Visitors are not permitted to wander or visit classes unless accompanied by a RCS staff member.

As part of the curriculum, children are taught about safety throughout the year. This includes fire, emergency, and personal safety concerns.

### **Sessions**

The sessions for the school year are as follows:

All AM sessions are from 9:00 to 11:30 and PM sessions are 12:10 to 2:40 PM.

Our Full Day Fours attend from 9:00 AM to 2:40 PM.

1 day program	Monday
2 day program	Tuesday and Thursday or Wednesday and Friday
3 day program	Monday, Wednesday, and Friday
4 day program	Monday, Tuesday, Thursday, and Friday
5 day program	Monday, Tuesday, Wednesday, Thursday, and Friday

Due to special circumstances, these could be modified at a later date. If these times were to be changed, all parents would be notified in writing.



## **Snack List**

Snacks will be provided to all students at RCS. Snacks will be in accordance with the standards of the New Jersey State Regulations; however, students will be permitted to bring in special treats for birthdays or special days. We suggest that on these days snacks are kept very simple and as healthy as possibly. **We are a peanut butter and nut free school.**

## **Snow/Emergency Day Policy**

In the event of snow/emergency days, classes will be allotted the number of days they meet, minus one. For example, a class that meets 3 days a week will be allotted 2 days. Days missed for snow/emergencies beyond this will be re-scheduled unless they are exempted by the State.

## **Special Programs**

Each three year old, four year old, STARS, and KEDS child will have the opportunity to have computer instruction. There will be an occasion that there will be no computer instruction on some weeks. The computer instruction will correlate with the overall RCS curriculum.

The “Morris Museum” program will also be available for the four year old, STARS, and KEDS students.

## **Staff**

Our staff consists of a Director, Teachers, and Teacher Assistants. In addition to daily classroom staff, the staff includes a Computer Instructor, and Morris Museum Facilitator. The Pastors of Redeemer Lutheran Church serve as the School Chaplains. The Director reports to the Redeemer Christian School Board of Directors. The Board of Directors reports to the Redeemer Lutheran Church Council. The Council reports to the entire congregation. Other community and church volunteers may provide services to the school from time to time. Redeemer Christian School will notify parents of any new staff member immediately.

The members of RCS staff continue their own education through ongoing participation in education workshops, college classes and in-service trainings.

## **Toilet Training**

Children of RCS do not have to be completely toilet trained. We do, however, encourage parents to be working on this skill with their child. Those who are not trained are requested to send in a supply of 5-6 pull-ups and a small package of wipes. This supply will need to be replenished when it is diminished.

## **Toys**

Children are **not** permitted to bring personal toys to school unless the child's teacher makes a specific request. Any toy brought to school will be taken from the child and be placed in the child's tote until dismissal. This judgment will be on a case by case situation, but children will be encouraged to leave them in their tote bags.

## **Tuition**

Students are accepted on an annual basis, and tuition is for the total year. Parents must understand that our program goes on and the cost of operation continues whether a child attends school regularly or has frequent absences. No adjustment in tuition can be made for absence.

**Tuition may be paid by check or money order. No cash payments will be accepted.**

Tuition is due by the first of the month prior to the students attending. Tuition payment is due the first day of each month from September 1 through May 1. Tuition received after the 10<sup>th</sup> of the month will have a \$10.00 late charge added. Returned check fee at RCS will be \$25.00.

There will be no refund of this monthly tuition. You will receive an invoice, if you have not paid your tuition by the 10<sup>th</sup> of the month. Your child cannot attend the next month's classes until the tuition is paid as per your tuition agreement. See number four on the Agreement.

All tuition related questions should be in the form of a written note or email to the school. The school treasurer will respond to the inquiry. The Director and RCS staff do not get involved in tuition related issues.

**No tuition will be accepted via a child's tote bag or by handing it to a RCS staff member.**

Tuition can be mailed or placed in the outside mailbox by the double red doors (church entrance).

In the event that a child should need to withdraw from RCS, the June payment may be applied to the current month tuition. If tuition has already been paid, this amount may be refunded if written notice has been given to the Director 30 days prior to the child's last day. No tuition will be reimbursed after April 30<sup>th</sup>.

## **Tuition Discounts**

Church members and/or families that have siblings attending Redeemer Christian School at the same time will have a discount applied to their tuition.