

RESURRECTION LUTHERAN

PRESCHOOL & DAYCARE

2021 – 2022

PARENT HANDBOOK



PRESCHOOL

Andrea Salgado, Preschool Director

Matt Robards, Family Pastor

Matt Wiswall, Lead Pastor

Emily Beekman, Children's Ministry Director

Lawrence Jones, Director of Operations

4930 E. Greenway Rd.

Scottsdale, AZ 85254

(602) 485-1958

Welcome to RLC Preschool & Daycare

Thank you for choosing Resurrection Lutheran Preschool. We consider it a great honor that you have chosen our school as a home away from home for your child. We strive to provide an environment that is loving and supportive as well as academically enriching. As a Christian preschool we are also able to teach the love of God through Jesus Christ, our Lord. Children enrolled in our Christ-centered program experience many benefits academically, spiritually, and socially, which can lead to a high level of fulfillment and personal excellence in their future lives. Furthermore, what a blessing it will be for your child to know God's unconditional love and hold in his or her heart the hope of eternal life. It is our prayer that our school will be a blessing to you and your family.

Licensing Information: Resurrection Lutheran Preschool & Daycare is regulated by the AZ Department of Health Services office of Childcare Licensure. They can be contacted at 602-542-1025. The local office address is: 150 N. 18th Ave., Ste. 400, Phoenix, AZ 85007. Inspection reports are available online at www.azdhs.gov or in the preschool office on RLC's campus.

Quality First: Resurrection Lutheran Preschool and Daycare is a Quality First School. Quality First is a signature program of First Things First, which partners with childcare and preschool providers across Arizona to improve the quality of early learning for children birth to age 5. Quality First "raises the bar" for our program by supporting the education and training for our teachers, observing and coaching in the classroom, providing "incentive" monies to purchase additional equipment and supplies, and providing a number of scholarships to families in need.

RLP-Insurance Information: Resurrection Lutheran Preschool & Daycare carries liability insurance as required by licensing regulations rule #R9-5-308. We are insured by:

American Church Group of AZ
7165 E. University Dr., Ste. 129
Mesa, AZ 85207

Tax ID#: 86-0374513

Handbook Purpose

- ✚ To acquaint the reader with the program of Resurrection Lutheran Preschool & Daycare
- ✚ To supply the reader with the philosophy that prompts the members of Resurrection Lutheran Church congregation to promote and support a Christian school.
- ✚ To provide parents and students with the functions and regulations of the school that they are to observe as members of this educational community.

Resurrection Lutheran Preschool & Daycare reserves the right to make changes to this handbook as it deems necessary for the betterment of the school. Parents will be notified either through written notice or via email if changes are made to any of our policies and procedures.

Our Purpose

- ✚ We exist to build disciples by living out God's Word, reaching out to the community, and bringing people to Christ.
- ✚ Recognize the uniqueness of each child and encourage each child's self-esteem and individuality.
- ✚ Share responsibility with the parents in our church and in our community to help each child live the abundant life God has planned for him or her.
- ✚ Encourage each child to be concerned for others, to cooperate in work and play, and to develop a spirit of sharing.

Our Objective

- ✚ Provide Christian love and understanding and promote spiritual development.
- ✚ Provide a safe, healthy, and stimulating environment that focuses on action-based experiences.
- ✚ Encourage each child to increase his/her vocabulary and language skills
- ✚ Provide specific age-appropriate cognitive learning experiences designed to enhance each child's social, emotional, and intellectual development.
- ✚ Provide experiences that will prepare each child for kindergarten and life-long learning.

Our Program

- ✚ Imaginative, stimulating, child-centered curriculum
- ✚ Monthly learning units which are developmentally appropriate
- ✚ Daily Christian educational activities planned to complement and coordinate with the learning units
- ✚ Diverse creative art, music, and movement experiences
- ✚ Physical activities designed to strengthen muscles and improve fine and gross motor skills

Our Staff

Each person on our staff has been carefully selected for educational qualifications and experience in the Early Childhood field. Continuous professional development is made accessible through campus and online classes, workshops, training, and evaluation.

Christian Education

We provide spiritual development through Bible stories, music, and other activities, which are planned to complement and coordinate with our learning units. Students and teachers gather for Chapel weekly where Christian values merge with Bible stories/events, and prayer is part of the daily activities in the classroom.

Curriculum

Our program is based upon Developmentally Appropriate Practices, the Arizona Infant & Toddler Guidelines, the Center for Disease Control Milestones evaluation guidelines, and Arizona Early Learning Standards. Special focus is placed upon early brain development, fine and gross motor skills, the development of emotional health and wellness, and the attainment of social skills. Problem-solving and critical thinking skills are emphasized in daily interactions. As a private Christian program, we incorporate Biblical principles and character development throughout the day, and we seek to share the love of God and the Light of Christ with our students.

Lunch/Snacks

Resurrection Lutheran Preschool & Daycare does not provide meals or snacks to students; parents are required to provide both. Please note that we are active participants in the Healthy Way to Grow program, which seeks to educate children about living a healthy lifestyle. This includes physical activity as well as making good food choices. Parents can support their child's education in this program by providing a nutritious ready-to-eat or microwavable lunch and TWO nutritious snacks per day for their child in a freezer pack with an insulated container. Milk is optional. No juice please. Water is readily available in the classroom.

Discipline

The purpose of discipline is to teach a child how to make appropriate choices for his/her behavior. It is never used as a punishment or retribution. When disciplining a child, his/her age, intellectual, and emotional development are always taken into consideration. Redirection is the method of discipline that we use as well as helping children to develop their own problem solving skills as they interact with one another. At no time will discipline be associated with mealtime or naptime. Continuing aggressive behavior may result in the use of a Progressive Guidance Action Plan.

Parent-Staff Communication

We welcome active parent participation in and outside the classroom with special activities and events. Please reach out to your student's teacher(s) and/or the preschool director regarding how you can help.

Shutterfly: RLC Preschool uses an online closed Share Site to communicate events, updates, reminders, etc. with parents. It is important you can access this closed site in order to stay up to date. Teachers also post pictures of weekly activities.

Visit <https://www.shutterfly.com/> to sign up or access your account.

Questions regarding student physical, emotional, social, and/or cognitive development as it pertains to classroom performance should be directed toward the student's teacher(s) via a scheduled in-person conference. To support the safety of our students, teachers must focus their attention on supervision and are unable to engage in lengthy conversations during drop off and pick up.

Parent/Teacher Conferences are scheduled during designated weeks through the school year, but parents may request a conference at any time. This can be scheduled through in-person communication with the teacher, calling the preschool office (602-485-1958), or emailing the preschool director, Andrea Salgado (andrea@rlc-scottsdale.org).

Emergencies: If you have an emergency, please contact the preschool office (602-485-1958). If you are unable to reach anyone, please call the RLC office (602-971-7979). Again, in order to support student learning and safety, staff is not permitted to use their personal cell phone while in the classroom, which includes texting.

We expect our staff to act professionally and in the best interest of our students, families, and school; therefore, we want to support the most productive means of communication between our school and our families.

School Operating Hours and School Calendar

RLC Preschool & Daycare is open Monday through Friday from 7:00 a.m. to 6:00 p.m. unless noted otherwise on the school calendar. Full-time and part-time (some restrictions apply) schedules are available. A hard copy of the Holiday and Event Schedule for the school year is available in the preschool office. An electronic file is located on our school's *Shutterfly* site.

Registration/Enrollment Reservation Fees

A one-time non-refundable registration fee of \$100.00 is required for all new registrants. Registration fees are due upon registration, at least 2 weeks in advance of enrollment.

Parents who desire to hold a future enrollment spot will be charged a \$100 non-refundable deposit, which holds an enrollment spot for three months. If the reservation needs to be extended, an additional \$100 non-refundable deposit per month is required. Reservations for

(Registration/Enrollment Reservation Fees continued)

enrollment cannot exceed six months. However, potential future students can be placed on a waitlist without charge; this does not guarantee future enrollment.

Parents who desire to hold the spot of a currently enrolled child during June **OR** July will be charged \$100.

Curriculum Fee

An annual curriculum fee of \$75.00 will be charged per child (2-5yrs.) and \$50.00 per child (12mo.-23mo.). Students enrolling between September and May will be charged the curriculum fee in addition to the registration fee.

Tuition Charges / Discounts

Tuition is based on a monthly rate and is due before the 5th of the month. All payments are conducted online through myprocare.com. Parents must complete a Tuition Express form to place a credit card or bank account number on file for monthly tuition payment. Online payments not received prior to the 5th of each month will be charged automatically according to the payment on file (credit card or ACH). Tuition amounts do not change during months with extended vacation days, sick days, or other personal days your child is not in school. RLC reserves the right to update tuition and/or discounts at any time following parent notification. Typically, tuition is reviewed annually.

Siblings of a currently enrolled student receive 10% discount on monthly tuition. Children of a military parent receive 10% discount on monthly tuition after documentation of military service is submitted to the preschool office.

RLC Preschool accepts DES; however, those approved by DES must act according to DES policy regarding CO-PAY, and as stated on the Certificate of Authorization from the AZ Dept. of Economic Security: "Any co-payment indicated is the required amount by DES guidelines. Any family may be responsible for charges above these copayments if a provider's rates exceed state reimbursement maximums and/or the provider has other additional charges."

Payment Policy / Late Charges

Monthly tuition is processed online. A \$25.00 late payment fee will be charged if tuition cannot be collected on the day it is due. This includes, but is not limited to, notices of insufficient funds, cancelled credit cards, etc. Families with accounts two weeks in arrears may be withdrawn and a payment plan will be developed by Resurrection Lutheran Preschool & Daycare. If special concession is necessary, arrangements may be possible through the school's director. Should your child be withdrawn due to non-payment of tuition, his/her place at Resurrection Lutheran Preschool & Daycare will not be guaranteed.

Late Pick Up Fee

Resurrection Lutheran Preschool & Daycare's operating hours are 7:00 a.m. – 6:00 p.m. There is a \$5.00/minute charge for a child left beyond operating hours. The fee will not be waived for families calling prior to late pick up.

Summer Camp

Each summer we offer a summer camp experience, which includes in-house field trips, water day, and special activities. There is a Summer Camp registration fee of \$50/student ages 2-4 and \$25/student age 1. Students who participate in off-campus field trips during Summer Camp must have a field trip form completed by their parent/guardian and filed in the preschool office in order to attend.

Transportation/Releasing of Children

Parents/guardians are expected to provide transportation to and from Resurrection Lutheran Preschool & Daycare. Parents/guardians are also responsible for accompanying their child into the classroom for drop-off and picking up the child in his/her classroom at the end of the day. Parents/guardians are required to sign their child in and out each day. Children will only be released to adults listed on the enrollment card; therefore, anyone picking up a child who is not a parent or legal guardian, must be listed on the enrollment card and may be asked to produce proper identification.

Enrollment Form and Contact Information

Resurrection Lutheran Preschool & Daycare requires all parents to update their *Emergency, Information and Immunization Record Card* annually, including up-to-date parent contact information, a list of authorized guardians for emergency purposes, as well as those authorized to drop-off and/or pick-up the enrolled student.

Immunization Records

All enrolled children are required to be immunized according to the immunization schedule set forth by Maricopa County Health Department. We must have certified current immunization reports. Parents/guardians are required to provide a copy of any updates to their child's immunizations that occur during the school year.

Medication Policy

Should your child need to be given medication, our administrative staff can administer medicine provided that it is in the original container, labeled with instruction for administration of the medication and your child's first and last name. This includes all prescription and over the counter medication, including cough drops. Resurrection Lutheran Preschool and Daycare will not administer unidentifiable medication or medication without printed directions or dosages.

(Medication Policy continued)

A medication consent form must also be filled out and on file. All medication will be stored in a locked container.

Children are NOT allowed to carry or store medication, nor are they allowed to self-medicate. All medication, including cough drops, must be given to a school administrator or classroom teacher.

Well Child Policy

According to the State of Arizona requirements, and for the protection of all enrolled children and staff, please keep your child home if he/she shows any of the following symptoms:

- ✚ A temperature of 100 degrees or higher (student may NOT return to school until he/she is fever-free for 24hrs. without medication)
- ✚ Intestinal disturbance accompanied by diarrhea or vomiting
- ✚ An undiagnosed rash
- ✚ Sore or discharging eyes, ears, or throat; profuse nasal discharge

If your child develops any of these symptoms listed above while on campus, we will isolate your child and call you to come **within the hour** to take him/her home. **RLC Preschool staff reserves the right to refuse a child who arrives on campus exhibiting any of the above symptoms or who has documentation noting a fever indicated within 24hrs.**

If your child has been exposed to any contagious disease, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworms, scarlet fever, or the “strep” virus, please report it to the preschool director immediately.

Emergencies

In the case of a medical emergency, Resurrection Lutheran Preschool & Daycare staff and/or administration will call 911 for emergency assistance.

Withdrawal/Refund Policy

Resurrection Lutheran Preschool & Daycare requires a one month notice for withdrawal for all programs. This notice must come in the form of a 30-day written notice. If notice is given with less than 30 days’ notice, tuition will NOT be pro-rated for any portion of the following month nor will refunds be given for any pro-rated amounts of that month’s tuition already paid. Refunds will be given to families that have remitted tuition beyond the 30-day notice. No refund will be given for registration or curriculum fees paid. Families may receive copies of their child’s school records after all financial obligations have been met.

Pesticide Use

Resurrection Lutheran Church employs a commercial company which sprays for pests on the campus on a quarterly basis. The process is always done on a Saturday and does include the area around the preschool. A notice is posted 72 hours prior to the spray at the check in table making families aware of the application date and time as well as the name of the company that will be applying the chemicals.



POLICY and PROCEDURE ACKNOWLEDGEMENT FORM

I, the parent/guardian of _____ (child's first and last name), have received and read the Parent Handbook for RESURRECTION LUTHERAN PRESCHOOL & DAYCARE, including (but not limited to) the policies I have initialed listed below:

_____ I am aware of the Healthy Way to Grow program implemented on RLC Preschool's campus and will provide my child(ren) with an age appropriate nutritious school lunch and two nutritious snacks (p. 3).

_____ I am aware that RLC Preschool uses a closed Share Site via Shutterfly to communicate school news to families. I am also aware of how to best communicate with staff when I have questions/concerns regarding my child(ren) as they pertain to classroom behavior, activity, and/or learning (p. 4).

_____ I am aware of fees as they relate to my child(ren)'s enrollment and attendance at RLC Preschool (p. 4-6).

_____ I am aware that my child(ren) must have Immunization Records completed and turned into the office each school year (p. 6).

_____ I am aware of the Well Child Policy and acknowledge that RLC Preschool staff reserves the right to refuse a child who arrives on campus exhibiting symptoms deemed harmful to others by the State of Arizona, which includes a documented fever within 24hrs. prior to drop off (p. 7).

_____ I am aware of RLC Preschool's Withdrawal Policy should I need to discontinue enrollment of my child(ren) (p. 7)

By signature below, I acknowledge and agree to the policies presented herein.

Parent Printed Name

Parent Signature

Date

NOTE: Please detach this page and return it to the RLC Preschool office along with your child(ren)'s *Emergency, Information and Immunization Record* card, and *Consent to Release Photo/Image* form.