



2017-2018 Parent Handbook

MISSION STATEMENT

Redeemer Day School is a ministry of Redeemer Presbyterian Church, P.C.A. The Program is committed both in and out of the classroom to directing the development of students and enables them to translate the experience they receive here into Christian living. We use a hands-on, age-appropriate, Bible-based curriculum to encourage children to explore God's world. We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ and strive to instill this truth in our children.

Tuition/Hours of Operation/Attendance

Tuition is paid on the first Monday of each month unless special arrangements have been made. If tuition is not received by the 10th of the month a **\$25.00** late fee will be assessed. If an enrollee falls two tuition payments behind, he/she may not be allowed to attend until all tuition has been paid. A tuition agreement must be signed by the end of the first week of school.

Tuition is paid monthly per the tuition agreement. If for any reason a child drops the program, at least a 2-week notice should be given in writing. RDS does not prorate the monthly tuition upon withdrawal, so the notice should be planned accordingly.

Redeemer Day School is licensed to serve children Monday through Thursday ONLY between 9am-2pm. We do not accept children before 9:00 AM and a prompt 2PM pick-up is needed. The time before school is set aside for teacher set up/devotions and after school cleaning and preparation takes place. If children are picked up after the closing time of 2:00 p.m., late penalties will be given to those arriving after the appropriate pick-up time. A late penalty of \$1 per minute can be assessed. The penalty fees are due before the child returns to school.

If a child is not picked up within 30 minutes of dismissal the local authorities can be called. We always contact parents and emergency pick-up contacts first.

The first expected day of school is Tuesday, September 5, 2017, and the last expected day of school will be Tuesday, May 22, 2018.

Our program follows Frisco ISD for all holidays, school closings, and bad weather days (The RDS calendar will be completed once Frisco ISD releases their official calendar). In the case of inclement weather, please tune to local television and radio stations for announced cancellations and delays. If Frisco ISD is delayed more than one hour or cancelled, Redeemer Day School will not be in attendance that day.

Tuition is paid on a monthly basis and is used to cover payroll and supplies regardless of your child's attendance. If a child is absent for any reason (including inclement weather and end of year school closing procedures), tuition is not refunded or prorated.

Operational Policies

If there are questions about operational procedures or other concerns, please feel free to contact the director or assistant director at any time. They are available by email at director@redeemer-mckinney.org, or by phone at 972-529-1502, in person on school days, or by appointment outside of school hours.

The assistant director will assume the responsibilities of the director should the director be absent from school. In the event that both the director and assistant director are out the office assistant or a designated/trained staff member will assume the responsibilities.

According to the Texas Penal Code, Redeemer Day School and its extended perimeter of 1000 feet is a gang free zone. This means that any criminal activity within this area is subject to harsher penalties.

Parents will be notified via email, posted notice, and/or letter home when changes to policies are made. When possible, parents will be given a 30-day notice of changes in operational policies before change enforcement.

A copy of the Texas Minimum Standards can be viewed by asking the director to see the center copy or by visiting the DFPS website http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/ and clicking on Chapter 746 (“Child Care Centers”).

Parents can also contact the local licensing office at:
Plano Child Care Licensing office
550 East 15th Street
Suite 120
Plano, TX 75074
469-229-6900

Our latest inspection report can be found on the informational bulletin board just outside the director’s office or can be located on the DFPS website by using the following procedures @ http://www.dfps.state.tx.us/child_care/.

Communication

Teachers are available to communicate with parents about school related topics via the school-initiated email. This email will be given to the parents when a child is enrolled. Teachers will send an email update at least every two weeks to keep you updated on classroom happenings. You are also welcome to set up a parent/teacher conference if desired.

It is against RDS policy for teachers and staff to communicate with parents outside the realm of school, including but not limited to, personal or home telephones, social media accounts, personal emails, and face-to-face meetings.

RDS employees are NOT allowed to create employment or volunteer unions with students and/or families of students.

Please inform the RDS administrative office if you have an existing relationship with any of the RDS staff so that it can be noted in the student file.

Enrollment and Other Forms

All enrollment forms MUST be completed/returned to RDS by 06/15/2017. The late submission of forms may result in the forfeiture of your child's spot. This includes the DOCTOR signed Health Statement and Immunization records.

Per licensing Minimum Standards, every child in the Pre-K/Transitional Kindergarten program must have a hearing/vision screening once the child turns 4 years of age. A document from the doctor's office, showing the results of the testing, will be required within 60 days of the 4th birthday. Turn the results in to the front office. However, IF a child is a returning student and turns four before the start of school, a hearing/vision screening must be submitted before the child can begin school. This is a licensing rule that we are required to follow.

Each child enrolled or admitted to the preschool program must meet applicable immunization requirements as specified in the Texas Department of Health Immunization Requirements in the Texas Handbook. This requirement must be completed and on file by the date of admission or the child may not attend. A physician or other health care official with a signature or official stamp should validate documentation of immunization records.

Tuberculosis testing is NOT required in Collin County.

It is the responsibility of the parent to keep shot records up to date.

Food

Redeemer Day School does NOT provide lunch or snacks. Parents are responsible for providing a healthy lunch each day. Lunches can be cooled by ice packs or kept warm by using a thermos container.

RDS does not have reasonable means to heat lunches, so please pack accordingly.

Redeemer Day School is a NUT free (peanut and tree nuts) facility. Please do not send products with peanuts or tree nuts. Please make sure, when providing snacks, that products are not produced in a factory or processed on equipment with other nut products.

Sunflower butter IS allowed, but please communicate verbally with the teacher or in note form that it is not peanut butter. 😊

Each child needs to bring a morning snack, unless a snack rotation schedule is provided by your child's teacher. Please pack foods the child can eat without assistance or danger of choking.

According to Texas licensing rules, it is mandatory for 2-year-old children and advised for 3-year-old children that food be prepared/served in such a way as to minimize choking hazards. Please make sure all food sent is cut appropriately and in manageable sizes. Some requirements are as follows:

- Hotdogs that are cut should be done so in a lengthwise fashion and not in rounds.
- Grapes should be cut at least in half (lengthwise)

These are put into place as an abundance of caution, and we appreciate your cooperation.

All food donated for programs and parties (anything aside from daily lunch/snacks) MUST be delivered to the office for inspection. Please label the donated food items with a classroom name, and it will be delivered if it meets requirements.

School and Classroom Policies

Children should eat breakfast before coming to school as breakfast items are not allowed into the classroom.

All children need an extra change of clothes in their bag. Please label all items your child brings (clothing, water bottles, lunch box & items, mat, blankets, etc.).

Please do not put glass or other dangerous items in your child's bag.

Parents are asked to knock and wait for a teacher to receive or dismiss each child individually at the door, rather than entering the room. If the child cries when brought to class, it is best to leave the child quickly. Research has shown this is less traumatic to the child.

Birthday invitations distributed at RDS must include the entire class. Personal business brochures and solicitations are not to be distributed in RDS classes.

Due to safety concerns, goodie bags (for any occasion) are NOT allowed at RDS.

Children entering the 3-year-old preschool class must be potty-trained. While "accidents" are understandable, the 3-year-olds will need to take care of their bathroom needs independently. Excessive accidents will require the child to move to the transitional 2/3-year old room (if space allows) or dismissed from the program.

Per state licensing, children under three years of age are NOT permitted to wear any type of necklace (including religious).

We welcome parent involvement, visitation, and observation. Parents are allowed to visit the center at any time during hours of operation to observe their child, the center's operations, and program activities without securing prior approval. Please check in at the front desk to receive a name tag upon visitation and return name tag when leaving.

If animals are going to be brought into the classroom Texas Minimum Standards rules will apply (746.3901 & 746.3905) and parents will be informed prior to the date of animal additions or visitations.

Breastfeeding mothers can find comfortable seating, for nursing, located in the Cry Room next to our sanctuary. This room is located just inside the main entrance of the church on the south side of the building. In addition to providing breastfeeding mothers with an adult size seat for the comfort of nursing, it is RDS' policy to enforce the parents right to breastfeed or provide breast milk for their child while in care.

Per licensing Minimum Standards and the safety of your child, a general health check of your child/ren can be done occasionally. This is a quick scan for general well-being and is done upon entry to the building or classroom by teachers and/or the director.

Per Texas licensing standards, NO tobacco or alcohol products are allowed on Redeemer Day School (located on Redeemer Presbyterian Church) grounds or in the building.

Per Texas law, parents must adhere to the discipline policy (located below) while on school grounds, which includes no corporal punishment.

Per Texas law, guns are not permitted on the premises (concealed nor open carry) unless by an official law enforcement office on duty.

Pick-up and Drop-off Procedures

Parents are required to sign their child in and out each day. If the parent will not be dropping off the child, please inform the person authorized to bring the child to sign the In/Out sheet. It is important to show record of pick up and drop off for attendance and licensing purposes. Please indicate the **actual** time of pick-up/drop-off...even if late.

For the first two weeks of the school year teachers and staff will ask for a driver's license upon pick-up. After the first two weeks, a license will only be asked for if the person picking up the child is NOT on the regular pick up list.

When possible, all changes in rides should be arranged by the parent before the day begins. Redeemer is not responsible for coordinating rides for children. A written notice should be submitted by the parent for a change in pick up when that person is not noted in the student enrollment forms. The written notice should include the name of the individual picking up the child, their address, and a description. Please inform the person picking up that they will need to show their identification to the teacher. A verbal pick-up change is acceptable IF the person picking up is noted on the enrollment form in the student file.

No child will be released by a teacher to anyone but the parent unless the parent has given written permission to the administrative office. Verbal permission will suffice for those already listed on the emergency or information forms. All persons picking up a child must be at least 18 years of age. Children will NOT be released to siblings unless they meet this requirement.

Parents should bring their registered child/ren into the building and sign in at the classroom door (unless drive-thru application has been accepted).

Those parents/guardians that have approved medical needs or infant non-walking children can see the director for a drive-through drop off packet.

RDS staff and faculty are not permitted to take children home unless a relationship existed prior to RDS enrollment. This should be documented in the child's file.

Accidents/Illness/Medication

For the protection of your child and other children, parents are requested not to leave a child when any of the following symptoms/conditions exists or have existed in the past 24 hours:

1. A fever with a runny nose that is not clear
2. Fever
3. Vomiting or diarrhea (that is not associated with a regular non-contagious disorder).
4. Any symptom of usual childhood disease (See Common Communicable Diseases on the CDC website)
5. Common Cold (from onset through one week) This includes a runny nose with green mucous as opposed to clear runny nose
6. Sore throat
7. Croup
8. Any unexplained rash
9. Any skin infection (boil, ringworm, impetigo, etc.)
10. Suspected Mononucleosis
11. Pink eye and other infections

*If a child develops a fever especially with other symptoms while at school, the parents will be notified as soon as possible. A child should not return to school until he he/she is fever free without medication for 24 hours or has a doctor note to return.

Please inform the front office when your child is diagnosed with a contagious illness (when having been in contact with classroom/classmates), so that other parents can be informed of illness possibilities.

A doctor's note may be requested for persistent or serious issues to make sure the child is safe to come to school.

Redeemer staff does NOT administer medications to any child unless it is considered emergency medication like an Epipen or nebulizer treatments. A Medical Authorization form must be filled out prior to medicinal dispensing.

Medication must be given as stated on the prescription label or as amended in writing by the child's health care professional. Medication must be in the original container with the prescription label attached.

All nonprescription medications and/or ointments, including but not limited to, insect repellent and sunscreen, will not be applied or administered to any child by Redeemer Day School staff. RDS requests that all nonprescription medications and/or ointments be applied by parent or guardian prior to attending school.

Do NOT put any medications in your child's backpack. All medications should be given to the front office. This is designed to protect the children from accidental access.

Accidents that require first aid (including band aids or ice packs) will be documented on the day of occurrence. Parents will be requested to sign the document and a copy will be given to the parent upon request.

If a child is taken to the doctor after having an accident at RDS the parent MUST notify the director at director@redeemer-mckinney.org on the day the child sees the physician (even if it is a weekend) so that a report can be made with licensing.

Any injury to the head, regardless of severity, will require a phone call to the parent.

In the event that your child requires immediate medical attention by a physician, 911 will be called and First Aid/CPR will be administered BEFORE child's physician and parents are notified. We will also ensure supervision of the other children in the group.

Allergies

Please note allergies on enrollment documents. RDS will require an emergency food allergy plan to be completed by the child's physician for any doctor diagnosed food allergies. Noted allergies will help RDS staff ensure the safety of all children.

Discipline and Classroom Management

Teachers have been trained in classroom management, behavioral skills/strategies, and will make every effort to handle discipline problems. In extreme situations or consistent concerns, a conference will be scheduled with parents. The state

regulations for discipline and the RDS Progressive Discipline and Dismissal Policy are enclosed for you to read and sign (see Appendix A and B).

Smaller concerns will be communicated to parents in person, via note, on the daily sheet, or in email. Larger or consistent incidents will be documented on the day of occurrence. Parents will be requested to sign the document and a copy will be given to the parent upon request. An incident must be documented any time a child uses their body to hurt another child or teacher intentionally and/or first aid treatment of the injured is required.

Preventing Child Abuse

Our teachers receive at least one hour of child abuse prevention each year and are required to report suspected abuse/neglect.

To report suspected abuse, contact the Department of Family and Protective Services at 1-800-252-5400 or use the web tool at:
<https://www.txabusehotline.org/Login/Default.aspx>

You can gain information and knowledge in preventing children abuse by going to the following website: <http://www.dfps.state.tx.us/>. If you click on the “Child Protective Services” option at the top of the page there are many links with helpful information.

If a parent or child needs help with abuse/neglect concerns they can contact the director.

Emergency Policies

In an emergency, the first priority for Redeemer Day School is to move all children to a safe area known to all employees.

Children will be moved on foot according to a specified plan depending on the type of emergency. The evacuation maps are posted next to the door of each room and show two exit paths.

If it is necessary to leave the premises the children will be taken to the fire station just down the road located at 3445 Alma Rd. McKinney, TX 75070.

Teachers/staff will utilize the student tracking sheet and headcounts to keep track of children. Teachers also maintain a clipboard that contains parent and

emergency contact information for each child and authorization for emergency care.

Teachers and staff members are instructed to take cell phones during an emergency to keep in contact with the director, have the ability to contact emergency first responders, and contact parents as necessary.

A full copy of our emergency preparedness plan is on file and is available for review upon request.

RDS practices fire drills each month, tornado and lockdown drills 4 times a year.

RDS will have an emergency cell phone in the event that the school phone lines go down. This phone will NOT be checked unless there is a school emergency or a problem with the phone lines during business hours. The cell phone will NOT have texting capability, so a message must be left. The messages will be returned before the end of the business day. The emergency RDS phone number (469) 450-8633.

Emergency School Closures

In case of an emergency that could cause Redeemer Day School to be closed, the school board in consultation with state licensing guidelines/expectations, will review the information and make a determination as to the appropriate course of action. Emergencies could include, but are not limited to, excessive illness, facility concerns, weather or other unplanned interruptions. Parents will be notified of an emergency closure by, at least, one of the following means of communication; phone call, email, letter home, or website posting. Emergencies that cause a closure do not justify refunded or prorated monthly tuition. The school board will review each case carefully, and the decisions made will be in the best interest of the staff/students and requirements of state childcare licensing.

Sanitation and Staff Immunization Policies

We follow a strict sanitizing policy with a hospital grade sanitizer that will help to keep germs away. In addition, children and staff are required to wash their hands multiple times per day. Staff members will wear gloves when needed (including: blood, diaper changes, and open sores).

Our staff immunization policy states that staff may choose to get immunizations, but are not required to do so. To view recommended immunizations by the CDC please visit <http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdg>. The risks involved are as follows:

- * The teacher works directly with the children including helping with lunches, restrooms, diaper changing, etc.)
- * The teacher has regular contact with the children at least 2 days a week.
- * The ages of children are between the ages of 2 and 5.

APPENDIX A

State Discipline Regulations

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are *prohibited*:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

When we have exhausted all other possible methods, RDS reserves the right to call the child's parents to assist with discipline or take the child home for the rest of the day.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Circle one please:

Parent/Legal Guardian

Caregiver

APPENDIX B

Progressive Discipline and Dismissal Policy

Level I:

In this level, normal behavior variances are expected. The caregiver can use, but is not limited to, any of the following strategies:

- Overlooking when appropriate
- Redirection
- Discussion with the child
- Finding out why a child made the inappropriate choice
- Offering reminders of the rules
- Think time (no more than one minute per age of the child)
- Positively praising those doing the correct behavior
- Praising/acknowledging what the child has done right
- Helping a child work through feelings
- Praying with and for the child

Communication with parents could be, but is not limited to, the following:

- Nothing (when minor and doesn't happen often)
- Verbally mention
- Written on daily form (where applicable)
- Email or handwritten note
- Asking for strategies that work at home

Level II:

In this level, behaviors have become consistent or are more severe in nature (ie: running away, hitting, throwing things, and in some cases biting). Caregivers can use any of the strategies listed in level I, but can also employ (but is not limited to) the following:

- Creating a behavior documentation file
- Using visible behavior charts
- Establishing an individualized accommodation plans (as possible)
- Providing one-to-one care (when possible) during less structured activities
- Sending child to talk to the director for no longer than the age of the child
- Praying with and for the child

Communication with the parent can include, but is not limited to, the following:

- Written notification to the parent via email, note, or incident report
- Conferencing with the parent/s and teacher
- Formal conferencing with the director, teachers, and parent/s

- The child sent home for the day (only when approved by the director)
- Requesting parents/guardians get a doctor evaluation

In the rare instance that a child is uncontrollable, and after all attempts to rectify the situation have been exhausted, it may be necessary to dismiss a child from our school. Since Redeemer Day School is equally responsible for each child, the consistent and/or severe disruption of classroom activity will not be tolerated. Our school does not have the ability to consistently provide “one-to-one” care, nor does it have the resources or physical facility to handle behavior differences. Guidelines for dismissal are as follows:

Level III:

In this level, the behaviors have become problematic and could be a risk to the student involved and other individuals in the classroom/school. The director can respond with, but is not limited to, any of the following strategies:

- Sending a child home for the day
- Praying with and for the child
- Placing a child on a formal probation (parent/guardian will need to sign a probation letter)
- Placing a child on suspension - which would be an opportunity for the parents/guardians to work on addressing behavioral concerns at home while placement is held for the child (a suspension form will need to be signed by the parent/guardian)
- Dismissing a child from the program

Communication at this level may be in person, over the phone, or in a conference. There will always be written documentation of the event/situation at this level, and a parent/guardian will need to sign acknowledging that information was shared.

***Level will be noted on any written correspondence and in the child’s portfolio when verbal in nature.**

My signature verifies I have read and received a copy of this progressive discipline and dismissal policy.	
_____	_____
Signature	Date
Circle one please:	
Parent/Legal Guardian	
Caregiver	

APPENDIX C
Acknowledgement of RDS Policies

Child's Name

I have read and am familiar with the *Redeemer Day School* policies, procedures, and guidelines as stated in the parent handbook. I have been advised that the parent handbook is also located on the RDS website and it is my responsibility to access my personal copy via the RDS website.

In an effort to provide the safest environment for all children, RDS reserves the right to evaluate the admission and denial of all students.

Parent's Signature :

Date: _____