



## 2011-2012 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.

## **Redeemer Day School Policies**

1. Monthly tuition is paid on the first Tuesday or Thursday of each month unless special arrangements have been made. If tuition is not received by the 10<sup>th</sup> of the month a \$10.00 late fee will be assessed. If an enrollee falls two tuition payments behind, he/she will not be allowed to attend until all tuition has been paid.
2. If for any reason a child drops the program, at least two weeks notice should be given in writing. If no written notice is given, the parent will be charged for two weeks tuition from the last day the child attended RDS.
3. We do not accept children before 9:00 AM. This time is set aside for teacher preparation/devotions. Children are not allowed to bring breakfast foods into the room.
4. If children are picked up after the closing time of 2:00 p.m., late fees will be given to those arriving after the appropriate pick-up time. A late fee of \$1.00 per minute will be assessed. Notification will be placed in your child's bag and the appropriate fee will be automatically invoiced on your monthly statement. Our program follows Frisco ISD for all holidays, school closings, and bad weather days. 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.
5. If a child is absent for any reason, tuition is not refunded.
6. All children need an extra change of clothes in their bag. Please label all items your child brings (clothing, bottles, lunch box & items, mat, blankets, etc.).
7. Each child needs to bring a morning snack and drink, 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. Due to nut allergies, please do not send peanut or tree nut products.

8. 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.

9. All rides must be arranged by the parent before the day begins. Redeemer is not responsible for coordinating rides for children. Only in emergency situations will exceptions be made and these must be given in writing to the director. (Please submit an emergency pick-up notice to the director.) If anyone other than the parent will be picking up a child, a written note needs to be given to the teacher and/or director on that day. The note must have the name of the child, a description and name of the person picking up the child. The person picking up the child will have to show his/her driver's license to insure proper identity. No child will be released by a teacher to anyone but the parent unless the parent has given written permission to the teacher or director. (Verbal permission will suffice for those already listed on the emergency or information forms. An Emergency Pick-Up Notice should be given to the director and teacher prior to pick-up.)

10. 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 runny nose that is not clear
2. Fever
3. Vomiting or diarrhea
4. Any symptom of usual childhood disease (See Common Communicable Disease)
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 or other symptoms while at school, the parents will be notified as soon as possible.

11. Redeemer teachers may not administer medications to any child without written instructions from parents. (Medication Authorization form enclosed.)

12. Please be sure that the teacher has all enrollment forms on the first day of school. (All required enrollment forms are listed in the enclosed "Notice to Parents.") The State of Texas requires that every child have a current immunization form on file.

13. 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.

14. Teachers will make every effort to handle discipline problems. In extreme situations, a conference will be scheduled with parents. The Discipline/Guidance, and Dismissal policies are enclosed for you to read and sign.

15. Birthday invitations distributed at RDS must include the entire class; otherwise they will need to be mailed. Business brochures and solicitations are not to be distributed in RDS classes.

16. Parents are required to sign their child in and out each day. If the parent will not be dropping off the child, the person authorized to bring the child will sign the In/ Out sheet.

17. 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 rubber stamp must validate documentation of immunization records. Documentation of a TB screening is not required.

18. We welcome parent involvement, visitation, and observation.

19. If there are questions about operational procedures or other concerns please feel free to contact the director at any time.

## Discipline and Guidance Policy for Redeemer Presbyterian Church Redeemer Day School

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

## Dismissal Policy

In the rare instance where it has been found 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. It is important to remember that our first priority is to each and every child. The consistent disruption of classroom activity by one child will not be tolerated. Guidelines for discipline and dismissal are as follows:

### *Level I*

1<sup>st</sup> Offense: Tell the child the rule

2<sup>nd</sup> Offense: Ask the child the rule

3<sup>rd</sup> Offense: Consequences (i.e. timeout, missed playground time or remove from the group)

### *Level II*

A consistent pattern of behavior has been documented

1<sup>st</sup> Offense: Teacher-Parent conference/Behavior Plan implemented

2<sup>nd</sup> Offense: Teacher-Parent-Director conference

3<sup>rd</sup> Offense: Parent will be contacted to administer discipline

### *Level III*

1<sup>st</sup> Offense: Probation

2<sup>nd</sup> Offense: Suspension

3<sup>rd</sup> Offense: Dismissal

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

## **Acknowledgement of Redeemer Day School 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.

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: \_\_\_\_\_