

Parent Handbook

School and Childcare



Redeemer Lutheran School and Childcare

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Rev. Dr. John C. Davidson – Pastor

Mrs. Kate Jurecki – Director

The Lutheran Church Missouri Synod

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Welcome!

Dear Parents,
Greetings in the name of Christ,

On behalf of the Redeemer Lutheran Congregation, please accept our thanks for choosing our Early Childhood Education Programs here at Redeemer. Our Church, School and Childcare Programs exist solely to share the love of Christ with everyone. We are excited about the upcoming year and look forward to the opportunities we have to share the love of Christ with your child.

God has made us a part of His family in Baptism. As a family of God at Redeemer, we receive God's encouragement and strength every Sunday through the study of His Word. If you presently have no church family, we invite you to consider becoming a part of our church family. Here you will find God's love and friendship in Christ.

If I can be of any service too, please let me know. May God continue to surprise you with His goodness!

In Christ's Service and Yours,
Rev. Dr. John C. Davidson
Pastor, Redeemer Church

Dear Parents,
"Train up a child in the way he should go." – Proverbs 22:6

Redeemer Lutheran Church supports Early Childhood Education Programs to provide instruction in the Word of God. Here at Redeemer Lutheran School and Childcare we look to expand your child's world through activities focused on: Jesus, social/emotional growth, fine/gross motor skills and academics. The staff of Redeemer Lutheran School feels privileged to be a part of your child's spiritual and educational development. Thank you for choosing Redeemer for your child.

This handbook contains information regarding the policies and procedures here at Redeemer. Many of the answers to your questions are found in this handbook. It is very important that you read this handbook and keep it handy.

In Christ,
Mrs. Kate Jurecki
Director, Redeemer Lutheran School

Mission Statement of Redeemer Lutheran School and Childcare

It is the mission of Redeemer Lutheran Church Early Childhood program, in grateful response to God's love for us In Christ Jesus, to provide a Christ centered education and a spiritual foundation for our students by word or deed within our School, Childcare Center and Church communities!

Vision and Belief Statement

Redeemer Lutheran School and Childcare exists for the primary purpose of leading children to the divine Shepherd, Jesus Christ, their Savior. Following the command of Christ, "Feed My Lambs," the teachers in the school and childcare are under divine obligation to aid their children in achieving a fuller life on earth, and above all, to help prepare them for the eternal joys which will be theirs in Heaven. Stated more specifically our aims are as follows:

To provide through instruction in God's Word so that:

- Children may learn to know, trust and believe in Jesus Christ as their Savior.
- Children may learn to know what their Savior expects of them as believers and followers.
- Children may learn to conduct themselves in a manner that is pleasing to God.
- Children may learn to live and play with other children in a God pleasing manner, grow in social living, adjust to life outside the home as well as in the school setting and gain a feeling of security and happiness in all relationships with playmates, teachers and parents.
- We, the teachers, assist the parents in laying a faith formation for each and every child.

Philosophy

Our School and Childcare program addresses the needs of children’s spiritual, social/emotional, physical and academic development.

Redeemer offers a childcare program in which the atmosphere is relaxed, creative and fun. You can leave your child confident in knowing that they are in a safe and healthy environment. We learn about Jesus, play games, read and tell stories, engage in music and movement and stretch our muscles with indoor and outdoor play. We correlate our activities using the “One in Christ” religion curriculum.

The Early Childhood Education Programs offers an environment that nurtures, supports, reinforces and encourages learning of all kinds. Since a child learns from every experience, our programs focus on providing a wide variety of developmentally appropriate activities. Enormous differences exist in the growth and development of children; therefore, we need to be flexible in our expectations in order to meet the needs of each child.



Faith Formation is our mission here at Redeemer Lutheran School and Childcare. Our mission statement is located at the beginning of this handbook and posted in each classroom. Teaching your child about “Jesus” is first and foremost in our curriculum of learning. Our curriculum is from Concordia Publishing House called “One in Christ.” It is like teaching “Sunday School” every day of the week. The teachers are excited to plant the seeds of faith, nurture the children as they grow and learn about themselves, the world around them and God’s love for them in Christ.

“Let the children come to Me; do not hinder them,
for the Kingdom of God belongs to such as these
And He took the children in His arms and blessed them.” – Mark 10: 14, 16

Days and Hours of Operation

Childcare: Monday – Friday (6:30am – 6:00pm)
(Children aged 3 – 6 years old)

Operating: Year Round

Closed: New Year’s Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving (and Day After), Christmas Eve, Christmas Day (And Day After), New Year’s Eve

Daily Schedule

6:30 – 9:00	Arrival – Handwashing – Breakfast (Parent Provided)/ Free Play
8:15	Deliver Kindergarten, Pre-K and Doves to Classes
9:00	Deliver Lambs to Classes
9:00 – 9:30	Handwashing – Snack
9:30 – 10:00	Religion – Circle Time
10:00 – 11:00	Recess – Handwashing
11:00 – 12:15	Academics/Crafts/Story
11:30	Lambs arrive from classes
12:15	Pre-K and Doves arrive from classes
12:15 – 1:00	Handwashing – Lunch
1:00 – 3:00	Nap Time
1:00 – 2:00	Developmental Activities and Experiences
2:00 – 3:00	Recess
3:00 – 3:30	Handwashing – Snack
3:30 – 4:00	Craft
4:00 – 5:30	Recess – Handwashing
5:30 – 6:00	Quiet activities until pickup – Handwashing

Our Childcare schedule is a flexible framework and can/will change periodically. Also, included within this schedule is music/movement, Gym, Chapel with Pastor Davidson, educational visits and much more throughout the year.

Childcare remains open throughout the summer and is offered to children aged 3 – 12. Summer schedule varies depending on “in house” field trips and activity opportunities.

Days and Hours of Operation

Kindergarten: Monday – Friday (8:15am – 2:15pm)
(Children Aged 5 by August 1st of the School Year)

Operating: Mid-August thru the last week of May

Closed: Labor Day, Thursday/Friday of Fair Week (October), Thanksgiving (and Day After),
Two weeks for Christmas and New Year's Day, Martin Luther King Day, President's Day,
one week at Easter (including Good Friday) – Professional Days (2)

Daily Schedule

8:15 – 8:30	Handwashing – Attendance – Unpack
8:30 – 9:00	Morning Prayers – Jesus Time
9:00 – 9:30	Math (McGraw Hill)
9:30 – 9:45	Circle Time
9:45 – 10:00	Handwashing – Snack
10:00 – 10:30	Recess – Handwashing
10:30 – 11:00	Science – Social Studies
11:00 – 11:30	Writing/Reading Groups
11:30 – 12:00	Music/Art/Social-Emotional Learning
12:00 – 12:30	Handwashing – Lunch
12:30 – 1:00	Recess – Handwashing
1:00 – 2:00	Language Arts (Reading Wonders)
2:00 – 2:15	Pack up – Pray – Story – Handwashing Dismissal

Kindergarten is broken down into four grading periods. Report cards are sent home at the end of each quarter.

(October, January, March and May)

Parent Teacher conferences are held in October and February.

Days and Hours of Operation

Pre – Kindergarten: Monday thru Friday (8:15 – 12:15)

Doves: Monday/Wednesday/Friday (8:15 – 12:15)

(Children Aged 4 by September 1st of the School Year)

Operating: Day After Labor Day thru the last week of May

Closed: Labor Day, Thursday/Friday of Fair Week (October), Thanksgiving (and Day After),

Two weeks for Christmas and New Year's Day, Martin Luther King Day, President's Day,

one week at Easter (including Good Friday) – Professional Days (2)

Daily Schedule

8:15 – 8:30	Handwashing – Attendance – Unpack
8:30 – 9:00	Jesus Time
9:00 – 9:15	Circle Time
9:15 – 9:45	Language Arts/Math
9:45 – 10:00	Handwashing - Snack
10:00 – 10:30	Recess - Handwashing
10:30 – 11:00	Science/Social Studies
11:00 – 11:30	Read It Again/Music and Movement
11: 30 – 12:00	Crafts/Center Time
12:00 – 12:15	Pack Up – Pray – Story – Handwashing Dismissal

Pre-Kindergarten/Doves is broken down into 3 grading periods. Progress reports are sent home at the end of each grading period. (November, February and May)

Parent Teacher conferences are held in October and February.

Days and Hours of Operation

Lambs: Tuesday/Thursday (9:00 – 11:30)
(Children Aged 3 by September 1st of the School Year and fully potty training – including during naps)

Operating: Day After Labor Day thru the last week of May
Closed: Labor Day, Thursday/Friday of Fair Week (October), Thanksgiving (and Day After),
Two weeks for Christmas and New Year's Day, Martin Luther King Day, President's Day,
one week at Easter (including Good Friday) – Professional Days (2)

Daily Schedule

9:00 – 9:15	Handwashing – Attendance – Unpack - Morning Activity
9:15 – 9:30	Circle Time
9:30 – 9:40	Jesus Time
9:40 – 10:00	Handwashing - Snack
10:00 – 10:30	Recess - Handwashing
10:30 – 11:00	Centers – Small Groups - Crafts
11:00 – 11:30	Pack Up – Pray – Story – Handwashing Dismissal

Lambs is broken down into 3 grading periods. Progress reports are sent home at the end of each grading period.
(November, February and May)

Parent Teacher conferences are held in October and February.

Staff to Child Ratios

Age of Children	Staff Member/ Child Ratio	Maximum Group Size
Young Preschoolers (At least 3 years and less than 4 years) Childcare Nappers and Lambs Summer Nappers Room	1:12	24
Childcare Preschoolers (At least 4 years and not enrolled in or eligible to be enrolled in kindergarten) Childcare Preschool, PreK and Doves Summer Preschool Room	1:14	28
Young Schoolagers (Enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years) Kindergarten Summer Schoolager Room	1:18	36

When there is a combination of ages within a group of children, the age of the youngest child will determine the staff/child ratio. Redeemer has at least two trained staff members on the premise at all times when seven or more children are in the school.

Parent Involvement

Parents are encouraged to participate whenever possible in the activities at Redeemer Lutheran School. Parents may wish to attend field trips, class parties and special event days. Opportunities to help in the classroom will be communicated through classroom newsletters and the Procare App. In addition, parents may volunteer in their child's classroom at any time. Simply communicate with your child's teacher as to days and times. Visitors are required to sign in and sign out with the office staff.

Redeemer Lutheran Church also partners with the school to provide family events outside of the regular school day. These events include Trunk or Treat, An Evening with St. Nick and more.

Parent – Provider Meetings

Parent Teacher conferences are held in October and February. The October conferences are scheduled as a time to get to know the student and the family. Student learning goals and expectations for the year will be discussed. The February conferences will look at our four areas of growth: spiritual, social/emotional, physical and academic development. Records of conferences are kept on file and are confidential.

Open communication between the parent and teacher is encouraged, whether face to face or via the Procare app. Teachers are available before and after school to discuss a child's progress. Parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations.

We encourage problem solving conversations with the students and model this as teachers. Any time a parent has a concern or question about their child, regardless of the program, communication is a must. Please speak with your child's teacher first, then the director and, if needed, the issue can be brought before the Board of Education.

Often concerns can easily be addressed when they are little problems, before they grow into bigger problems. The staff knows that you are trusting us with your little ones, and we want our relationship to be a good one, communication is the key.

Payment Policies

Registration Fee

A yearly non-refundable registration fee of \$100 secures your child's spot for the coming year. The registration fee is due with your child's registration form.

Childcare, Pre School and Kindergarten Fee Schedule

Rates and discounts are reviewed on an annual basis and rate increases will be made available on January 1st for the coming school year. Our current rates may be found on our registration form.

Payment Policies

1. Childcare invoices are sent via Procure the Monday after services are rendered. Payment is due the Friday after the invoice is sent. A \$25.00 late fee may be incurred for past due accounts. Delinquent accounts past two weeks risk losing their spot in childcare. **Families are billed for your scheduled time regardless of attendance.** A one-week written notice is required for withdrawal from the childcare program.
2. Pre School and Kindergarten invoices are sent on the first of the month. Tuition is due on the 10th of the month. Tuition payments may be made monthly, quarterly or yearly. All school accounts that are delinquent after the 10th of the month may incur a \$25.00 late fee. There is no reduction for short months, sick days, holidays or vacations. Delinquent accounts, past 45 days, risk losing your child's spot in school. **If you withdraw from school, you are responsible for the entire amount of tuition as stated on the registration form.**
3. A \$25.00 fee is charged for return checks. A money order will then be the only accepted form of payment.
4. Late pick (after 6pm) results in a \$1.00 per minute charge added to your bill.
5. Please allow one week notification if you are planning a vacation, there is a change to your schedule, or you wish to withdraw your child from the program. If you withdraw from Pre School or Kindergarten, you are responsible for the entire amount of tuition as stated on the registration form.

6. Holidays – There is no charge when childcare is not open.

Observed Holidays for childcare.

New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day,
Thanksgiving/Friday after, Christmas Eve/Christmas Day/Day after
Christmas, New Year's Eve

Observed Holidays for school.

October Fair Days (2 Days), Thanksgiving/Friday after, Christmas Break
including New Year's Day (2 weeks), Martin Luther King Day, President's
Day, Spring Break (1 week),
Good Friday

7. Discounts –

A 10% discount is given for childcare for students enrolled in both Pre School and
Childcare.

Additional discounts exist for church members and siblings. Please speak with
the school office for more information.

Payments

A credit card or ACH payment can be made through the Procure App. Credit cards,
checks or cash payments are also accepted in the school office. There is a 2.7% processing fee
when using a credit card.

Breastfeeding Mothers

Room #1 has been designated to any mother that needs to privately breastfeed their
child while in the school facility. If room #1 is in use please see the school office staff for an
additional location. Enrollment and room usage varies from year to year.

Enrollment Information

Programs

Child Care: Monday – Friday (6:30am – 6:00pm)

Lambs (3 year old): Tuesday/Thursday (9:00am – 11:30pm)

Doves (4 year old): Monday/Wednesday/Friday (8:15am – 12:15pm)

Pre-Kindergarten: Monday – Friday (8:15am – 12:15pm)

Kindergarten: Monday – Friday (8:15am – 2:15pm)

Upon registering for any program, the Director shall schedule an interview/tour with each family, discussing all programs and deciding what best fits each family's needs.

Classes are open to all who wish to observe our teachers and students. Teachers will be happy to discuss the curriculum with families. The Director is available to answer any questions for families.

It is the policy of Redeemer Lutheran School and Childcare that children must be 3 years old before entering and all children must be potty trained at all times, including naptime.

Enrollment Packet – The following forms must be filled out (by parents/guardians) in their entirety before any child is left for care by Redeemer Staff. (JFS91234)

Page 1 – Child Enrollment and Health Information for Child Care

Page 2 – Allergies, Special Health & Medical Conditions, and Medical Foods

(If you check yes, note more forms may be needed)

Page 3 – Additional Information about your child

Page 4 – Diapering Statement/Emergency Procedures/Acknowledgement of Policies and Procedures

(If not secure emergency transportation, please provide alternative plans in writing.)

Page 5 – Custody Papers (If applicable)

Page 6 – Child Medical Statement (JFS01305). A copy of your child's shot record must be attached. This form requires a signature from your child's medical provider. For summer session, this form is not required for school age children.

Page 7 – Child Pick Up Permission Authorization: Please note authorized individuals must be 18 years of age and hold a valid driver's license per Redeemer guidelines.

Care of Children Without Immunizations

Redeemer Lutheran does provide care to children who have not been immunized.

Center Parent Information (JFS 5101:2-12-07)

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste 240

Chicago, IL 60601

(312) 886-2359 (Voice)

(312) 353-5693 (TDD)

(312) 886-1807 (Fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (Voice)

1-866-277-6353 (Toll free)

(614) 752-6381 (Fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

Attendance Policies

Arrival - Parents, Guardians and authorized adults must sign in child on the Procure App using their individualized four-digit PIN. It is the parent, guardian or authorized adult's responsibility to see that his/her child safely enters the school building. Any late arrivals are to come to the blue side door for admittance to the school building.

Departure – Parents, guardians and authorized adults must sign out their child on the Procure App using their individualized four-digit PIN. Once signed out, it is the parent, guardian or authorized adult's responsibility for the safety of the child.

Authorized Adults are required to be listed on the pick-up/drop off list, they may be asked to show their driver's license to verify ID and must be 18 years of age. (Exceptions may be made for teenage siblings at the Director's discretion.)

Releasing a child with Custody Agreement – If there is a custody agreement for the child, the program must be provided with official legal documentation indicating who has permission to pick up the child.

Absent/Tardy – Please call or message the school office if your child is absent or tardy. Parents will be called if a child is not in school.

Supervision

Our staff at Redeemer Lutheran is committed to ensuring the health and safety of each child entrusted to our care. We are alert to the safety needs of the children, anticipate possible hazards, and take necessary appropriate precautionary and preventable measures. Children are always supervised within sight and hearing. At no time is a child left unsupervised.

School-age children during our summer session are permitted to be left alone for no more than five minutes within the school building. School age children are never left unsupervised while outside.

Child Guidance

At Redeemer Lutheran each child is treated with love and respect. If children are treated with respect, they in turn learn to respect their teachers, friends and others. Our expectations for your child will be kept within the normal stages of growth and development. Our staff provides positive reinforcement and redirection to ensure each child is safe in their learning environment. We facilitate problem-solving and encourage children to talk about problems, share their thoughts/feelings and suggestions to resolve conflicts with each other.

If a child exhibits inappropriate behavior, they are asked to sit in the calming area (located in each room). Each calming area has bean bag chairs and fidgeting materials to help the child take control of their behavior/emotions. Once a child is ready to return to the group, the teacher will privately review the reason for the calming area and expected behavior.

Suspension and Expulsion

When a child's behavior places the child or other children at Redeemer Lutheran at risk, the Director will communicate with the parents or guardians. If the behavior persists, a behavior plan will be created with input from the child's family, teacher and director. If the behavior cannot be modified, the child may be suspended or expelled from the program. The Director will report any child's expulsion for behavioral reasons to ODJFS.

American with Disabilities Act Compliance Policies

- Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.
- Redeemer Lutheran administers medication to children with disabilities in accordance with the child's documented medical/physical care plan.
- Prior to caring for a child with a disability, all who are responsible for caring for the child will be properly trained regarding any necessary procedures.

Outdoor Play

Children are taken outside to play daily, weather permitting. Classes go outside at least once per day, Kindergarten 2-3 times per day and childcare up to 4 times per day. On days when weather conditions do not allow for outdoor play, classes will use Fellowship Hall for indoor gross motor activities. Children should dress for the coldest part of the day during the winter and sunscreen is recommended for summer days.

There are limitations placed on outdoor play. Children are not taken out if the temperature is below 25 degrees or about 90 degrees. Outdoor play time is adjusted or limited during inclement weather and safety conditions for: rain, lightning, ice, wind chill warnings, air quality warnings, excessive humidity, high pollen count, to list a few.

Food and Dietary Policies

- Children in child care are provided with a nutritional snack at approximately 10:00 am and 3:00pm. Snack schedules are posted on our parent boards.
- Parents provide snacks for their child in Pre School and Kindergarten programs. Snack is served at approximately 10:00 am.
- Parents provide lunch for children in Kindergarten and Child Care. Lunch is served at approximately 12:00pm for kindergarten and 12:15 for Child Care. Redeemer does not have the ability to heat or refrigerate snacks or lunches.
- Parents may provide breakfast for children arriving between 6:30am and 8:00am.
- Milk is provided at all snack and lunch times.
- Lunches will be supplemented when all required food groups are not included.
- No child will go more than 4 hours without at least a snack or meal.

Illness Policies

Management of illness, including isolation procedures

- If your child becomes sick or does not feel well enough to participate in program activities, please keep them at home.
- Children who become ill while at Redeemer are isolated within sight and hearing of a staff member. Cots and linens used are washed and disinfected before being used again.
- Parents are notified via the Procure App if their child has been exposed to a communicable illness.

Symptoms for discharge

- Temperature of 100 degrees F or higher
- Diarrhea (3 or more abnormal or unexpected stools within 24-hour period)
- Severe coughing (Child becomes red or blue in the face or whooping cough)
- Difficult or rapid breath
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick or pus eye discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other signs or symptom of illness.

Conditions for returning to Redeemer

- Children are readmitted to Redeemer after at least 24 hours of being free of fever and other symptoms without aid of medication. If they are not symptom free, a doctor's note is required stating that the child is not contagious.

Parents are notified by phone or text if their child exhibits any of these signs of illness and must pick up their child within one hour. Care is not provided for children who are sick at Redeemer. Please have a backup plan in place if you are unable to take time off from work/school to pick up your child when they are sick or to care for them at home when they are ill.

Emergency, Serious Illness and Injury Procedures

Redeemer follows our programs Emergency Preparedness and Crisis/Disaster Management Plan if an emergency occurs while children are in Redeemer's care. Redeemer conducts monthly fire drills, tornado drills (March – September) and quarterly emergency/lockdown drills.

In the event of a fire or tornado, Redeemer follows the written instructions posted, which describes emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot.

If we need to evacuate due to fire or weather conditions, or the loss of power, heat or water, our emergency destination is the shelter house located on the church/school grounds. If the immediate area must be evacuated, we evacuate to OBGYN Associates of Lancaster (1532 Wesley Way; Lancaster, Ohio 43130). A sign will be posted on exterior doors indicating that we have been evacuated and the location where you may pick up your child. Parents will be contacted as soon as possible and requested to pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

In the unlikely event of an environmental threat or a threat of violence, we will secure the children in the safest location or evacuate as needed, contact the proper authorities and follow their directions. We will contact parents as soon as the situation allows.

In the case of a minor accident or injury, basic first aid is administered by a trained staff member.

If the injury/illness is serious, any first aid possible is administered, and parents are contacted immediately to assist in deciding an appropriate course of action.

When any injury or illness is life-threatening, EMS is contacted, parents are notified, and the child's available health records are sent with the EMS. We do not transport children in private vehicles in the case of an emergency, therefore we will not accept children whose parents refuse to authorize transportation to emergency services.

When any of the following occur: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardized the safety of the child, an incident/injury report is completed and given to the person picking up the child on the day of the incident/injury.

In the case of a serious incident, the Director will report it to ODJFS by the next business day and complete the required serious incident report.

Administration of Medications and Topical Products Policies

Policies on administration of medications and topical products:

- For medications to be administered, a JFS 01217, "Request for Administration of Medication for Child Care," must be completed unless the medication is required by a JFS 01236, "Child Medical/Physical Care Plan for Child Care" which is on file.
- Medications are stored in an area inaccessible to children.
- Any medication for your child must be handed directly to the Director or Teacher upon arrival.
- Medications may not be brought in a child's bookbag.
- Prescription medications must be in their original container and administered in accordance with instructions on the label.
- Over-the-counter medications also must be administered in accordance with label instructions.
- If parents request any different dosages or uses, a physician must provide written instructions on the JFS 01217, "Request for Administration of Medication for Child Care."
- Signed written parental permission is required for topical products that need to be administered, except for lip balm and hand sanitizer. All topical products must be handed directly to the Director or Teacher upon arrival at the program.

Policies on medical foods (food that is formulated to be consumed under the supervision of a physician or other appropriate professional and is intended for the specific dietary management of a disease or condition):

- If your child requires the administration of medical foods, you must provide a completed JFS 01236, "Child Medical/Physical Care Plan for Child Care."
- All medical food must be provided by the parent and must be in the original container with the child's name on it and must be handed directly to the Director or Teacher immediately upon arrival.
- Redeemer will follow the directions on the medical food container to ensure safe storage.

Policies on modified diets:

- If your child requires a modified diet that eliminates 1 or more of the 4 food groups or changing the amount of food to be served to meet 1/3 of the recommended dietary allowance, you must secure written information from your child's physician regarding this change. A JFS 01236, "Child Medical/Physical Care Plan for Child Care" must be completed.
- If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated and signed instructions. You must provide any food requirements.

Policies on whether school age children are permitted to carry their own emergency medication and topical products:

- School age children will follow the same procedures as written above.

Transportation Policies

Transportation to and from field trips is by private parent transportation. Staff members do not transport children for any reason at Redeemer.

Water Activities and/or Swimming

Children are provided with water play opportunities at Redeemer during the summer session. These include sprinklers. Parents must send bathing suits and towels for their children on water play days.

Infant Care and Diaper Procedures

Redeemer Lutheran School is not licensed for infant care or diapering.

Sleeping, Napping and Resting Policies

Child Care students nap/rest between the hours of 1pm and 3pm daily. Students who do not fall asleep are permitted to play on their cot with quiet activities. Cots and a sheet are provided to each napping student and are labeled with the student's name. Sheets are laundered weekly or when they become soiled. Parents may provide a blanket and stuffed animal for their child. These are sent home weekly for laundering. Cots are placed in the rooms to avoid blocking room exits and to allow for staff to safely evacuate the room if necessary.

Evening and Overnight Care

Redeemer Lutheran School does not provide evening or overnight care.

Policies on Hours of Operation Including Closures Due to Weather, School Delays or Closings, and Other Factors

Except for scheduled holidays, the childcare program remains open unless there is a weather or other emergency that results in a lack of power, heat or running water at the program. Childcare remains open if the local school closes or is delayed. Care may be available for school-age children not normally in care on those days, if staff to student ratios are not exceeded.

The Preschool and Kindergarten will follow Lancaster City School District for closings or two-hour delays. Kindergarten, Pre-Kindergarten and Doves will be delayed for two hours. Lambs will delay for only one hour due to their later start time.

In the case of closure or delay, families will receive a phone call, message on Procure and all closures or delays will be communicated to the local TV stations.

Using Child Care Staff Members or Substitute Child Care Staff Members

Redeemer employs several staff members for the purpose of substituting for staff due to illness, personal days or vacations. All substitute teachers complete the same trainings and requirements as our regular staff members.

Disenrollment

If a family chooses to disenroll a child from the childcare program, a one-week written notice is required. If a family chooses to disenroll a child from the school program, a one-week written notice is required. School families are still responsible for the full tuition as stated on the registration form.

Redeemer works with children and parents to resolve any behavior issues. However, if there are behavior issues that continue to be of concern and endanger other children, your child may be disenrolled from the program.

Children may also be disenrolled for the following reasons:

- Failure to pay tuition on time.
- Failure to pay additional fees.
- Failure to comply with Redeemer program policies.
- Failure to attend during scheduled hours.
- Excessive absenteeism.

Conflict Resolution

If there are any concerns or problems with the program, please first contact your child's teacher, second contact the program Director and third contact Early Childhood Board of Directors. Redeemer will work with parents and attempt to resolve any problems or concerns.

The Ohio Department of Job and Family Services also may be contacted to report suspected violations of licensing law or administrative rules. A toll-free telephone number is listed on the program's license.

The licensing rules governing child care are available for review in either electronic or paper copy format.

Assessments

Redeemer uses screenings, progress monitoring tools and formal assessments to ensure that the children's learning needs are being met. The program shares this information with families during conferences (October and February) and on report cards. (Kindergarten: October, January, March and May; Pre School: November, February and May). Redeemer reports required information regarding screening tools and assessments to ODJFS.

Miscellaneous

- Redeemer requests an extra set of weather-appropriate clothing to be kept in your child's locker.
- Redeemer asks that your child does not bring any toys from home. This helps us ensure that only safe toys are played with, that toys from home are not lost, and that there are no issues with sharing toys.
- Redeemer likes to share photos of children through our Procure App, Facebook and website. Student names are never included. Each family will fill out a photo release form indicating their wishes for the sharing of their child's photo.
- During the summer months, we request sunscreen be kept at the program for each child.