

Redeemer Day School



exploring God's world, planting the seeds of promise

2007-2008

PARENT HANDBOOK

REDEEMER PRESBYTERIAN CHURCH
REDEEMER DAY SCHOOL
MCKINNEY, TEXAS

Mission Statement

Our aim at Redeemer Redeemer Day School is to train children ages 5 and under the important concept early in life that they are under God's authority. This concept is lived out through teachers, parents, and ultimately under Christ as their King. We seek to instill this truth in their minds and hearts while preparing them for Kindergarten through fun, challenging, age appropriate activities in a healthy, Christian environment. Our curriculum includes a hands-on approach to developmentally appropriate concepts and skills, which are integrated with Bible stories, scripture, songs, music, movement, and play. Please partner with us in this life-changing ministry.

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 10th 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 **12:00 PM or 2:00 p.m. for extended day students**, late fees will be given to those arriving after the appropriate pick-up time. A late fee of \$1.00 per minute will be accessed. Notification will be placed in your child's bag and the appropriate fee will be automatically invoiced on your monthly statement. Our program follows the McKinney 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 McKinney 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 nuts.
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 written permission has been given by the parent 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 exist 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 diseases (See Common Communicable Diseases)
5. Common Cold (from onset through one week) This includes a runny nose with green mucous as opposed to a clear runny nose.
6. Sore throat
7. Croup
8. Any unexplained rash
9. Any skin infection (boils, 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. Children under two who are fed a formula must also have the appropriate form signed and dated. ("Infant Care Instructions" must be given to the teacher).
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. If anyone other than the parent will be picking up a child, a written note needs to be given to the director on that day. The note must have the name of the child and 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 written permission has been given by the parent to the director. Verbal permission will suffice for those already listed on the emergency or information forms, however, they will be asked to show us their driver's license.
15. Teachers will make every effort to handle discipline problems. In extreme situations, a conference will be scheduled with parents. A discipline guidance policy is enclosed for you to read and sign.
14. 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.
15. Parents are required to sign their child in and out each day. If parent will not be dropping off, the person authorized to bring the child will sign the child in and 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 Texas Handbook*. This requirement must be completed and on file by the date of admission or the child may not attend. Documentation of immunization records must be validated by a physician or other health care official with a signature or official rubber stamp. Documentation of a TB screening is not required.
18. Please call the director if you would be interested in participating in some aspect of the operation of our facility. 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.

Common Communicable Diseases

Disease	First Symptoms	Incubation
Chicken Pox	Fever, loss of appetite, red spots/some with a clear blister Return: Physician's note	14 - 21 days
German Measles	Signs of cold, swollen glands, rash Return: Physician's note	14 - 21 days
Head Lice	Scratching of head, rash-like appearance around ears and neck, nits Return: Physician's note	3 week cycle
Impetigo	Small blisters with thin yellow fluid, blister breaks & scab forms Return: Physician's note	5 days
Measles	Signs of cold, red eyes, fever, red spots Return: Physician's note	10 - 14 days
Mononucleosis	Return: Physician's note	
Mumps	Swelling, fever, sore throat, difficulty swallowing, tired Return: Physician's note	12 - 26 days
Pink Eye	Pink coloration of eyes, swollen eyelids, matted eyes, sticky discharge Return: 4 days or physician's note and proof of antibiotic	4 days
Ringworm	Raised, round ring shape, red & itchy Return: Physician's note	10 - 14 days
Scarlet Fever	Sore throat, fever, possible rash Return: 7 days from onset & physician's note	2 - 7 days
Other Strep	Sore throat, fever Return: Physician's note and proof of antibiotic	2 - 7 days

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; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

Check one please:

- parent employee/caregiver household member of child-care home

Redeemer Presbyterian Church
Redeemer Day School

Parent Permission for Publication of Student Photo

Date _____

Dear Parent:

It is our practice when preparing work for external publications or on the Internet to seek parent permission before including your child's photo. In order to include your child's photo we must have your signed permission. Last names of students will **not** be used on Internet projects. Please review the information, sign it, and return to RDS.

In His Service,

Redeemer Presbyterian Church
Redeemer Day School

SIGN AND RETURN TO MDO

Redeemer Day School has my permission to publish a photo of my child _____ for an external publication on the Internet.

Additional information on the project: Redeemer Day School will be updating its website: www.mdo.redeemer-mckinney.org and would like to include photos of children in the program. Redeemer may also, in the future, produce informational pamphlets about the program for distribution and may wish to include photos.

I understand that my child's full name will not be published on the Internet or in any other publication.

Parent Signature _____ Date _____

Daytime Phone _____ Evening Phone _____

**Acknowledgement of Mission Statement and
Redeemer Day School Policies**

Child's Name

I have read and am familiar with the *Redeemer Day School* Mission Statement and Policies stated in the Parent Handbook.

Parent's Signature

Date _____