

**2017-18**

**R**esurrection

**L**utheran

**P**reschool

*PARENT HANDBOOK*



**“Ressie Bear”**

This Handbook is meant to serve as a general guideline for daily Preschool operations. The procedures are subject to change at the discretion of Preschool Administration and Staff. Families will be notified of changes relevant to their child.

**Resurrection Lutheran Preschool (RLP) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other preschool-administered programs.**

# TABLE OF CONTENTS

WELCOME TO RESURRECTION LUTHERAN PRESCHOOL -----	4
OBJECTIVES -----	5
PROGRAMS and TUITION -----	6
Curriculum -----	6
Chapel -----	6
Observations/Assessments -----	6
Calendar -----	7
Hours -----	8
Inclement Weather Policy -----	9
Delays -----	9
Cancellation -----	9
Class List -----	9
Fees -----	9
Tuition -----	10
Withdrawals -----	10
REGISTRATION POLICY -----	11
UNDERSTANDING of POLICIES & PROCEDURES -----	11
Registration Requirements -----	11
DAILY PROCEDURES and POLICIES -----	12
Morning ‘Drop-Off’/ Afternoon ‘Pick-Up’-----	12
Potty Training -----	14
Discipline -----	14
Clothing -----	15
Toys -----	15
Birthdays -----	15
Permission to Leave Preschool -----	15
PARENT OPPORTUNITIES-----	16
Room Parents -----	16
Parent Participation/ Volunteering-----	16
HEALTH, SAFETY, and EMERGENCIES -----	17
Attendance and Health -----	17
Medications -----	17
Immunization Compliance -----	17
Safety -----	18
Medical Emergencies -----	18
2017-18 PRESCHOOL STAFF -----	19
RESURRECTION LUTHERAN PRESCHOOL COMMITTEE -----	20

# **WELCOME to**

## **RESURRECTION LUTHERAN PRESCHOOL (RLP)**

This booklet is designed to be both helpful and informative for families throughout the preschool year. Please keep it handy and refer to it as needed.

**A pdf is also available on our website: [rlpcary.org](http://rlpcary.org)**

*Our program offers opportunities and experiences that will enrich, expand, and develop a child's ever-increasing accumulation of knowledge in a loving Christian atmosphere.*

### ***Ways to connect with us:***

**[rlpcary.org](http://rlpcary.org)**

-----  
**[office@rlpcary.org](mailto:office@rlpcary.org)**

-----  
**919-851-7270 x27 or x29**

-----  
*Visit us on Facebook:* **Resurrection Lutheran Preschool- RLP**  
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*Diane Hooper, Director*

919-851-7270 x29

[director@rlpcary.org](mailto:director@rlpcary.org)

## OBJECTIVES

Daily objectives of Resurrection Lutheran Preschool (RLP) are:

- To build a **foundation** of understanding that Jesus Christ is our Lord and Savior -- through Chapel and a living-learning environment.
- To **offer** opportunities and activities to help each child develop a healthy self-concept, which includes accepting his/her abilities and God-given talents; thus, fulfilling each child's individual needs (spiritual, emotional, psychological, intellectual, and physical).
- To **foster** the development of positive social skills through participation in small and large group activities.
- To **broaden** each child's aptitude for future learning.
- To **provide** a loving environment, enabling each child to trust his/her teachers and become more secure away from home.

## PROGRAMS and TUITION

### Curriculum

A developmentally appropriate and integrated curriculum is provided at RLP. Child-centered, hands-on experiences are offered in an enjoyable learning environment, along with a mix of academic opportunities. Activities are planned to offer a mix of active and passive segments. Throughout the morning, a blend of gross and fine motor, cognitive, language, emotional, spiritual, and social components are included within the context of the unit being explored. Our 'learning through play' philosophy also integrates Jesus' teachings, woven through parts of the day/ monthly routines.

### Chapel

One morning a week, the children are taken into the Church sanctuary for a brief chapel time. They will sing songs and hear Bible-related stories. This is wonderful exposure to God's word in a warm, interactive, developmentally appropriate atmosphere. Our younger classes begin attending later in the year.

### Observations/ Assessments

Observations are on-going throughout the preschool year. From these observations, an informal assessment is made at the beginning of the year. Teachers may use this to share the child's progress with parents.

- **Transitional-Kindergarten and 4-year-old classes:** An opportunity to discuss and share this assessment of your child's Developmental Checklist of Skills and Accomplishments is offered to parents of these classes. A more formalized assessment will be made later in the preschool year. Parents are encouraged to contact teachers if they desire to conference at any time.
- **3's and 3/4's classes:** Teachers use a Developmental Checklist of Skills and Accomplishments for the beginning of the preschool year. An opportunity to discuss and share this is offered to these parents. An informal assessment may be shared with parents who request a conference in the spring.
- No formal assessments are done for the 2-year-old class or the 2/3 combination class.

Conferences with parents may be held after assessments are complete. Parents are encouraged to discuss their child's progress with the teacher. Teachers are willing to schedule additional discussions with parents. **We ask that you do not conference with staff during arrival, dismissal, or special event times.** Teachers have their students to supervise at these times and your confidentiality is difficult to maintain in these group settings. Please contact your child's teacher for an appointment.

## **RLP's 2017-18 Calendar**

Apart from the opening and closing dates, RLP will operate on a similar schedule to Wake County Public Schools' **TRADITIONAL Calendar**. This includes most holidays and teacher workdays. Preschool days missed due to inclement weather *may* be made up at the discretion of the Preschool Committee and RLP staff. See the Inclement Weather Policy on page 8.

*Following is a **tentative schedule** for our preschool year. Please **mark these dates** on your calendar!*

<b>August 31</b>	<b>Parent Night</b>
<b>September 4</b>	<b>NO PRESCHOOL-- Holiday</b>
<b>September 5 &amp; 6</b>	<b>Orientation dates for all students</b>
<b>September 7, 8, &amp; 11</b>	<b>First Regular days of Preschool</b>
<b>September 21</b>	<b>NO PRESCHOOL-- Teacher Workday</b>
<b>October 31</b>	<b>NO PRESCHOOL-- Teacher Workday</b>
<b>November 10</b>	<b>NO PRESCHOOL-- Holiday</b>
<b>November 22 - 24</b>	<b>NO PRESCHOOL -- Thanksgiving Break</b>
<b>Dec. 20 – Jan. 1</b>	<b>NO PRESCHOOL -- Christmas Break</b>
<b>January 2 &amp; 3</b>	<b>Classes Resume</b>
<b>January 15</b>	<b>NO PRESCHOOL-- Holiday</b>
<b>January 22</b>	<b>NO PRESCHOOL -Teacher Workday</b>
<b>February 7, &amp; 8</b>	<b>** MEMORIES with MOM- Love **</b>
<b>February 19</b>	<b>NO PRESCHOOL-- Holiday</b>
<b>March 12, 15, &amp; 16</b>	<b>** DAYS with DAD- Western Days **</b>
<b>March 29 – April 6</b>	<b>NO PRESCHOOL -- Spring Break</b>
<b>April 27</b>	<b>NO PRESCHOOL – Teacher Workday</b>
<b>May 21</b>	<b>Last Class Day for Bumblebees, Dolphins, 3-Day Cliffords, Turtles</b>
<b>May 21</b>	<b>Celebration for Bumblebees</b>
<b>May 22</b>	<b>Last Class Day for Butterflies, Bunnies, 2-Day Cliffords</b>
<b>May 22</b>	<b>Celebration for Butterflies, Bunnies</b>
<b>May 22</b>	<b>Last Class Day for Foxes, Penguins, Bears</b>
<b>May 23</b>	<b>Certification Celebration for Dolphins, 3-Cliffords, Turtles</b>
<b>May 24</b>	<b>Graduation Celebration for Foxes, Penguins, Bears</b>

## **Hours**

Office hours are 8:45 am- 2:00 pm.

Most classes start at 9:15 am and end at 12:15 pm.

Transitional-Kindergarten class' hours are 9:00 am – 1:00 pm.

RLP has an extended hours 4-year-old class starting at 9:00 a.m. and dismissing at 12:30 p.m.

Staff uses the time before/after class start times to prepare/cleanup class activities. Families (children and parents) are asked **NOT** to enter the classrooms before preschool hours (unless a conference is scheduled). Please refrain from lingering and congesting the hallways after classes are dismissed.

For everyone's safety, doors remained locked while classes are being held, including after preschool enrichment programs.

For 2 & 2/3-year-old classes, parents bring their children into the building at 9:15 and pick them up from their classroom at 12:15. 'Drop-Off' may be an option later in the year. Parents may enter the building at the time their child's class ends. Instructions are given by your child's teacher on Parent Night. This helps minimize the emotional impact on the children whose parents have not yet arrived.

**A late fee of \$5.00 will be charged for children who are not picked up within 15 minutes of class dismissal. After 12:30 (after 12:45 for the extended hours 4-year-old class, and after 1:15 for the Transitional-Kindergarten class), parents are asked to come to the preschool office to sign out their child. After the first 15 minutes of tardiness, the charge will increase by double for every additional 5 (five) minutes of being late.** Emergency situations accompanied by a phone call will be taken into consideration.



## **Inclement Weather Policies**

In case of inclement weather, listen to local radio and television stations to determine Wake County Public Schools System (WCPSS) cancellations and delays.

### **A. Delays**

1. When WCPSS **DELAYS** opening by:
  - a. **ONE (1) HOUR**, ALL RLP classes **that regularly meet that day (including Transitional-Kindergarten and extended hours 4-year-old class)** will begin school at 10:15 am. Each class ends at its normal time.
  - b. **TWO (2) HOURS**, ALL RLP classes **that regularly meet that day (including Transitional-Kindergarten and extended hours 4-year-old class)** will begin at **11:00 a.m.** and end at **1:00 p.m.** We ask that all families please *pack a lunch* for their child on days that have a 2-hour delay.
  - c. **THREE (3) HOURS**, ALL RLP classes **that regularly meet that day (including Transitional-Kindergarten and extended hours 4-year-old class)** will be cancelled.
2. When WCPSS **DISMISSES EARLY**, RLP will make decisions based on the circumstances of the early dismissal, and contact you through email & Remind.

### **B. Cancellations**

1. When WCPSS cancel school, ALL RLP classes will be cancelled.
2. Make-up days for RLP's cancellations are at the discretion of the Preschool Committee and preschool staff. Preschool days which your child's class has missed may be made up if that particular class' days add up to 6 or more missed preschool days.

WCPSS's make-up days are not always made up on the particular day of the week cancelled (i.e. if a class is cancelled due to weather on a Monday, the make-up day may fall on a Thursday).

**Note: Each RLP class meets on certain days of the week and is taught by teachers that may be working other days of the week in different capacities at RLP, as well as outside of RLP. Preschool rooms are also shared rooms. Due to these reasons, make-up days for each class, whenever feasible, are made up only on a day of the week that particular class usually meets; not a different day of the week.**

*Also, depending on the time of the year inclement weather occurs and due to limited days available on RLP's calendar preschool year, this may limit the days available to be used for make-up.*

## **RLP's Class Lists**

It is the policy of RLP to provide parents with a current list of students enrolled. This list includes personal information and is intended for the convenience of parents of enrolled students and staff. It is **NOT** to be used for any non-preschool related promotions or contacts.

If you do not wish to have your name, address, email address, or phone number distributed to your class' parents, please contact the Preschool Office before the end of the second week of classes.

## **Fees**

A non-refundable registration fee of \$110.00 per year per child is paid (\$95.00 for each additional child) at the time a child is enrolled. A \$60.00 **supply/facilities fee** per child is also required at this time. Receipt of this amount ensures your child's placement in a class. This fee is **non-refundable** unless a move of 25 miles or more is made from the Cary area before August 1<sup>st</sup>. For enrollment after January 1, the non-fundable registration fee is \$55.00 and the supply/facilities fee is \$30.00.

## **Tuition**

Tuition is due by the 5<sup>th</sup> of each month. A **total of nine (9) monthly tuition payments** will be made in a preschool year; starting with the first payment due on July 15<sup>th</sup> and the final payment due on April 5<sup>th</sup>. Payment will always be one month ahead, eliminating a May tuition payment. **A late fee of \$25.00 will be assessed if tuition is not paid by the 10<sup>th</sup> of the month.** Notices will be sent to parents who have not paid by this time. Failure to pay tuition by the end of the month could result in the child being dropped from the program **unless alternate payment options have been discussed in confidentiality with the Director.** An option of Direct Debit payment for tuition is offered.

Checks and cash are accepted payments. Checks are payable to **RESURRECTION LUTHERAN PRESCHOOL or (RLP)**. Tuition payments are to be sent in the envelopes provided by RLP and may be returned in your child's monthly folders or by mail.

***\* Tuition payments are non-refundable and are not affected by attendance of child, holidays, or school delays/ cancellations. \****

Monthly tuition rates are:					
2 days 2's	\$180	3 days 3's	\$220	(extended hours) 4 day 4's	\$285
2 days 2/3's	\$180	3 days 3/4's	\$220	Transitional-Kindergarten	\$340
2 days 3's	\$180	4 days 4's	\$260		

## **Withdrawals**

One month's notice must be given to the Director before a child is withdrawn. Otherwise, the parent is obligated to pay the additional month's tuition. If a child is withdrawn later than April 1st, full tuition for April and May will be expected, as this spot will be difficult to fill. If the withdrawal occurs at the request of the preschool, that month's tuition will be prorated and balance refunded. If a withdrawal is necessary in the summer, prior to the start of preschool, notification by August 1<sup>st</sup> is required. Registration fee is **non-refundable** (supply/facilities fee will be refunded) unless a move of 25 miles or more is made from the Cary area before August 1<sup>st</sup>.

## REGISTRATION POLICY

Registration for the following year of preschool takes place in January. Procedures and dates are included in class calendars/newsletter and communication that are emailed, and in the Resurrection Lutheran Church (RLC) newsletter and announcement sheets.

Priority of registration is in the following order:

- 1) Members of Resurrection Lutheran Church (RLC).
- 2) Currently enrolled students of RLP that are eligible to return for the next year.
- 3) Siblings of currently enrolled RLP students.
- 4) Members of our mission church/es.
- 5) Siblings of Alumni of RLP.
- 6) Siblings of Resurrection Lutheran School (RLS) students.
- 7) Registration of the public is held after the above students have the opportunity to register.
- 8) When classes are filled, children unable to secure a position are put on a waiting list. No registration fee is required until an opening is offered and accepted.

### Registration Requirements

- 1) A completed Registration Form (green sheet) must be turned into the RLP Office along with a non-refundable registration fee of \$110.00 (\$95.00 for each additional child) and a \$60.00 supply/facilities fee per child before registration is complete. Registrations mid-preschool year and after will be a \$55 registration fee and \$30.00 supply/facilities fee.
- 2) The child's Health Record (pink sheet), **along with copies of up-to-date immunizations**, must be completed and signed by a physician.
- 3) The Health History form (yellow sheet) must be filled out by parents.
- 4) The Permission form (blue sheet) must be signed and initialed by parent(s).
- 5) **ALL above forms must be on file by the start of the preschool year.**
- 6) 2-year-olds may register until January 30<sup>th</sup> of current preschool year. This is due to the length of time it generally takes for a child to assimilate to a classroom situation and separate from his/her parents.

## UNDERSTANDING of POLICIES & PROCEDURES

### **MEETING A CHILD'S NEEDS:**

Please understand RLP is not necessarily equipped, trained, and/or qualified to accommodate and meet the needs of each child when medical situations and/or cognitive development are associated with a child.

As such, in the best interest of all involved, RLP will require a **trial period** (determined by the Director, teachers, and parent/s) to be implemented concerning enrollment and placement of a child regarding above mentioned.

Additionally, **open dialog** will occur between parent/s of child, RLP staff, **and** all service providers during this trial period and is crucial in determining enrollment status of a child. If a child has exceptional needs where significant attention is deemed, a request to have a child be withdrawn from RLP may and could be decided.

## DAILY PROCEDURES and POLICIES

### Morning 'Drop-Off' / Afternoon 'Pick-Up'

All NC state laws regarding child safety seat laws and traffic laws will be followed on the church's (RLC) property. Failure to follow NC state laws on RLC property may result in revoking the privilege of vehicle 'Drop-Off' and 'Pick-Up.'

RLP is a preschool that provides the courtesy and privilege for families to choose either:

1. Use a vehicle for morning 'Drop-Off'/afternoon 'Pick-Up' **OR**
2. Walk your child to the designated area for 'Drop-Off' & 'Pick-Up.' Wait for your child to be in the hands of or brought to you by a staff member.

Please allow staff to assist your child at morning 'Drop-Off' / afternoon 'Pick-Up' areas. (**Exception: 2's & 2/3's parents walk up for both 'Drop-Off' and 'Pick-Up' of their children.**) This provides a time for your child to separate from you and to instill a sense of independence in your child. To make this procedure more efficient, please observe the following guidelines:

1. For the safety of your child, while in the parking lot- **PLEASE** refrain from any type of electronic device/cell phone use AND keep child/ren **buckled in car seats or booster seats, as applicable, at all times.**
2. Enter the SECOND church drive (from Kildaire Farm Rd.), turn at 1<sup>st</sup> right, and follow the lanes closest to the road, circling around to the front of the circle drive entrance. Diagrams showing the traffic flow will be provided in your child's folder at Parent Night. **\*Please note that the circle drive is only used clockwise during preschool 'Drop-Off'/'Pick-Up' hours; at all other times, the circle drive runs counter-clockwise.**
3. Pull as far forward as possible so that 6 to 8 cars can be unloaded/ loaded at one time.
  - a. MORNING DROP-OFF:
    - i. **\*\* Put your car in 'PARK' & turn off ignition. \*\***
    - ii. Staff members will unbuckle your child, take him/her from your car, and help him/her to their class.
  - b. AFTERNOON PICK-UP: your child's teacher or a staff member will bring him/her to your car. *Please do not use this time to conference with staff.*
    - i. **\*\* Put your car in 'PARK' & turn off ignition. \*\***
    - ii. **GET OUT** of your car to receive your child from a staff member. Once your child's hand is placed into your hand, the staff member will verbally confirm you have your child and she will return to the class' blanket area.
    - iii. **Buckle** your child into their child restraint seat.
    - iv. Remain in place behind this line of cars until the cars ahead proceed through circle drive to exit onto Lochmere Dr. (NO PASSING AROUND CARS IN LINE).
  - c. You are provided with name cards to keep in your car for the entire year to assist staff in recognizing your vehicle. **Please use these cards throughout the year to assist substitutes, floaters, and teachers in bringing your child to the correct car. If additional name cards are needed (for babysitters, grandparents, etc.), please notify the Office.**

4. When exiting or entering the morning 'Drop-Off'/afternoon 'Pick-Up' lines, maintain a safe speed while following the diagram (*provided in your child's folder on Parent Night*). This will ensure parents of 2 & 2/3-year-old classes and all pedestrians to SAFELY walk to and from their cars and to the sidewalks.
5. **Please do not park in or block the entrance or exit to the circular drive in front of the church. This drive is used for UPS, Meals on Wheels, and other loading/unloading during the day.**
6. If it is necessary to come into the building for any reason, please say good-bye to your child at the classroom door. The teachers will be glad to assist your child with any snacks or other items.  
***This is not the time to conference with your child's teacher.***
7. If you need to talk with another parent during morning 'Drop-Off'/afternoon 'Pick-Up', please drop your child off first and park in the lot. *Please be considerate of the parents in front and behind you.*
8. No children of any age may be left unattended in the car.
9. When walking up to pick up your child, have your sign with you and visible. Wait at top of the sidewalk until a staff member brings your child to you.

*By following these guidelines, the line of cars exiting the parking lot will move SAFELY, quickly, and smoothly.*

*Thanks in advance for your cooperation!*

**\*\*2-Year-Old & 2/3 Combination Class** parents **DO NOT** initially **USE** the morning 'Drop-Off'/afternoon 'Pick-Up' lines.

**At 9:15 am**, 2 & 2/3-year-old's parents bring their children into the building and pick them up from their classroom at 12:15. 'Drop-Off' may be an option later in the year. Parents may enter the building at the time their child's class ends. Instructions are given by your child's teacher on Parent Night. This helps minimize the emotional impact on the children whose parents have not yet arrived. Families (children and parents) are asked **NOT** to enter the classrooms before preschool hours (unless a conference is scheduled) and please do not linger and congest the hallways after preschool hours.

**At 12:15**, doors are unlocked. **After the older classes have exited the building**, parents of 2's & 2/3's may enter the building, as instructed by your child's teachers on Parent Night. Families (children and parents) are asked **NOT** to enter the classrooms before preschool hours (unless a conference is scheduled). Please refrain from lingering and congesting the hallways after classes are dismissed.

## **Potty-Training**

As stated in previous communication with parents (on the tuition price sheet provided at registration and in the parent questionnaire received in your summer letter) it is RLP's requirement that **"All children must be potty-trained on or before their 3<sup>rd</sup> birthday."** We understand the first few weeks of preschool are an adjustment. So, during this time, there will be a grace period (until October 1<sup>st</sup>) as children settle in. For this reason, we ask that parents **pack a complete change of clothes- including shoes & socks-** during this time. If an accident should happen with a 3-year-old or older **and if changing is required, a parent will be called to come in and change the child.** *Please let us know if your child is having accidents due to health conditions/ medications.*

In addition to potty-training, we also want your child to be comfortable using the bathroom. Therefore, please make sure they can wipe themselves after urination or bowel movements. In our 3-year-olds and older age classes, we expect independence with toileting issues. Once out of the bathroom, staff can help snap or zip pants. If this is extremely difficult for your child, you may want to consider clothes they can manage themselves.

For our 2's and 2/3's combination classes, we understand potty-training is a work in progress. To adequately change and care for your child, families are required to provide extra diapers/ pullups. These are to be supplied by you for your child until s/he is completely trained. Parents are also asked **pack a complete change of clothes- including shoes & socks-**

**Children in the 2/3's combination class are expected to be potty-trained upon their return to preschool from Christmas vacation.**

***Please be aware, as stated under the "Attendance and Health" section of this handbook, if your child has runny stools/diarrhea while at preschool, our staff will be calling a parent or caregiver to come pick up the child, as this usually indicates an illness.***

## **Discipline**

At RLP, we implement and believe that praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive and understanding interactions from adults and others, they develop good self-concepts. It also helps them to learn and develop values.

We will provide redirection and alternate activities if a child is displaying inappropriate behavior. RLP will be consistent in our positive behavior management. If a child persists with inappropriate behavior, it may be necessary for staff to supervise a short period of "thinking time" away from the situation.

## **Clothing**

Please dress your child in **play attire and appropriate footwear**. Weather permitting (even when it is cold!), RLP dismisses from outside and goes on the playground EVERY DAY. Art activities can be messy as well. Dress your child according to the weather. RLP has an indoor play area with equipment for rainy days.

**LABEL all** outer garments (such as coats, sweaters, mittens, etc.) with your child's name.

## **Toys**

**Please do not allow your child to bring toys, books, or personal items into preschool, unless it is requested of your child's teachers (i.e. Show-n-tell).** We **DO NOT ALLOW** toy guns or other weapons to be brought at any time. Special items that may provide comfort will be permitted to stay in their preschool tote bags for the first few weeks. Please inform your child's teacher if an item is available. Only nametags are permitted to be attached to tote bags. (No toys, hand sanitizers, etc.)

## **Birthdays**

Birthdays are special days for children. If you would like to provide a special snack, please let the teacher know. Please be aware of any possible classroom allergies. For children whose birthdays fall during the summer vacation and holidays, 1/2 BIRTHDAYS may be scheduled. ***Also, please do not ask the staff to pass out birthday party invitations unless all the children in the class are invited.***

## **Permission to Leave Preschool**

For your child's safety, written permission is required for your child to leave preschool with anyone other than those persons listed on the registration form. The office/teachers will be expecting a note or email whenever your child rides with someone other than parents or a previously designated driver. ID's will be checked when a person other than those listed on the registration form is picking up your child. Again, this is for the safety of the child.

If you intend to carpool with other families, RLP requests you to inform us in writing or email with whom your child is carpooling. We will keep your carpool arrangements on file with your child's registration forms and the teachers will keep a copy for their records.

RLP will provide group signs for carpool upon request.

## **PARENT OPPORTUNITIES**

### **Room Parents**

Two volunteer Room Parents are needed for each class. Room Parents may be asked to make phone calls and/or send emails to help coordinate parents for holiday celebrations, and special events for your child's class. Upon a teacher's request, they may help prepare for special classroom activities (making cut-outs, etc.). Room Parents from all classes may be asked to help coordinate special school-wide projects as needed.

### **Parent Participation/ Volunteering**

Throughout the preschool year, parents are **invited and welcome to participate at RLP in various ways.**

By filling out the **Parent Interest Survey** provided in your child's folder on Parent Night, families can inform us of their interests in the following:

- Specialties or hobbies you are willing to share
- Taking home items to help in preparing for classroom projects (cutting, tracing, etc.)
- Substitute on an "as needed" basis
- Provide childcare for our monthly staff meetings (directly after preschool)
- Participate in the PTO (Parent Teacher Organization)

PTO (Parent Teacher Organization) includes, but is not limited to: communication, staff appreciation, and fundraising.



## HEALTH, SAFETY, and EMERGENCIES

### Attendance and Health

Regular attendance is important for continuity of the child's development; however, a child should be kept home whenever there are symptoms of an illness: sore throat, cough, fever, rash, earache, upset stomach, runny stools/diarrhea, or excessive non-clear runny nose.

If your child starts to show any of the above symptoms during preschool hours, he/she will be separated from the class and parents will be called to come and pick him/her up. **Cell/Phone numbers need to be provided by way of note to your child's teacher if you will be at a number other than those on the emergency form filled out at the beginning of the year.**

#### **When to keep your child HOME:**

- **Fever within 24 hours of a preschool day (not masked by medication)**
- **Vomiting within 24 hours of preschool day**
- **Diarrhea within 24 hours of preschool day**
- **When antibiotics are first administered (Return to school after 24 hours.)**
- **Bacterial infections**

#### **When your child may RETURN to preschool:**

- **No longer exhibits any of the above symptoms**
- **Has been on antibiotics for at least 24 hours.**

Contagious diseases (Fifth disease, chicken pox, pink eye, flu, etc.) should be promptly reported to the Preschool staff so that they may be alerted to the symptoms and notify other parents of exposure. Confidentiality will be respected. It is important to inform RLP of contagious diseases because of the issues/complications can potentially cause during pregnancies.

### Medications

Since our preschool day is less than four (4) hours long, any prescribed medicines should be administered prior to the start of preschool or after returning home.

**In the case of SEVERE allergies** that have potential anaphylactic reactions, parents will be asked to provide the prescribed medication (Epipen, etc.), in its original container, to the RLP office. Parents, along with a physician, will be required to sign a "Permission to Administer Medication" form. This form will have complete written instructions from the physician, along with their signature.

## **Immunization Compliance**

RLP complies with the NC Immunization Laws. All families enrolled must submit a copy of their child's current and up-to-date immunization records from their physician, **by the start of preschool.**

If a family is claiming a **MEDICAL** exemption for their child under NC Immunization Laws, documentation is required from the child's physician explaining why such exemption is requested.

If an outbreak of a disease (whooping cough, measles, meningitis, etc.) occurs and your family has claimed a medical exemption to a particular vaccine, your child WILL BE EXCLUDED FROM PRESCHOOL UNTIL THE DISEASE IS NO LONGER CONTAGIOUS. This protects the health of not only your child, but the health of individuals in the process of immunizations but not yet complete due to their age, those with compromised immune systems, pregnant mothers, AND most importantly, prevents the spread of disease.

## **Safety**

Fire, tornado, and lock-down drills are practiced annually by all staff members prior to the start of the preschool year. Drills are scheduled during preschool hours at various times during the preschool year.

In the event of a Lockdown, whether it is a drill or a Lockdown Notification issued by the Cary Police Department or other authorities, parents **will NOT** be permitted to enter any buildings on Resurrection Lutheran Church's campus. RLP will not release any child or staff until a Code Green is issued by authorities. Once the drill is over or RLP has been informed by the authorities the area is clear, we will resume our usual operating procedures.

**\*\* In the event a situation requires us to leave the campus, our "Meet-up Location" will be Ritter Park's pavilion. \*\***

## **Medical Emergencies**

Staff members will apply simple first aid for an injury such as minor cuts, abrasions, etc. Parents will be notified of the injury by a written "OUCH" report sent home that day.

In the event of a minor medical emergency, parents will be called. If a parent cannot be reached, emergency contacts will be tried. If needed, then the child's physician will be called. If necessary, a staff member will take the child to the physician's office or emergency room.

If there is a major medical emergency, 911 will be called first for paramedic help and then the parents will be called. We will strive to meet the parent's preference for hospitals, but paramedics will make the final decision based on the child's condition. Rest assured, at **no** time will a child be left alone and a staff member will accompany the child in the ambulance.

## 2017-18 RLP STAFF

Diane	Director
Jodi	Assistant Director, Science (T)
Pat	Office Assistant
Carol	Treasurer
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Helga	Music (M Th)
Dana	Special Events (M Th)
Jennapher	Science (T)
~~~~~	
Susan	2-Day 2's (MW) "Bumblebees"
Pam	2-Day 2's (MW) "Bumblebees"
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Susan	2-Day 2's (TTh) "Butterflies"
Alison	2-Day 2's (TTh) "Butterflies"
~~~~~	
Beth	2-Day 2/3's (TTh) "Bunnies"
Kari	2-Day 2/3's (TTh) "Bunnies"
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Mary	2-Day 3's (TTh) & 3-Day 3's (MWF) "Cliffords"
Susan	2-Day 3's (TTh) & 3-Day 3's (MWF) "Cliffords"
~~~~~	
Debbie	3-Day 3's (MWF) "Dolphins"
Jennie	3-Day 3's (MWF) "Dolphins"
~~~~~	
Marie	3-Day 3/4's (MWF) "Turtles"
Jennifer	3-Day 3/4's (MWF) "Turtles"
~~~~~	
Nancy	4-Day 4's (M - Th) "Foxes"
Laura	4-Day 4's (M - Th) "Foxes"
~~~~~	
Jenny	4-Day 4's extended hours (M – Th) "Penguins"
Melissa	4-Day 4's extended hours (M – Th) "Penguins"
~~~~~	
Joanne	Transitional-Kindergarten (MTThF) "Bears"
Jennapher	Transitional-Kindergarten (MWTh) "Bears"
Dana	Transitional-Kindergarten (TWF) "Bears"
~~~~~	
Katie	Teacher's Floater
Sally	Teacher's Floater
Grace	Teacher's Floater
Susan	Teacher's Floater

**PRESCHOOL TELEPHONE NUMBER -- 919-851-7270 x27 or x29**

*Teachers DO NOT receive calls during class hours. Please leave a message and the teacher will return your call.*

## **RESURRECTION LUTHERAN PRESCHOOL COMMITTEE**

The Preschool Committee is concerned with the overall preschool policies and serves in an advisory capacity to the Director. All questions and comments should first be directed to the Teachers and Director. The Committee members for the 2017-18 preschool year are:

Melissa Barry	- Church member
Carol Bostick	- Church member, Preschool Treasurer
Eydee Persson	- Church member
Shellie Stow	- Church member, Parent of RLP student
Martha-Page Althaus	- Non-church member, Parent of RLP student
Diane Hooper	- Director