

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. RLP does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, and other preschool-administered programs.**

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

This handbook is designed to be both helpful and informative for families throughout the preschool year. Please keep it accessible to reference when needed.

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

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

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

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

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

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Like our Facebook page: Resurrection Lutheran Preschool- RLP

Follow us on Instagram: [www.instagram.com/rlpcary](http://www.instagram.com/rlpcary)  
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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.

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.

## **RLP's 2019-20 Calendar**

Apart from the opening and closing dates, RLP will operate on a schedule similar 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 15.

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

August 29	Parent Night
September 2	NO PRESCHOOL
September 3 & 4	Orientation dates for all students
September 5, 6, & 9	First Regular days of Preschool
September 30	NO PRESCHOOL
October 9	NO PRESCHOOL
October 31	NO PRESCHOOL
October 31	Parent Chats for all classes
November 1	NO PRESCHOOL
November 11	NO PRESCHOOL
November 27 - 29	NO PRESCHOOL -- Thanksgiving Break
Dec. 19 – Jan. 3	NO PRESCHOOL -- Christmas Break
January 6 & 7	Classes Resume
January 20	NO PRESCHOOL
January 29	NO PRESCHOOL
February 17	NO PRESCHOOL
February 18	NO PRESCHOOL
February 24 & 27	<b><u>MEMORIES with MOM—Pirates &amp; Mermaids</u></b>
March 2 & 5	<b><u>DAYS with DAD— Pirates &amp; Mermaids</u></b>
March 9	NO PRESCHOOL
April 6 – 13	NO PRESCHOOL -- Spring Break
May 1	NO PRESCHOOL
May 18	Last Class Day for Elephants
May 19	Last Class Day for Butterflies, Monkeys, Pandas, Owls, Penguins, Raccoons & Bears
May 19	Celebration for Butterflies
May 20	End of Year Celebrations for Monkeys, Elephants, Pandas
May 21	End of Year Celebration for Owls, Penguins, Raccoons, & Bears

# **CURRICULUM and PROGRAMS**

## **Curriculum**

RLP provides a **balance of academics and social opportunities** by means of a 'learning through play' philosophy. A developmentally age-appropriate curriculum is provided, integrating Jesus' teachings within the daily schedule. Hands-on, child-centered, experiences are offered in an enjoyable learning environment. Activities are planned to offer a blend of active and passive segments, allowing a child to grow cognitively, socially, emotionally, physically, and spiritually. These components are included within the context of each unit being explored.

## **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, and developmentally appropriate atmosphere. Our younger classes begin attending later in the fall.

## **Enrichment Programs**

**Science** is offered weekly for 4-year-olds and Transitional-Kindergarten students.

**Music** is offered weekly for all classes.

**Spanish and Kidokinetics** have been offered in the past after preschool hours for our 3-year-old, 4-year-old, and Transitional-Kindergarten classes. Six- or eight-week sessions are offered several times during the preschool year. Offerings are dependent on registration numbers and are filled on a first come, first serve basis.

## **Discipline & Behavior Management Policy**

Praise, positive reinforcement, and redirection are tools used in behavioral management of children at RLP. Effective, positive discipline is an integral part of learning. Discipline is a means by which we **guide** and **teach** children to behave in ways which show self-respect, and which demonstrate love and care for other people and a respect for their needs. Any action taken when disciplining a child will be done in a loving manner for ultimate good of the child and others.

### **We DO:**

1. Praise, use positive reinforcement, and encourage the children.
2. Reason with and set limits for the children.
3. Model appropriate behavior for the children.
4. Modify the classroom environment to attempt to prevent problems before they occur.
5. Listen to the children.
6. Provide alternatives for inappropriate behavior to the children.
7. Provide the children with natural and logical consequences of their behaviors.
8. Treat the children as people and respect their needs, desires, and feelings.
9. Ignore minor misbehaviors.
10. Explain things to children on their levels.
11. Use short supervised periods of time-out sparingly.
12. Stay consistent in our behavior management program.
13. Use effective guidance and behavior management techniques that focus on a child's development.

### We **DO NOT**:

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. Shame or punish, the children when bathroom accidents occur.
4. Deny food or rest as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave the children alone, unattended, or without supervision.
7. Place the children in locked rooms, closets, or boxes as punishment.
8. Allow discipline of children by children.
9. Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

### **Inappropriate Behavior Policy**

When a child exhibits inappropriate behavior/unsafe, the classroom teachers will try different behavior modifications-- redirection, alternate activities-- and "thinking time" away from the situation.

If inappropriate behavior/unsafe action continues, the teachers will inform the director, and they will work together to help the child. Discussion with the parents may be necessary.

If the above efforts show no positive results, the child's parents will be called to come and pick their child up for the remainder of the day.

## **REGISTRATION and TUITION**

### **Enrollment Policies**

Registration for the following year of preschool takes place in January. Resurrection Lutheran Church (RLC) members, currently enrolled RLP families, members of RLC's mission churches, RLP alumni, and families of Resurrection Lutheran School (RLS) are allowed to register prior to the community. Any remaining openings are opened to the community. 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. If openings become available, families on the waiting lists will be contacted.

Dates for enrollment are included in class calendars/newsletter and email communication with families of RLP, and in the Resurrection Lutheran Church (RLC) newsletter and announcement sheets.

2-year-olds may enroll at RLP 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/guardians.

Other ages may enroll until March 31<sup>st</sup> and will be considered on an individual basis. As stated above, 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/guardians.

### **Registration Fees**

A registration fee is required upon enrollment. This non-refundable registration fee of \$115.00 per year per child is paid (\$100.00 for each additional child) and a \$70.00 **supply/facility fee** per child

must be received to secure enrollment. 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-refundable registration fee is \$60.00, and the supply/facilities fee is \$35.00.

## **Tuition**

- **Tuition is due by the 5<sup>th</sup> of each month starting with the first payment due on July 15<sup>th</sup> and the final payment due by April 5<sup>th</sup>.** A total of nine (9) monthly tuition payments will be made in a preschool year
- Accepted forms of payment:
  - **Direct Debit** payment for tuition is offered. Forms are sent in your summer letter or ask the office for a form. This can be started at any time during the preschool year.
  - **Checks** are payable to **RLP** (no need to write out Resurrection Lutheran Preschool).
  - **Cash** are accepted payments.
- **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.
- **\$25.00 will be assessed on all returned checks.**
- Tuition payments should be sent in envelopes provided by RLP (or your own) 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 Fees**

Class	Days	Monthly Tuition
2 days 2's	T Th	\$185
2 days 3's	T Th	\$200
3 days 3's	M W F	\$255

Class		Days	Monthly Tuition
Progressive 3's	(Sept-Dec)	T W Th	\$255
	(Jan-May)	M--Th	\$310
4 days 4's		M--Th	\$310
Transitional-Kindergarten		M--F	\$380

## **Required Enrollment Information**

### **Forms**

Forms listed below must be on file by the start of the preschool year:

- Completed by **parents/guardians**:
  1. Registration form (green sheet)- front and back.
  2. Health History form (yellow sheet).
  3. Permission form (blue sheet) must be signed and initialed.
  4. If an EpiPen is needed, additional forms must be completed by both parents/guardians AND physicians.



➤ Completed by **Physician:**

1. Health Record (pink sheet) must be signed by physician's office.
2. Copy of **UP-TO-DATE IMMUNIZATIONS**.
3. If an Epipen is needed, additional forms must be completed by both parents/guardians AND physicians.

## **Withdrawals**

One month's notice must be given to the Director before a child is withdrawn. Otherwise, the parent/guardian 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>.

## **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, and extreme behavior 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.

# **GENERAL PROCEDURES and POLICIES**

## **Communication**

○ The quickest way to reach the preschool is to call RLP's **phone** number:

- Office: **919-851-7270 x27**
- Director: **919-851-7270 x29**

○ Email:

- Director, Diane Hooper: director@rlpcary.org
- Assistant Director, Jodi V: office@rlpcary.org
- Teachers: your child's ***class' name***@rlpcary.org  
*For example: butterflies@rlpcary.org*

○ **Newsletters/ Calendars-** (each emailed monthly)

- Each class shares information about the class and what they are currently learning
- Director's '**In-the-Know**' shares general information about important dates and upcoming events at RLP

- Text message service: **REMIND**
  - This is used for emergency purposes only
  - Remind is a one-way texting service that keeps your mobile number private.
  - To sign up, see instructions on orange handout in your child's Parent Night folder
- **Website:** [rlpcary.org](http://rlpcary.org)

## **Hours**

Preschool classes:

- 2's classes begin at 9:15am and dismiss at 12:15pm.
- 3's & 4's classes begin at 9:15am and dismiss at 12:30pm.
- Transitional-Kindergarten class begin at 9:00am and dismiss at 1:00pm.

Office hours: 8:45am to 2:00pm

If you have questions or concerns, at any time, you may call the preschool and leave a message or email. We will respond to you as soon as we are able.

Staff uses the time before/after class to prepare/cleanup class activities. Families (children and parents/guardians) 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.

## **Permission to Leave Preschool**

For your child's safety, 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 communication (written note, email, or phone call) whenever your child will be picked up by someone other than parents or a previously designated person(s). 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 a child arrives late to preschool or needs to leave early from preschool, you are required to come to the office to do so. A child will need to be **signed in** if arriving late or **sign out** when leaving early from preschool. If possible, please inform us if your child will be leaving early and we will try to have her/him ready for pick-up. We understand unforeseen circumstances and emergencies arise.

RLP will abide by all custody orders provided on registration forms. If things change, we expect up-to-date information to be provided. Documentation provided to RLP will be kept on file and confidentiality will be maintained.

## **Regular Ride Sharing (Carpool)**

If you intend to regularly carpool with other families, RLP requests **BOTH FAMILIES inform us in writing or email** with whom children are going home with. We will keep your carpool arrangements on file with your child's registration forms and the teachers will keep a copy for their records. **Additional carpool signs will be provided to both families.** Group signs for carpooling will be provided upon request.

## **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 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:
- 

- 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.**
- 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.**
- Pull as far forward as possible so that 6 to 8 cars can be unloaded/loaded at one time.
  - ✦ **MORNING DROP-OFF:**
    - ♦ Staff members will unbuckle your child, take him/her from your car, and help him/her to their class.
  - ✦ **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.*
    - ♦ **\*\* Put your car in 'PARK' & turn off ignition. \*\***
    - ♦ **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.
    - ♦ **Buckle** your child into their child restraint seat.
    - ♦ 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).**
  - ✦ 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.**
- 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-year-old classes and all pedestrians to SAFELY walk to and from their cars and to the sidewalks.

- **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.**
- 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 class' snacks and their tote bags.

***This is not the time to conference with your child's teacher.***
- 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.*
- No children of any age may be left unattended in the car.
- 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** parents **DO NOT** initially **USE** the morning 'Drop-Off' / afternoon 'Pick-Up' lines.

**At 9:15 am**, Parents of 2-year-olds bring their children into the building to their class 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. Parents of 2'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.

### **Food Allergies**

Due to the fact the classrooms and buildings on Resurrection Lutheran Church's campus are used by many community organizations and groups, RLP is considered an **"Allergy Sensitive" preschool**. The staff of RLP is committed to making every effort possible to ensure the safety and well-being of each child is in their class. This includes reading labels on food packages and inquiring about ingredients in homemade foods. If your child has an allergy, this should be indicated by the parent—on the health (yellow) form and the physician on the medical (pink) form—both part of RLP's registration forms.

If your child has food allergies, please discuss them with your child's teachers and the office. If your child has an allergy plan, please go to the preschool office to pick up an **Allergy Form** to complete and return. All allergy forms must also be completed and signed by your child's physician. Return completed forms and any listed medications that may be needed during preschool hours (i.e. EpiPen). Make sure all medication is in the original container. If it is prescription medication, it cannot be expired and the label from the pharmacy must be on the container.

If medications are kept at RLP, a **"Permission to Administer Medication"** form will also need to be completed and signed by the parent/guardian and returned.

## **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, not expired, to the RLP office. Parents, along with a physician, will be required to complete and sign a **"Permission to Administer Medication"** form. This form will have complete written instructions from the physician, along with their signature.

## **Personal Belongings**

**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, knives, bow and arrows, swords, 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 such an item is available.

Only nametags are permitted to be attached to tote bags. No hand sanitizers, latched on toy keychains, toys, etc.

## **Clothing and Outdoor Play**

Please dress your child for comfort at play (**sneakers or closed-toe shoes**) and appropriately for the weather. All classes go outside every day unless it is raining or below 32 degrees. Children need fresh air and exercise especially during the winter season to stay healthy. Please send hats, coats, gloves/mittens, light jacket/sweater, etc. RLP has an indoor play area with equipment for rainy days. Art activities can be messy as well.

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

## **Birthdays**

Birthdays are special for children. If you would like to provide a special snack, please let the teacher know. (This is not a time for your child's birthday party). 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 with the teachers. ***Also, thank you in advance for being kind, compassionate and sensitive when it comes to passing out birthday party invitations. If you are not inviting the entire class, please mail your invitations.***

## **RLP's Class Lists**

It is the policy of RLP to provide parents with a current list of students enrolled. A class list will be sent home by the end of September. 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.

## **Toilet-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 **"Children in 3-year-old classes and older must be toilet-trained."** 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 toilet-trained, 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 classes, we understand toilet-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-

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

## **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 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 classes.

## **Check-In Chats**

Check-In Chats (parent/teaching meetings) will 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 events' 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 scheduling.

## **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)** 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)** 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)** 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.*

# **SAFETY, HEALTH, and EMERGENCIES**

## **Safety**

During the hours of preschool time when children are in the building, all doors to the preschool classroom areas are kept locked.

Fire, tornado, and lockdown 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. Children are taught about safety throughout the year, how to get to a safe place quickly, and appropriate behavior while being in a safe location is discussed.

In the event of a lockdown, whether 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. Children will not be released, and staff is not permitted to leave buildings 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. \*\***

## **Health and Attendance**

Regular attendance is important for continuity of the child's development; however, a child should be **KEPT HOME** if exhibiting symptoms such as:

*fever	*pink eyes	*sore throat	*excessive non-
*vomiting	*earache	*cough	clear runny
*diarrhea/runny	*headache	*rash	nose
stools	*flu	*upset stomach	

Your child may **RETURN** to preschool:

*no longer exhibits any of the above symptoms for 24 hours	*has been on antibiotics for at least 24 hours
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If your child becomes sick while at preschool, he/she will be separated from the class and parents will be contacted to take the child home. If a parent cannot be reached the emergency contact will be called. ***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.***

For the welfare of your child as well as that of other class members and staff, please notify the office or child's teachers if your child develops a communicable disease. The usual childhood diseases, as well as meningitis, scarlet fever, infectious hepatitis, and head lice must be reported so necessary precautions can be taken immediately. In turn, RLP's office will notify parents of exposure to illnesses/diseases. It is important to inform RLP because of the issues/complications certain diseases can potentially cause during pregnancies and in those with compromised immune systems.

**Confidentiality will be respected.**



## **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.

## **Medical Emergencies**

Slight scrapes and bumps will be given first aid (washed with soap and water and a band aid or applied ice pack) by RLP's staff. An **Incident Report** will be completed, signed by the teachers, and put in the child's tote bag. The person picking up the child will be informed of the incident and a copy of the Incident Report will be kept on file by the director.

If the child's injury requires further medical attention, parents will be contacted. In the event a parent cannot be reached, emergency contacts will be tried. If needed, then the child's physician will be called. If it is deemed necessary to take a child to a physician's office or emergency room, a staff member will accompany the child.

If there is a major medical emergency, 911 will be called first for paramedic help and then the parents will be called. RLP 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.

# **PARENT OPPORTUNITIES**

## **Room Parents**

Room Parents are requested for each class. They may be asked to send emails and/or make phone calls 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 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 clear 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 in a classroom 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.

## **RESURRECTION LUTHERAN PRESCHOOL BOARD**

The Preschool Board 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 Board members for the 2019-20 preschool year are:

Leah Robison	Church member; Parent of RLP student
Carol Bostick	Church member; Preschool Treasurer
Eydee Persson	Church member
Jamee Thieme	Church member
Shellie Stow	Church member
Martha-Page Althaus	Non-church member; Parent of RLP student
Diane Hooper	Director

## **2019-20 RLP STAFF**

Diane	Director	
Jodi V	Assistant Director, Science (T)	
Pat B	Office Assistant	
Carol B	Treasurer	
Christina P	Music (M Th)	
Laura L	Special Events (W Th)	
Jennapher W	Science (T)	
Susan B	2-day 2's (T Th)	BUTTERFLIES
Pam S	2-day 2's (T Th)	BUTTERFLIES
Lori M	2-day 2's (T Th) BUTTERFLIES	Extra Hands
Susan R	2-day 3's (T Th)	MONKEYS
Terri T	2-day 3's (T Th)	MONKEYS
Susan R	3-day 3's (M W F)	ELEPHANTS
Terri P	3-day 3's (M W)	ELEPHANTS
Karen E	3-day 3's (F)	ELEPHANTS
Beth B	Progressive 3's (T W Th +M in January)	PANDAS
Kari H	Progressive 3's (T W Th +M in January)	PANDAS
Karyen L	4-day 4's (M---Th)	OWLS
Suzanne M	4-day 4's (M---Th)	OWLS
Melissa W	4-day 4's (M---Th)	PENGUINS
Amy L	4-day 4's (M---Th)	PENGUINS
Jennifer G	4-day 4's (M---Th)	RACCOONS
Ellen F	4-day 4's (M---Th)	RACCOONS
Katherine M	Transitional-Kindergarten (M T Th)	BEARS
Jennifer R	Transitional-Kindergarten (T Th)	BEARS
Susan B	Transitional-Kindergarten (M W F)	BEARS
Pam S	Transitional-Kindergarten (W F)	BEARS
Jennie B	Mondays/ Wednesdays/ Thursdays	Teacher's FLOATER
Laura L	Tuesdays	Teacher's FLOATER
<b>PRESCHOOL TELEPHONE NUMBER -- 919-851-7270</b>		
<i>Teachers DO NOT receive calls during class hours. Please leave a message and the teacher will return your call.</i>		

## **BELIEFS and PRACTICES POLICY**

Resurrection Lutheran Church (RLC) and Preschool (RLP) expects staff and families of its students will not act in such a way that is contrary to or disrupts the teachings of RLP in matters of religious faith and personal conduct. While staff and enrolled families are not required to be members of RLC, staff and families of RLP may not, in a way that may affect the preschool, promote beliefs that are contrary to the teachings of RLC or which otherwise weaken the Christian atmosphere of the preschool. Staff and families who challenge the Biblical teachings of RLC or conduct themselves in such a way that undermines the Christian atmosphere of the church and/or preschool, may be terminated, expelled, suspended, or refused enrollment.

As a member congregation of The Lutheran Church -- Missouri Synod, Resurrection Lutheran Church and Preschool affirms the doctrine and practice of the church as derived from the Christian Scriptures, the Lutheran Confessions, and applicable resolutions and guidance of The Lutheran Church -- Missouri Synod. Parents are invited to speak with the Pastor(s) if they have questions about the beliefs and practices of RLC and The Lutheran Church -- Missouri Synod. Classes are offered by the church several times during the year which enables parents to study the teaching of the Christian faith and the Lutheran Church.

For purposes of this policy, the decision of Resurrection Lutheran Church, communicated through the Pastor(s) and/or Director after consultation with the leadership of the congregation, shall be final and binding on what actions and conduct constitutes a violation of this policy.