

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/Board 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.

If we must close for an extended period of time, as happened in the spring of 2020, we will assess the implications for tuition once the full extent of closings are known.

This could mean making adjustments at the end of the academic year. Our long-standing policy of allowing a certain number of cancelled days before make-up days are attempted will stay in place. We appreciate your understanding, patience, and flexibility as we all move through these unknowns together.

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WELCOME to
RESURRECTION LUTHERAN
PRESCHOOL (RLP)

Stimulating **M**otivating **I**maginative **L**earning **E**nvironment

A pdf is also available on our website: rlpcary.org

Ways to connect with us:

rlpcary.org

office@rlpcary.org

919-851-7270

Like our Facebook page: Resurrection Lutheran Preschool- RLP

Follow us on Instagram: www.instagram.com/rlpcary

Visit our Website: rlpcary.org

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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 (emotional, intellectual, spiritual, psychological, 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 children opportunities and experiences to enrich and expand their ever-increasing thirst for knowledge.

Our goal is for each child to become comfortable in a noncompetitive classroom setting and develop a pleasant and enjoyable

attitude towards school—

-- all in a loving Christian environment.

RLP's 2021-22 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 Board and Director. See the Inclement Weather Policy on pages 15-16.

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

September 2	Parent Night for 1 parent (no children)
September 6 & 7	NO PRESCHOOL
September 8 or 9	Orientation dates for all students w/ 1 parent
September 10 or 13 or 14	First Regular days of Preschool
September 16	NO PRESCHOOL
October 11	NO PRESCHOOL
October 27	NO PRESCHOOL
November 2	NO PRESCHOOL (tbd- Parent Chats for 3's 4's, tk classes)
November 11	NO PRESCHOOL (tbd- Parent Chats for 3's 4's, tk classes)
November 24 – 26	NO PRESCHOOL -- Thanksgiving Break
Dec. 20 – Jan. 2	NO PRESCHOOL -- Christmas Break
January 3/4	Classes Resume
January 17	NO PRESCHOOL
January 18	NO PRESCHOOL
February 18	NO PRESCHOOL
February 21	NO PRESCHOOL
March 7 & 10	<u>MEMORIES with MOM—Camping</u>
March 14 & 17	<u>DAYS with DAD— Camping</u>
March 18	NO PRESCHOOL
March 28	NO PRESCHOOL
April 11 – 15	NO PRESCHOOL -- Spring Break
May 2	NO PRESCHOOL
May 18	<i>Last Class Day & Celebration for Bumblebees</i>
May 19	<i>Last Class Day & Celebration for Butterflies</i>
May 19	Last Class Day for Monkeys, Pandas, Owls, & Penguins
May 20	Last Class Day for Elephants & Bears
May 23	End of Year Celebrations for Monkeys, Elephants, Pandas
May 24	End of Year Celebration for Owls, Penguins, & 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 led 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. **Children will maintain their ‘class bubble’ when moving in the hallway to the sanctuary for Chapel. Each class will sit together on a pew. There will be an empty pew between each class to maintain ‘bubbles.’**

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-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. **We hope to offer Spanish and Kidokinetics after Christmas.**

Discipline & Behavior Management Policy

Any action taken when disciplining a child will be done in a loving manner for ultimate benefit of the child and others. 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 appropriate ways to show self-respect and demonstrate love and care for other people and a respect for their needs.

We DO:

1. Praise, use positive reinforcement, and encourage children.
2. Reason with and set limits for children.
3. Model appropriate behavior for children.
4. Modify the classroom environment in the attempt to prevent problems before they occur.
5. Listen to children.
6. Provide alternatives for inappropriate behavior to children.
7. Provide children with natural and logical consequences of their behaviors.
8. Treat children as people and respect their needs, desires, and feelings.
9. Redirect minor misbehaviors.
10. Explain things to children on their levels.
11. Use short, supervised periods of “thinking time” 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 children.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.
3. Shame or punish children when bathroom accidents occur.
4. Deny food or playground time as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave children alone, unattended, or without supervision.
7. Place 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/unsafe behavior, the teachers will try different behavior modification techniques (i.e., redirection, alternate activities, supervised "thinking time" away from the situation).

If inappropriate behavior/unsafe actions continue, the teachers will inform the Director, and they will work together to help the child. Discussion with the parents/guardians may be necessary.

If the above efforts show no positive results, the child's family will be called to pick up their child 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 (including siblings), members of RLC's mission churches, RLP alumni, and families of Resurrection Lutheran School (RLS) can 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/newsletters 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 30th 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 family.

Other ages may enroll until March 31st 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 family.

Registration Fees

A registration fee is required upon enrollment. This non-refundable registration fee (includes supply and facilities fee) of \$205 per year per child is paid (\$190 for each additional child) must be received to secure enrollment. This fee is **non-refundable** unless a move of 30 miles or more is made from the Cary area before August 1st. For enrollment after January 1, the non-refundable registration fee is \$110.

Tuition

- Tuition is due **by the 5th of each month starting with the first payment due on July 5th and the final payment due by April 5th.** 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.
 - **On-line payments** are being explored.
- **A late fee of \$25.00 will be assessed if tuition is not paid by the 10th of the month.** Notices will be sent to families 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.
 - ◆ **If RLP must close for an extended time, as happened in the spring of 2020, we will assess the implications for tuition once the full extent of closings are known. This could mean making adjustments at the end of the preschool year. Our long-standing policy of allowing a certain number of days missed by a class before make-up days are attempted will stay in place.**
- **Tuition payments are non-refundable and remain the same regardless of number of holidays, breaks, preschool delays/cancelations, or absences.**

2021-22 Monthly Tuition Fees

Class	Days	Monthly Tuition
2 days 2's	M W	\$200
2 days 3's	T Th	\$215
3 days 3's	M W F	\$280
3 days 3's	T W Th	\$280

Class	Days	Monthly Tuition
4 days 4's	M--Th	\$335
Transitional-Kindergarten	M--F	\$400

Required Enrollment Information

Forms

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

- Completed by **families**:
 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. Health Agreement form (lavender) must be signed.
 5. **For children with potential anaphylactic reactions** families will be asked to provide the prescription medication(s) (Epipen, etc.), **in the original container, not expired**, to the RLP office. ***Parents/guardians, along with a physician, will be required to complete and sign a “Permission to Administer Prescription Medication/ Action Plan” form.***
 6. For children with potentially mild allergic reactions, where non-prescription medications are warranted, ***parents/guardians will be required to complete and sign a “Permission to Administer Non-Prescription Medication/ Action Plan” form.*** Families will be asked to provide non-prescription medication(s) **in the original container, not expired**, to the RLP office.
- Completed by **Physician**:
 1. Health Record (pink sheet) must be ***signed*** by physician’s office.
 2. Copy of **UP-TO-DATE IMMUNIZATIONS**.
 3. **For children with potential anaphylactic reactions** families will be asked to provide the prescription medication(s) (Epipen, etc.), **in the original container, not expired**, to the RLP office. ***Parents/guardians, along with a physician, will be required to complete and sign a “Permission to Administer Prescription Medication/ Action Plan” form.***

Withdrawals

One month's notice must be given to the Director before a child is withdrawn. Otherwise, the family 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 1st is required. Registration fee is **non-refundable** (supply/facilities fee will be refunded) unless a move of 30 miles or more is made from the Cary area before August 1st.

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 there are medical situations, and/or cognitive concerns about development, and/or extreme behavior that are associated with a child impeding classroom operation, conferences will be deemed necessary.

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

Additionally, open dialog will occur between parents/guardians of child, RLP’s Staff, and all service providers. If a child has exceptional needs where significant attention is necessary, a request to have a child be withdrawn from RLP’s program could be determined.

GENERAL PROCEDURES and POLICIES

Communication

- The fastest 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: elephants@rlpcary.org
- **Newsletters/ Calendars-** (each emailed monthly)
 - Class newsletter/calendar shares information about your child's class and what they are currently learning.
 - Director's newsletter shares general information about important dates and upcoming events at RLP.
- **REMIND** text message service:
 - 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 light green handout in your child's Parent Night folder.
- **Website:** 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

To maintain a healthy environment for everyone, only RLP children/ Staff/ developmental providers/ service workers may enter the preschool building during the hours children are in the building. *Starting the year, each classroom will maintain their bubble while at RLP.*

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

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

A late fee of \$5.00 will be charged for children who are not picked up within 15 minutes of camps' dismissal. If late, families are asked to come to the preschool main door to sign out their child. After the first 15 minutes of tardiness, the charge will double for every additional 5 (five) minutes of being late. Emergency situations accompanied by a phone call will be taken into consideration.

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 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 your child needs to be picked up early, please ring buzzer, wait outside our main door, and your child will be brought to you.

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 situations 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. ****Please keep in mind IF quarantine**

*****If ride sharing with children from multiple classes (not family members), keep in mind this could POTENTIALLY result in multiple classes POSSIBLY needing to quarantine.***

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

**** ALL CLASSES WILL USE 'Drop-Off' / 'Pick-Up' - 2's, 3's, 4's, tk**

Parents will receive a carpool map, name cards, and detailed instructions at Parent Night. These name cards will assist Staff in recognizing your vehicle. Clip the name card to a pants/skirt hanger and hang from your rearview mirror or carry with you if walking up. **Please use these cards throughout the year to assist substitutes and teachers. If additional name cards are needed (for babysitters, grandparents, etc.), please notify the Office.**

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

1. Vehicle 'Drop-Off' in the morning / 'Pick-Up' in the afternoon **OR**
 2. Walk your child to the designated area for 'Drop-Off' & 'Pick-Up.' Wait for your child to be in the hands of **their teacher** or brought to you by **their teacher**.
- ➔ Please allow Staff to assist your child at morning 'Drop-Off' / afternoon 'Pick-Up' areas. 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:
- ➔ The Preschool Office, phone, and email may not be monitored during Drop-Off/Pick-Up time periods. We will check upon returning to the office. Parents are asked to leave a voicemail or email and we will get back to you as soon as possible.

- **Safety:** For the safety of children and others while in the parking lot:
 - ▶ **PLEASE refrain from any type of electronic device/cell phone use.**
 - ▶ **All NC state laws regarding child safety seats, seat belts, and traffic will be followed on the church's (RLC) property. Failure to do so may result in revoking the privilege of vehicle 'Drop-Off' and 'Pick-Up.'**
 - ▶ **Keep child/ren BUCKLED in car seats or booster seats—in accordance with NC state laws-- at ALL times.**
 - ▶ If you need to talk with another parent during morning 'Drop-Off' / afternoon 'Pick-Up', please meet off campus.
 - ▶ No children of any age may be left unattended while on church property.
- **Drop-Off:** (follow the map for **your child's class** provided on Parent Night)
 - ▶ Parents pull into the circle drive, **turn off the engine, unbuckle your child, and REMAIN standing next to your car, holding your child's hand until your child's teacher retrieves him/her from you.**
 - ▶ Your child's teacher will come to your vehicle in the carline to take your child from you in order to keep 'class bubbles'.
 - ▶ Vehicles will follow those in front of them as they proceed to exit the parking lot (no passing other vehicles).
 - ▶ Teachers will take children to classroom in their 'class bubbles'.
- **Pick-Up:** (follow the map for **your child's class** provided on Parent Night)
 - ▶ Your child's teachers will bring children to their class's designated blanket on the sidewalk by the circle driveway and sit together as a 'class bubble'.
 - ▶ Parents will pull into the circle drive, **turn off the engine, and stand next to your vehicle. Please do not leave your vehicle to retrieve your child on your own.**
 - ▶ A teacher will walk your child to your vehicle, and **you will secure your child** into their car seat.
 - ▶ Vehicles will follow those in front of them as they proceed to exit the parking lot (no passing other vehicles).

Walking up for Drop-Off or Pick-Up:

Please stay to one side of sidewalk and stop at designated Drop-Off/Pick-Up spot by the covered breezeway. A teacher/Staff member will meet you and escort the child to their classroom from Drop-Off. For Pick-Up, a teacher/Staff member will bring the child to you. Please have your sign with you and visible.

Please allow Staff to assist the child at morning 'Drop-Off' / afternoon 'Pick-Up' areas. This provides a time for children to separate from you and to instill a sense of independence in children.

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

Lunch and Refillable Water Bottles

Pack a lunch for your child every day. Please remember a refillable water bottle and label everything. Teachers will refill water bottles, as necessary.

We suggest containers and/or foods that are easy to open as we encourage building self-help skills to become more independent. **Use your child's RLP tote bag** for their lunchbox and refillable water bottle. **No** backpacks.

When a child has a food allergy, the class he/she is in will be informed. Families will follow food guidelines given by teachers/Staff **IF** there is an allergy in the class.

Food Allergies

Due to the fact the classrooms and buildings on Resurrection Lutheran Church's campus may be used by community organizations and groups, RLP is considered an **"Allergy Sensitive" preschool**. ***When providing a snack for a classroom that has an allergy, ONLY STORE-BOUGHT FOODS may be sent in.*** The Staff of RLP is committed to making every effort possible to ensure the safety and well-being of each child in their class. This includes reading labels on food packages and inquiring about ingredients. If your child has an allergy, this should be indicated by the family--on the Health History (yellow) form and the Child's Medical Health Record (pink) form completed by a Physician —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, 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 (prescriptions and over the counter) 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 short, any prescribed medicines should be administered prior to arriving to preschool or after returning home, if possible.

For children with potential anaphylactic reactions:

- ▶ Families will be asked to provide the prescription medication(s) (EpiPen, etc.),
- ▶ Medication needs to be brought to the RLP Office **in the original container, not expired.**
- ▶ **Parents/guardians, along with a physician, will be required to complete and sign a "Permission to Administer Prescription Medication/ Action Plan" form.**

For children with potentially mild allergic reactions, where over-the-counter, non-prescription medications are warranted:

- ▶ Families will be asked to provide non-prescription medication(s)
- ▶ Medication needs to be brought to the RLP Office **in the original container, not expired.**
- ▶ **Parents/guardians will be required to complete and sign a "Permission to Administer Non-Prescription Medication/ Action Plan" form.**

Personal Belongings

Please do not allow your child to bring toys, books, or personal items into preschool, unless it is requested by teachers (i.e., Show-n-tell). We ***DO NOT ALLOW*** toy guns, knives, bows and arrows, swords, or other weapons to be brought at any time. Special items that may provide comfort will be permitted to stay in your child's preschool tote bag 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 in **play attire and sneakers or closed-toe shoes**. Art activities can be messy as well.

Weather permitting, children will go on the playground EVERY DAY. **Dress your child according to the weather, including jackets**. Children need fresh air and exercise especially during the winter season to stay healthy. Please send hats, coats, mittens/gloves, light jacket/sweater, etc. RLP has an indoor play area with equipment for rainy days.

LABEL all outer garments and belongs (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 families with a current list of students enrolled in their child's class. A class list will be sent home by the end of September. This includes personal information and is intended for the convenience of families with 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 child's class' families, please contact the Preschool Office before the end of the second week of classes.

Toilet-Training

As stated on the registration form, and in the family questionnaire received in your summer letter "**Children in 3-year-old classes and older must be toilet-trained.**" We understand the first few weeks of preschool are an adjustment. Therefore, during this time, we offer a grace period (until October 15th) as children settle in. We ask families to **pack a complete change of clothes- including shoes & socks-** for preschool. If a bowel accident should happen with a 3-year-old or older **and if changing is required, the family 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-training, we expect independence with toileting routines, such as wiping themselves after urination and bowel movements. 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. Families are also asked to **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 the family 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 families of these classes. A more formalized assessment will be made later in the preschool year. Families 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 families. An informal assessment may be shared with families 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/guardian/teacher meetings) are usually held after assessments are complete. Families 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.

****How we proceed with Check-In Chats for the 2021-22 preschool year will be determined at a later date.**

Inclement Weather Policies

The following policies pertain to weather delays and cancellations. 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.**
 - 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 cancels **in-person school and/or calls for a virtual learning day**, ALL RLP classes will be cancelled.
2. Make-up days for RLP's cancellations are at the discretion of the Preschool Board and Director. 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 WCPSS make-up day may fall on a Thursday).

Note: Each RLP class meets on certain days of the week and is taught by teachers/Staff 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.

HEALTH, SAFETY, and EMERGENCIES

Carefully read RLP's plans outlined below. If you have questions or concerns, do not hesitate to email or call. *Please understand we will continue to monitor any situations throughout the period RLP is operating any programs. Decisions will be based on the requirements and recommendations put forth applying to individuals connected with RLP and the community we are serving. When/if changes and plans are deemed necessary to be altered, families will be notified via email.*

COVID-19 Protocols as of 8/25/21:

○ Face Masks:

- ♦ Staff will wear masks during Drop-Off/Pick-Up, in the preschool hallways/classrooms, and shared areas.
- ♦ Children in our Transitional-Kindergarten, 4-year-old, and 3-year-old classes are **required** to wear a mask.
 - Please practice having your child wear a mask (putting it on/taking it off) prior to the start of attending preschool. We will do our best to keep a mask on your child and guide them, when necessary, but if they are contaminated, they cannot be used.
 - Parents will provide the mask and send in multiple masks.
 - Extra masks should be put in a Ziploc bag clearly labeled "CLEAN," and put in their tote bags.
 - Masks that are not worn properly pose a potential for germs to spread and do not help mitigate the virus.
- ♦ Children in our 2-year-old classes are strongly **encouraged** to wear a mask.
 - If you choose to have your child wear a mask, see above bullet points.

○ Class Bubbles:

- ♦ Starting the year, each classroom will maintain their bubble while at RLP.

○ Cleaning/Hygiene Measures:

- ♦ Every morning and throughout the preschool day, office Staff will spray disinfectant on entrance handles, light switches, bathrooms, and high traffic areas. Teachers will disinfect their classrooms every morning, throughout the day as needed, and before they leave each day.
- ♦ Hand sanitizer will be utilized upon arrival from Drop-Off.
- ♦ Children and Staff will wash hands frequently. Especially after playground, before lunch, and throughout the day.
- ♦ Water fountains will be unavailable. Children will bring their own refillable water bottle and have access to it throughout the day.
- ♦ Teachers will incorporate frequent handwashing and sanitation breaks into the preschool day.
- ♦ Teachers/Staff will increase cleaning and disinfection of high-touch surfaces.
- ♦ Hand sanitizer will be used upon arrival in the classroom and when unable to wash hands.

○ HEALTH SCREENINGS/ MONITORING SYMPTOMS

- ♦ RLP families and Staff are asked to daily self-monitor for symptoms listed below and in our Parent Handbook prior to leaving home.

○ Symptoms may include:

- | | |
|---|------------------------------|
| → Fever of 100.4 or higher (needs to stay home until fever free for 24 hours without medication.) | → Muscle or body aches |
| → Chills | → Headache |
| → New cough | → New loss of taste or smell |
| → Shortness of breath or difficulty breathing | → Sore throat |
| → Fatigue | → Congestion or runny nose |
| | → Nausea or vomiting |
| | → Diarrhea |

- ♦ The probability of children having to stay home more often than in the past is highly likely. Please understand we may be calling parents more rapidly if any of these symptoms start to emerge during preschool hours so the child can be picked up.
- ♦ If your child is an allergy sufferer, this information should be on the medical portion of your child's registration papers. Allergy symptoms such as coughing, sneezing, runny (clear) nose, or watery eyes should be treated with medication before your child is brought to preschool.

➔ **EXPOSURE/ CONFIRMED CASE of COVID-19**

*****If an RLP student or Staff member were to have a positive case of COVID-19, this must be reported to RLP because we are required to report it to the health department.**

- ♦ Our local public health department will make the final decision about:
 - Isolation requirements for individuals and their close contacts who test positive for COVID-19
 - Possible quarantine may be needed for the following:
 - ➔ Students
 - ➔ Members of this class (students & Staff)
 - ➔ Siblings at RLP
 - ➔ Children sharing rides w/other RLP students from quarantined class
- ♦ If a child exhibits any symptoms of COVID-19:
 - He/she will be removed from the classroom, given a mask (if age appropriate), and supervised by a staff member.
 - Parents will be called immediately and required to pick up their child and any siblings also enrolled at RLP.
 - While waiting for pick up, the caregiver will wear a mask and gloves. Protocols listed in the NCDHHS Child Care Strong NC Public Health Toolkit will be followed for cleaning, notifying the Local Health Department, closure, etc.
- ♦ Parents will be notified if there is a confirmed positive case of COVID-19 in your child's preschool class.

<https://files.nc.gov/covid/documents/guidance/When-to-Quarantine-English.pdf>

Thank you for your attention to these guidelines. Please realize we are in a situation where things may change. You will receive updates as situations/mandates change.

The StrongSchoolsNC Health Toolkit is being used as an interim guidance to aid in our decisions. The Governor's Office and the NC Department of Health and Human Services (NCDHHS), in consultation with the NC State Board of Education (NCSBE), and the NC Department of Public Instruction (NCDPI) continue to evaluate how to operate schools safely based on the state's COVID-19 metrics.

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, but not limited to:

- | | | |
|------------------------|--------------|---------------------------------|
| *fever | *earache | *upset stomach |
| *vomiting | *headache | *excessive non-clear runny nose |
| *diarrhea/runny stools | *sore throat | *rash |
| *head lice | *cough | *Pink eye (conjunctivitis) |

Your child may **RETURN** to preschool when:

- | | |
|--|--|
| *no longer exhibits any of the above symptoms for 24 hours | *has been on antibiotics for at least 24 hours |
|--|--|

If your child becomes sick during while at preschool, he/she will be tended to and supervised in the Office. Families will be contacted to take the child home. If primary contacts cannot be reached the emergency contact will be called. ***Cell/Phone numbers need to be provided by way of email, phone, or note 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 other children and Staff, report to the office or teachers if your child is suspected of having, or diagnosed with, a highly communicable infection such as, but not limited to: COVID, flu, Pink eye (conjunctivitis), head lice, Fifth's disease, chickenpox. RLP will immediately implement the necessary disinfecting measures. The office will notify families of exposure to the reported transmittable infection. It is important to inform RLP due to the issues/complications certain infections 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 up-to-date immunization records from their physician, **by the start of preschool.**

If a family is claiming a **MEDICAL** exemption or a delayed immunization schedule for their child under NC Immunization Laws, documentation is required from the child's physician for the exemption/delay.

When a case of a highly communicable disease is reported at RLP or there is a local outbreak of a highly communicable disease, and your child has a documented medical exemption for that particular vaccine, your child **CANNOT ATTEND RLP** until the local Health Department approves their return to RLP. This protects the health of your child, individuals in the process of immunizations, those with compromised immune systems and pregnancies, and *helps prevent the spread of the disease.*

Safety

During the hours when children are in the building for any RLP program, 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 Notification issued by area Police Departments or other authorities, families **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 "All is Safe" Code Green is issued by authorities. Depending on the situation, a lockdown may be lengthy. Once the lockdown moves to an authorized Code Green, RLP will resume our normal 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

Slight scrapes and bumps will be given first aid (washed with soap and water and a band aid or ice pack applied) by RLP's Staff. An **Incident Report** will be completed, signed by the teachers, and sent home that day. 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 minor injury requires further medical attention, families will be contacted immediately. In the event a parent/guardian cannot be reached, emergency contacts will be tried.

If there is a major medical emergency, 911 will be called first for assistance, then the family will be called. Upon arrival, medics will make decisions based on the child's condition. *At no time will a child be left alone.* A Staff member will be present with your child at all permissible stages of treatment until a family member arrives.

SMILE Policy

RLP will be a **S**timulating **M**otivating **I**maginative **L**earning **E**nvironment for children.

There is fun to be had here!

FAMILY OPPORTUNITIES

Room Parents/Guardians

Room Parents/Guardians 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/Guardians from all classes may be asked to help coordinate special school-wide projects as needed.

Family Volunteering

As of 8/25/21

It has not yet been determined the extent of Families' volunteering within the building of RLP.

Previously, throughout the preschool year, families have been **invited and welcome to participate at RLP in various ways.**

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

- Taking home items to help in preparing for classroom projects (cutting, tracing, etc.)
- Substitute in a classroom on an "as needed" basis
- 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 involved 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 2021-22 preschool year are:

Michele Brake	Church member
Jamee Thieme	Church member
Carol Bostick	Church member; Preschool Treasurer
Amanda Farmer	Church member
Rachel Dargan	Church member; Parent of RLP student
Sarah Babey	Non-church member; Parent of RLP student
Diane Hooper	Director

2021-22 RLP STAFF

Diane H	Director	
Jodi V	Assistant Director, Science (T)	
Pat B	Office Assistant	
Carol B	Treasurer	
Jenn O	Movement with Music	
Christina J	Music	
Laura L	Special Events (M W)	
Laura L	Science (T)	
Rachel D	2-day 2's (M W)	BUMBLEBEES
Jenn O	2-day 2's (M W)	BUMBLEBEES
Pamela H	2-day 2's (T Th)	BUTTERFLIES
Leah R	2-day 2's (T Th)	BUTTERFLIES
Gretchen B	2-day 3's (T Th)	MONKEYS
Pam S	2-day 3's (T Th)	MONKEYS
Jennifer R	3-day 3's (M W F)	ELEPHANTS
Amy L	3-day 3's (M W)	ELEPHANTS
Jennier O	3-day 3's (F)	ELEPHANTS
Beth B	3-day 3's (T W Th)	PANDAS
Kari H	3-day 3's (T W Th)	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
Katherine M	4-day 4's (M---Th)	PENGUINS
Melanie M	Transitional-Kindergarten (M -- Th)	BEARS
Patty S	Transitional-Kindergarten (T -- F)	BEARS
Pam S	Transitional-Kindergarten (M F)	BEARS
Jennie B	Mondays/ Wednesdays	Teacher's FLOATER
Laura L	Thursdays	Teacher's FLOATER
PRESCHOOL TELEPHONE NUMBER -- 919-851-7270		
<i>Teachers DO NOT receive calls during class hours. Please leave a message and the teacher will return your call.</i>		