

Resurrection Lutheran

PRESCHOOL FAMILY

Handbook

2023-24



+ serving children 2-years-old thru 5-years-old +

office@rlpcary.org

919.851-7270

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 time, as happened in the spring of 2020, we will assess the implications for tuition once the full extent of closings is known. This could mean making adjustments to when the academic year will end. Our long-standing policy of allowing a certain number of cancelled days before make-up days are attempted will stay in place. We appreciate understanding, patience, and flexibility if we were to encounter unusual circumstances.

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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

**100 Lochmere Dr. W
Cary, NC 27518**

Like our Facebook page: Resurrection Lutheran Preschool- RLP

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

Visit our Website: rlpcary.org

Diane Hooper, Director

919-851-7270 x29

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 (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 enhance 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 feeling towards school—
— all in a loving Christian environment.

RLP's 2023-24 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 17.

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

August 31	Parent Night
September 4	NO PRESCHOOL
September 5 or 6	Orientation dates for all students
September 7 <u>OR</u> 8 <u>OR</u> 11	First Regular days of Preschool
September 25	NO PRESCHOOL
October 9	NO PRESCHOOL
October 25 <u>OR</u> 26	Fall Songfest
November 1	NO PRESCHOOL
November 7	NO PRESCHOOL (Parent Chats)
November 10	NO PRESCHOOL
November 22 – 24	NO PRESCHOOL -- Thanksgiving Break
Dec. 21 – Jan. 2	NO PRESCHOOL -- Christmas Break
January 3 OR 4	Classes Resume
January 15	NO PRESCHOOL
January 24	NO PRESCHOOL
February 19 and 20	NO PRESCHOOL
March 11	NO PRESCHOOL
March 6 <u>OR</u> 7	<u>MEMORIES with MOM</u>
March 13 <u>OR</u> 14	<u>DAYS with DAD</u>
March 25 – 29	NO PRESCHOOL—Spring Break
April 10	NO PRESCHOOL
April 29	NO PRESCHOOL
May 16	<u>LAST Class Day & Celebration for Butterflies</u>
May 16	<u>LAST Class Day</u> for Monkeys & Pandas
May 20	<u>LAST Class Day & Celebration for Bumblebees</u>
May 20	<u>LAST Class Day</u> for Elephants, Fox, Penguins, Otters, & Bears
May 21	<u>End of Year Celebrations</u> for Monkeys, Elephants, & Pandas
May 22	<u>End of Year Celebration</u> for Fox, Penguins, Otters, & 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 2-year-old classes begin attending later in the fall.

Enrichment Programs

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

Movement/Music is offered weekly for all classes.

Kidokinetics has 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 served basis.

Discipline & Behavior Management Policy

Any action taken when disciplining a child will be done in a loving manner for the 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 behavior.
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., modeling, redirection, alternate activities, supervised "quiet time" in the classroom, but 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 open 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.

If RLP has openings, 2-year-olds may enroll until January 31st of the 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.

If RLP has openings, other ages may enroll until March 31st. Later enrollment dates 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 \$215 per year per child must be received to secure enrollment (\$200 for each additional child). 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 (\$100 for each additional child).

Tuition

- Tuition is due by the 5th of each month starting with the first payment due on July 12th. The final payment is due by April 5th. A total of nine (9) monthly tuition payments are made in a preschool year.

Payment Due BY:		For month your child is @RLP
July 12 th	=	September
September 5 th	=	October
October 5 th	=	November
November 5 th	=	December
December 5 th	=	January
January 5 th	=	February
February 5 th	=	March
March 5 th	=	April
April 5 th	=	May
<i>Note: Tuition is due regardless of attendance each month.</i>		

- 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 (fee free).
 - **Checks** are payable to **RLP** (no need to write out Resurrection Lutheran Preschool).
 - **Cash** is an accepted form of payment.
 - **On-line payments**- inquire with the office (additional fees required).
- **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 tote bag, in person, or by mail.
- If wanting a tuition receipt, please contact the office.
- ***Tuition payments are non-refundable and remain the same regardless of number of holidays, breaks, preschool delays/cancelations, or absences.***

2023-24 Monthly Tuition Fees

Class	Days	Monthly Tuition
2 days 2's	M W	\$225
2 days 2's	T Th	\$225
2 days 3's	T Th	\$240
3 days 3's	M W F	\$315
3 days 3's	T W Th	\$315

Class	Days	Monthly Tuition
4 days 4's	M--Th	\$370
5 days 4's	M--F	\$420
Transitional-Kindergarten	M--F	\$435

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 and stamped*** 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 occurs in the summer, prior to the start of preschool, notification by August 1st is required. Registration fee is **non-refundable** 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 (the Office is automatically copied on these emails):
your child's **class' name@rlpcary.org** For example: penguins@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:
 - To sign up:
 - **Send a text to: 81010**
 - **Text this message: @6c4a2f**
 - This is used for emergency purposes only.
 - Remind is a one-way texting service that keeps your mobile number private.
- **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 begins 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 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 RLP' 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) if 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.

Late Arrival or Early Pick-Up

Come to the Preschool's main entrance, ring the doorbell, and you will let into the building. Go to the office window, sign your child in/out, and a person from the office will bring your child 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.

Morning Drop-Off/ Afternoon Pick-Up

**** ALL CLASSES USE Drop-Off/Pick-Up**

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. Do not place it on dashboard, as they are difficult to see. **Use these cards at Drop-Off and Pick-Up and throughout the year to assist substitutes and teachers. If additional name cards are needed (for babysitters, grandparents, etc.), please notify the Office.**

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.

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 a Staff member or brought to you.
- Staff will assist your child at Drop-Off/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:

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 Drop-Off/Pick-Up, please meet off campus.
- ▶ No children of any age may be left unattended while on church property.

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

*** 4's & *3's PICK-UP/DROP-OFF and *2's (Drop-Off only) Entering/exiting Parking Lot:**

1. Follow the diagram for your child's class provided on Parent Night.
2. Display your child's **NAME CARD from your rearview mirror** upon entering our parking lot.
 - ▶ This NAME CARD will be used for ALL of 2023-24 year.
3. At the **SECOND** church entrance (from Kildaire Farm Rd.), turn at 1st right (3rd tier).
4. In the 3rd parking tier, please line up in a double line. A line is painted on the pavement. This keeps cars from blocking Lochmere Dr.
5. As the line moves- please merge into one line, along the bushes, while hugging the right of parking lot.
6. Left into the 2nd parking tier, snaking through the parking lot, remaining in a single line of vehicles hugging the right of parking lot.
7. Right into the 1st parking tier in front of the 2-story building, continuing to snake while hugging the right of parking lot.
8. Wait in the 1st parking tier on RIGHT side until the 1st vehicle is motioned by a Staff member at 9:15/12:30 to pull into the circle driveway.
9. **Once in the unloading area, turn off the engine, unbuckle your child, and REMAIN standing next to the car, holding your child's hand until your child's teacher/Staff member greets him/her and takes their hand.**
10. **Vehicles will follow those in front of them as they proceed to exit the parking lot (no passing other vehicles).**
11. Children will go into the building as a class with their teachers.

*** T-K (Drop-Off & Pick-Up), *2's (Pick-Up only) Entering/exiting Parking Lot:**

1. Follow the diagram for your child's class provided on Parent Night.
2. Display your child's **NAME CARD from your rearview mirror** upon entering our parking lot.
 - ▶ This NAME CARD will be used for ALL of 2023-24 year.
3. Enter at the mailbox entrance into the circle driveway.
4. Stay to the right, hugging the right side of the circle driveway, staying in a single file line.
5. Stop near the tree at the end of the circle driveway. This keeps cars from blocking Lochmere Dr.
6. **Once in the unloading area, turn off the engine,**
 - ▶ At Drop-Off: unbuckle your child, and REMAIN standing next to the car, holding your child's hand until the child's teacher/Staff member greets him/her and takes their hand.
 - ▶ At Pick-Up: REMAIN standing next to the car while your child's teacher/Staff member brings him/her to you, and you take their hand.
7. **Vehicles will follow those in front of them as they proceed to exit the parking lot (no passing other vehicles).**
8. Children will go into the building as a class with their teachers.

Walking up for Drop-Off or Pick-Up:

Please walk up WITH YOUR sign and have it visible. 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 class' blanket-from Drop-Off. For Pick-Up, a teacher/Staff member will bring the child to you.

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

Lunch and Refillable Water Bottles

Pack a lunch 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.

LABEL EVERYTHING!

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.

Allergic Reactions

Due to the fact the classrooms and campus of Resurrection Lutheran Church are used by community organizations and groups, RLP is considered an **"Allergy Sensitive" preschool.**

○ FOOD ALLERGIES

When providing a snack for a classroom that has a food allergy, ONLY STORE-BOUGHT FOODS may be sent in. RLP's Staff are committed to making every effort possible to ensure the safety and well-being of each child. This includes reading labels on food packages and inquiring about ingredients. If your child has a food 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.

○ ENVIRONMENTAL ALLERGIES

If your child has environmental allergies (stings, asthma, latex etc.) 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 days are short, any prescribed medicines should be administered prior to arriving at 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 discuss with your child’s teacher if a needed item will be provided. 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. In addition, they are outside during Drop-Off/Pick-Up. **Dress your child according to the weather, including jackets.** Send hats, coats, mittens/gloves, light jacket/sweater, etc. RLP has an indoor play area with equipment for inclement days.

LABEL all outer garments and belongings (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 the Student 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. Staff can guide/help with pulling down/up pants, and snap or zip pants. If this is extremely difficult for your child, you may want to consider clothes they can manage themselves. Staff can also guide children with wiping.

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. **Do not send in pull-ups.** These are 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. For the 2023-24 preschool year, Check-In Chats are currently scheduled for November 7, 2023. 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.

Inclement Weather Policies

RLP follows Wake County Public Schools System (WCPSS) cancellations and delays. In case of inclement weather, listen to local radio and television stations to determine Wake County Public Schools System (WCPSS) decisions for 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 a decision based on the circumstances and time of day. If RLP dismisses early, families will be informed through email & Remind.

B. Cancellations

1. When WCPSS cancels, 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 more than 6 missed preschool days. (Missed day #7 and more will be attempted to be made up.)

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 be on a Thursday).

Note: Each RLP class meets on certain days of the week and 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 policies 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.***

Health Protocols:

The CDC's (Centers for Disease Control and Prevention) and NCDHHS's (North Carolina Department of Health and Human Services) requirements/guidelines for the age group we serve at RLP (2-5-year-olds) will be used. Requirements/guidelines for school age children (grades K- 12) differ from our age group. When/if changes are deemed necessary, families will be notified via email. When/if changes are deemed necessary, families will be notified via email.

RLP's priority is and always has been to provide a safe environment for all, especially the children.

We do have children and family members of RLP with health concerns.

- * Some households have family members with underlying health conditions such as:
 - compromised immune systems
 - undergoing treatments
 - elderly parents/grandparents they care for/live with
 - pregnant mothers and young infants
- * Please keep these individuals in mind when making your decision whether your child will attend preschool or not.

EXPOSURE/CONFIRMED CASES of a Communicable Disease, including but not limited to COVID-19:

- ♦ If an RLP student or Staff member were to have a confirmed case of a communicable disease, ***including but not limited to a positive case of COVID-19***, this must be reported to RLP's Office.
- ♦ If there is a confirmed case of a communicable disease in your child's preschool class, families will be notified by RLP's Office. Confidentiality will be maintained.
- ♦ Once RLP's Administration references current requirements pertaining to the specific communicable disease, Administration will communicate to all affected of said communicable disease. Based on requirements, all affected will be informed when they can return to RLP.

Children need to stay home if they have any of the following symptoms:

- | | | |
|----------------------------|-----------------------------------|---|
| * Fever of 100.4 or higher | * Excessive non- clear runny nose | * Shortness of breath or difficulty breathing |
| * Cough | * Nausea or vomiting | * Muscle or body aches |
| * Sore throat | * Diarrhea | * Fatigue |
| * Congestion | * Headache | * Chills |
| | * Rash | |

If any of these symptoms start to emerge during preschool hours families will be called and the child must be picked up. 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.***

- 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.

Thank you for your attention to these policies. Please realize situations may arise that could affect a change in RLP's policies. If changes are deemed necessary, RLP Administration will communicate updates as soon as possible.

Attendance/Return to RLP

Notify the Office when your child will not be at preschool. Children/teachers wait outside in the morning until classmates arrive before taking the class inside as a group. The Office and/or teachers will attempt to make contact to 'check in' if we have not heard anything from the family.

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

- | | | |
|-------------|---------------------------|------------|
| * Pink eye | * 5 th disease | * Flu |
| * Head lice | * Chicken pox | * Covid-19 |

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

- | | | |
|---|---|--|
| * No longer exhibiting any of the previous symptoms for 24 hrs. | * Fever below 100.3 for 24 hours without medication | * On antibiotics for at least 24 hours |
|---|---|--|

The office will notify families of exposure to the reported transmittable infection. Confidentiality will be maintained. 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.

Immunization Compliance

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 requirements, documentation is required from the child's physician for the exemption/delay. This is the only exemption RLP accepts.

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. Fire and tornado drills are scheduled during preschool hours at various times during the preschool year. During these drills children are taught about safety, how to get to a safe place quickly, and appropriate behavior while being in a safe location is discussed. Fear inducing words are not used during these drills. The seriousness of a situation can be conveyed, 'Sometimes it is safer to stay in the building rather than go outside; and visa versa.'

In the event of a Lockdown Notification issued by area Police Departments or other authorities, people ***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 authorities issue an "All is Safe" Code Green. 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. ****

Ritter Park is located on Lochmere Dr., across from the 2nd entrance of our campus & to the right.

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 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 or emergency contact, providing ID, 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!

Volunteering OPPORTUNITIES

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

A fillable pdf Volunteer **Interest Survey** (emailed to you at the start of the preschool year) can be returned hard copy or via email. This survey includes:

- ♦ Taking home items to help in preparing for classroom projects (cutting, tracing, etc.)
- ♦ Substitute (****must be vaccinated for Covid-19***) in a classroom (other than your child's class) on an "as needed" basis
- ♦ Participate in the PTO (Parent Teacher Organization): help coordinate Staff Appreciation, fundraising, etc.
- ♦ Service projects

Additional ways to volunteer offered by your child's teachers may include:

- Holiday celebration implementation
- Snack provider for your child's class
- Mystery reader
- Playdoh provider
- Library helper
- Room Parent
 - Help teachers with specific projects, needs, etc.
 - Coordinate Staff Appreciation with other class' Room Parents and classroom families

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 2023-24 preschool year are:

Michele Brake	Church member
Carol Bostick	Church member; Preschool Treasurer
Amanda Farmer	Church member
Diane Hooper	Director
Katie Riccitiello	Church member; Parent of RLP student
Jamee Thieme	Church member
Ashley Lyerly	Non-church member; Parent of RLP student

2023-24 RLP Staff

Diane H	Director	
Jodi V	Assistant Director	
Pat B	Office Assistant	
Laura L	Office Assistant	
Carol B	Treasurer	
Erika H	Music with Movement	
Jodi V	Science (T)	
Laura L	Special Events	
Laura L	Science (T)	
Karin B	2-day 2's (M W)	bumblebees@rlpcary.org
Ashely O	2-day 2's (M W)	
Rachel D	2-day 2's (T Th)	butterflies@rlpcary.org
Leah R	2-day 2's (T Th)	
Jennifer R	2-day 3's (T Th)	monkeys@rlpcary.org
Jennifer O	2-day 3's (T Th)	
Jaclyn L	3-day 3's (M W F)	elephants@rlpcary.org
Jennifer R	3-day 3's (M W)	
Kim B	3-day 3's (F)	
Beth B	3-day 3's (T W Th)	pandas@rlpcary.org
Kari H	3-day 3's (T W Th)	
Gretchen B	4-day 4's (M---Th)	fox@rlpcary.org
Pam S	4-day 4's (M---Th)	
Elizabeth L	4-day 4's (M---Th)	penguins@rlpcary.org
Melissa W	4-day 4's (M---Th)	
Erin H	5-day 4's (M---F)	otters@rlpcary.org
Madeline L	5-day 4's (M---F)	
Patty S	Transitional-Kindergarten (M -- F)	bears@rlpcary.org
Melanie M	Transitional-Kindergarten (M -- Th)	
Beth B	Transitional-Kindergarten (F)	
Kim B	Mondays/ Tuesdays/ Thursdays	Teacher's FLOATER
Meredith R	Wednesdays	Teacher's FLOATER
<p style="text-align: center;"><i>Teachers DO NOT receive calls during class hours. Call RLP's Office and a message will be delivered to the teachers.</i></p>		