



Redeemer Lutheran Preschool

Learning With All God's Children

2017 – 2018 Parent Handbook

Our Vision:

To be a high-quality, developmentally appropriate preschool that supports lifelong learning in a caring, Christian environment.

Our Mission:

Offering a program for young children that:
-builds a foundation of social and cognitive skills;
-partners with families to nurture the child's development; and
-shares Christ's love with families of all faiths.

1545 Chain Bridge Road
McLean, Virginia 22101
703-356-3567

Email: RLPMcLean@gmail.com
Website: RLPMcLean.org

Federal Tax Id Number: 54-0700803

Redeemer Lutheran Preschool

1545 Chain Bridge Road, McLean, VA 22101
Direct Preschool Line: 703-356-3567
Church Office: 703-356-3346

Federal Tax Id Number: 54-0700803

Email: RLPMcLean@gmail.com
Web site: RLPMcLean.org

Director: Tamberly (Tammie) Koenig - tkenig@redeemermclean.org

Office Assistant: Norma Grobman - RLPMcLean@gmail.com

Classes:		AM Session 8:30 – 11:30		
<i>Code</i>	<i>Days</i>	<i>Name</i>	<i>Teacher</i>	<i>Email</i>
2.5A	TTH	Butterfly	Nora Wojcik	rlpwojcik@gmail.com
3M	MWF	Tiger	Nora Wojcik	rlpwojcik@gmail.com
3T	TWTH	Frog	Cindy Goodman	goodmanturtlefrog@gmail.com
4M1	M-F	Panda	Golnar duChateau	duchateau.rlp@gmail.com
4M2	M-F	Giraffe	Sue Giaquinto	giaquinto.rlp@gmail.com

		PM Session 12 - 3 PM		
<i>Code</i>	<i>Days</i>	<i>Name</i>	<i>Teacher</i>	
2.5A	TTH	Ladybug	Nora Wojcik	rlpwojcik@gmail.com
3P	TWTH	Turtle	Cindy Goodman	goodmanturtlefrog@gmail.com
4P	T-F	Penguin	Golnar duChateau	duchateau.rlp@gmail.com

Assistants: Amy Carey, Delphine Engel, Kristin Furth, Catherine Hassi,
Kristin Peters, and Nancy Radcliffe

Senior Pastor: Sandra Kessinger 703-356-3346

Preschool Board President:

Amy Friedrich-Karnik - RLPBoardPresident@gmail.com

Monthly Tuition is due the first of each month (October thru April) and payable exclusively through our automatic payment system, Simply Giving. See office more information.

2.5 year olds	\$310
3 year olds MWF	\$360
3 year olds TWTH	\$385
4 years old AM	\$530
4 years old PM	\$440

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Our Organization

Redeemer Lutheran Preschool has been serving our community since 1962. RLP is an extension of the education ministry of the Lutheran Church of the Redeemer. The Church assumes administrative responsibility for the preschool. The Preschool Board sets policy and provides oversight. The Board is composed of the pastor, preschool director, members of the congregation, and non-member parents.

We offer classes for children 2-1/2 to 5 years of age regardless of religious preference, race or ethnic background. There is a lead teacher and assistant for each class. This team approach is the basis of each classroom community.

Our Vision

To be an exceptional developmentally-appropriate preschool, one that encourages lifelong learning in a caring, Christian environment.

Our Mission and Purpose

To offer a program for young children that builds a foundation of social and cognitive skills; partners with families to nurture the child's development; and shares Christ's love with families of all faiths.

Our Goal

To help each child to grow socially, emotionally, physically, cognitively, and spiritually; to equip them with positive socialization skills, such as sharing, getting along with others, following directions, and appropriate independence - all essential skills for entering kindergarten and for life in general.

Our Approach

Our teaching philosophy and classroom curriculum are derived from: Developmentally Appropriate Practice In Early Childhood Education, National Association for the Education of Young Children (NAEYC), Washington, DC. It describes solid, research-based practices and guidelines for each age group. <www.naeyc.org/DAP>

The Creative Curriculum For Preschool and The Creative Curriculum For Infants And Toddlers, both from Teaching Strategies. This nationally recognized curriculum incorporates the research of renowned development theorists such as Jean Piaget and Erik Erikson in a practical tool for teachers of early childhood programs.

<www.teachingstrategies.com/curriculum/>

Our Environment

Your child's natural creativity and curiosity are encouraged throughout the school day. Children learn about their world through play - it is their "work." Play builds social, problem solving, and language skills, and reduces tension. Our program therefore offers a balance of

structured and unstructured environments and individual, small, large group activities for your children to explore. Teachers are always there to extend, encourage, and support children's natural learning. In addition, your children learn responsibility and cooperation by performing classroom tasks, while they expand their spiritual world through learning respect for others, weekly Bible lessons, and saying grace before snack each day.

Outside of the classrooms, other areas of the Redeemer Lutheran Church campus such as Parents' Hall (gym), the Fellowship Hall, the Music Suite and Nave are used for preschool activities. In the yard there is a fenced playground with equipment that encourages physical play. Additionally, there is a natural play area behind the fenced playground where stumps, rocks and 27 tons of sand encourage creative, open-ended outdoor play. Of course all such play is carefully supervised.

Our Thoughts about Guidance and Discipline

Our teachers set simple, clear, and consistent limits and strive to develop close nurturing relationships with all children. We encourage children to develop their own self-control, autonomy, management of feelings, problem solving, and to work towards cooperative social behavior.

Due to their developmental age, young children do not understand the consequences of their many behaviors. Small children are egocentric, struggling for independence and control, and have difficulty understanding the concept of sharing and taking turns. It is our job and responsibility to guide them and model appropriate behavior. This may include discussion and redirection to other activities when challenging behavior arises. Our children are reminded of what TO DO rather than what NOT to do - that is positive guidance.

"Positive Guidance" and "Realistic Choices" help children learn acceptable behavior. Books have been written about these concepts. Clear directions help children learn what they should do and how to do it. Positive phrasing is one way to provide clear communication to a child and removes their interpretation. We model behaviors we want children to use. We engage children as active participants in the problem-solving process.

Parents are encouraged to share their thoughts about classroom behavior and management with the teacher or school director.

Under no circumstances is physical punishment permitted in our preschool. Should the need arise; we will arrange conferences between you and the teacher in order to develop a unified approach to your child's problem. Sometimes it happens: After all reasonable efforts have been made, you may find it appropriate to leave our program for one that can better meet your child's specific needs.

EMERGENCIES - SAFETY - SECURITY - HEALTH

Contact Information

We absolutely must have information for your emergency contacts on file. Please update as soon as any changes occur so we have the most current information. A cell phone number is best. This person must be someone who can get to school to pick up your child within 15 minutes of being called. Further, your written approval is required if someone other than you or your regular designee (nanny, relative or car pool driver) picks up your child. And even though we have the name, still we will need to see photo identification.

Accidents

As you would expect, we make every effort to prevent accidents in the classroom or on the playground. Safety rules are explained and enforced. You will be notified of all accidents, a written report is kept on file, and appropriate measures are taken for the situation. Authorization to contact your family physician and to secure and provide any medical attention from the nearest medical source is part of your enrollment agreement.

Other Serious Problems

In the event a medical emergency occurs, we will immediately contact the appropriate emergency personnel. In addition, we are prepared to address natural disasters and other emergencies. For instance, we have water, basic foods, and other supplies stored for emergency use. Our plans and terminology are aligned with Fairfax County Public Schools to minimize any potential confusion.

If a building or community emergency requires it, we will implement our emergency response plan, which may involve the following:

- **Lockdown:** The enhanced security measures taken to protect against potentially violent intruders.
- **Secure the Building:** Used if the danger is outside the building, for example, a robbery near the preschool. Outside activities are cancelled. All exterior windows and doors are secured, but staff and children are free to move about inside.
- **Shelter-In-Place:** Used to temporarily separate people from a hazardous outdoor situation, such as a hazmat incident. The building is secured (as described above) and steps are taken to shut down intake of outside air. No one is allowed to enter the preschool until public safety officials give the "all clear." Preschool staff and students will be restricted to the new part of the building with the outside doors locked. The construction of our facility allows for these zones to be established and secured. The sanctuary will be open to the public, however.

Each class has a special bag with emergency contact information for each child, a first aid kit, any medications required for the children, a radio and a flashlight. That bag travels with the class whenever they leave the classroom.

Fire Drills & Evacuation Procedures

Fire drills are conducted weekly during the first month of school and monthly for the remainder of the year. Evacuation procedures are posted in each classroom and staff is trained to follow them. If it is necessary to evacuate our building, staff will escort children to McLean High School across Westmoreland Street. We will attempt to change the preschool voice mail message and contact parents for pick up.

The Door To Our Building

We have a controlled access system with two access points - the Preschool entrance on Chain Bridge Road side and the Church Office on Westmoreland Street side. We ask that you enter and exit only through our main double doors on Chain Bridge Road.

While children are in the building, all doors are locked except for preschool arrival and dismissal times. At other times, you will need to be buzzed in and enter through the right hand door. Please check the small brown box to the left on the brick wall. Green means the door is unlocked. Red indicates that the door is locked. It will change to green when released inside. The signal is barely audible.

Child Abuse and Neglect

Children are precious. Redeemer Lutheran Preschool has a moral and legal responsibility to protect children from abuse and neglect whether physical, verbal, emotional, or sexual. For children's safety, we will not release a child to an adult that seems impaired in any way. We are obligated by the Code of Virginia Section 63.2-1509 to report all suspected cases of child abuse or neglect to state authorities - and be assured, we will do so.

Physicals & Immunizations

A "Virginia School Entrance Physical" form is required for all students entering school and updates provided as immunizations occur. A U.S. health care professional must verify adequate immunization and good health within one year of enrollment. The preschool must receive this form before your child can attend class. The form is available at this website: http://www.doe.virginia.gov/support/health_medical/school_entrance_form/school_entrance_form.pdf

Illness

Children who show signs of illness must be kept home until they are **symptom free for 24 hours without any medication**. This protects others and affords sick children the comforts of home. If your child develops symptoms at school, we will separate your child from the

other children and contact you or your emergency contact immediately. Health department guidelines state that a child must be picked up in no more than 15 minutes.

If a child or family member has a communicable disease, please notify the preschool as soon as possible, so we can alert families that their child may have been exposed at school.

Medication

Our preschool staff does not give routine medications, but we will administer emergency medications to your child in life-threatening situations in accordance with Virginia state law. Our staff is trained and certified in CPR, First Aid, and Medical Administration Training.

Virginia law requires written instructions for all medications that might be needed at school. Parents must provide a "Written Medication Consent Form" for each medication with specific instructions for our staff to administer the medication to the child. Medication must be in the original container with a label designating the child by name, dosage, time to be administered, and expiration date. Medication cannot ever be in a child's possession. Prescription or long-term medications require physician's instructions and signature. Forms are available in the preschool office or online as a link from our website.

Head Lice

Obviously it is critical to our entire community that all children are free of lice and their eggs. If there is a case of head lice in any classroom, the director will be notified and a note will be sent home with each child in the preschool. We strongly suggest that you check your child carefully for nits or lice that evening.

Food Allergies

Please inform us if your child has any food allergies.

Nut allergies can be deadly. Due to their allergic potential, we do serve nuts or nut products. Please do not send any nut products into school for any reason. It would help if your child thoroughly washes hands before school after handling nut products.

Remember: NO NUTS or nut looking products such as soy nut butter or Nutella!

YOUR CHILD AT SCHOOL

Children benefit from predictable routines and appropriate transitions from home to preschool. Please plan your own smooth transition routine. Our teachers have established a daily classroom routine that normally remains the same throughout the year. The school day begins arriving with peers, washing hands, and participating in a group meeting, followed by center time, stories, music, snack and gross motor time. We go outside every day, so please dress your child accordingly.

Separation

Particularly at the beginning days of the school year, separation can be an issue, yet it is an important milestone in your child's life as they learn to accept other adults and find that their caregiver always returns. Children can sense a parent's anxiety and become fearful, which certainly we don't want to happen. Please consider these suggestions:

- You need to be ready to separate from your child!
- Arrive a few minutes early so that things are not rushed.
- Reassure your child that you will return at the end of class. Obviously you want to be on time, maybe a little early, but definitely avoid being late and upsetting your child.
- Avoid prolonged goodbyes. A quick, confident goodbye at the classroom door is reassuring to your child.

Talk with staff if you have any concerns. Remember: You can call anytime to check on your child.

Arrival

A calm transition from home to preschool helps set the tone for your child's day. The initial routine of greeting the teacher and classmates, hanging up belongings, and washing hands are important transition steps.

If a child arrives late, they interrupt class, miss information, and may feel left out when others are already engaged in activities. Please ensure that your child arrives at the beginning of the school day at 8:30 or 12. Those arriving more than 10 minutes after class starts must wait in the lobby/office until 9 or 12:30 when they can be escorted to the classrooms.

An ADULT must accompany each child to class. You will need to wait in the foyer until the large doors are opened indicating that teachers are ready to receive children. Obviously you won't want to leave any child unattended in a car or the parking lot for any reason.

During the school day, the school doors are locked. The preschool entrance is unlocked only for drop-off and pick-up. At other times, visitors must be buzzed in.

We cannot accept any children prior to the beginning of class.

Dismissal

Please wait in the foyer until the large interior doors have been opened by staff and, for security reasons, please exit through these foyer doors only, as this eliminates the possibility that the back doors could be inadvertently left open. You will need to pick up your child promptly at dismissal. There is no grace period. It is recommended to partner with other RLP parents for emergencies and put each other on the emergency contact cards.

If not picked up on time, your child will be brought to the office, and the adult who picks up will be given a late pickup slip noting the time and fee. More details on page 15.

Sometimes things happen and someone else needs to pick up your child. What to do? Please call or email the office and let us know who will pick up with your approval. They will need identification.

In rare circumstances, perhaps a large funeral, it may be necessary for us to implement a special **"Kiss & Ride" pickup or drop-off**. Generally, drivers stay in the car and staff will assist children from/to vehicle or building as necessary. If a situation arises, we will provide as much advance warning as possible and send you specific instructions by email.

Clothing

Our children are involved in a variety of activities throughout the school day, which might mean painting, gluing, playing on the floor, and running outside. Clothing should be durable and washable so that they can fully participate, and it should be easy for your child to manage. Clothing and other items brought from home need to be clearly labeled with name or initials.

Closed-toe, rubber-soled shoes are required as they allow children to safely climb, run, jump, and protect feet. Dress shoes, sandals, flip-flops and the like can be a hazard on the playground.

Two-and-a-half-year-olds need their own diapers or pull-ups and a seasonal change of clothes labeled with your child's name. Three-year-olds just need a seasonal change of clothes. Please label all clothing and place items in a gallon Ziploc bag with child's name.

Outdoor Play

We will go outdoors to the playground each day weather permitting. Please dress your child for **outdoor conditions everyday** as it is rare that we do not go outside -- but perhaps, if it is pouring rain or the wind-chill temperature drops to 15 degrees, we will have recess indoors.

Of course if a child is too sick to go outside, that child is too sick to be at school.

Playground Safety

Although our playground is as safe as possible and meets or exceeds Consumer Product Safety Commission requirements, children do require close adult supervision at all times. Our playground is reserved for preschool classes during posted recess times or as necessary.

It would help if you discussed these procedures with your child so that there are no surprises or conflicts.

- Closed toed, rubber soles must be worn at all times.
- Sticks are not allowed on the playground.
- Children must not climb on the outside of any equipment.
- Children must go down slides feet first, in a seated position only.
- Toys must not be taken up on the play structure.
- No food, drinks or pets inside the fence.
- Only adults open and close the playground gate which swings out, not in.

Show and Share Day

"Show and Share" is a language and social development activity that allows each child to communicate something special. It cannot be the latest toy, but it can be a favorite book, a postcard, something from the outdoors, or maybe a photo. Your child's teacher will inform you about the schedule and topic. We strongly encourage you to help your child to select something appropriate that they are comfortable describing. However, please do not let your child bring items from home on other days.

Tote Bag

Each student will be given a tote bag labeled with their name. The bag is much easier to use than a zippered backpack and should be brought to school each day. Check your child's bag daily for projects they may have created or for information from the school. However, when you bring your child in the morning, do hand teachers directly any notes from home. Our teachers are focused on greeting your child and do not routinely check bags, so something important is easily missed.

While it is not necessary to send any items to school for your child, you may choose to keep a family photograph or small comfort item in your child's school bag.

Frequent Hand Washing

In an effort to reduce illness and maintain classroom hygiene, children wash their hands throughout the day -- upon arrival, after toileting or blowing noses, and before and after snacks. It is most helpful if parents continue this practice at home.

Toilet Use

Children 3 years and older must use the bathroom independently as we don't have changing facilities in classrooms. Pull-ups are not a substitute for underwear. To be very specific, your child needs to be able to:

- Recognize the need to go to the bathroom.
- Undo clothing.
- Pull down pants and underwear.
- Sit on the toilet without assistance.
- Use toilet paper.
- Wipe themselves.
- Pull up pants and underwear.
- Flush the toilet.
- Wash and dry hands.

Snacks

We provide a nutritious snack each day typically, cereal, crackers, pretzels, fresh fruits, vegetables and cheese. Occasionally children prepare their own snacks during supervised cooking activities. No food is forced on children, but they are encouraged to taste new foods. Water is provided to drink with snack.

Please do not send food, candy, or gum with your child. Also food and drink are not allowed in Parents' Hall (gym) or on the playground.

Birthdays

We celebrate each child's birthday, or a designated day for those with summer or holiday birthdays. You may provide a special treat, if you wish, but please do not send party favors to school. While cupcakes and cookies are traditional, some parents choose fresh fruit or mini-muffins as healthier options. Remember: NO NUTS!

We ask that you coordinate with the teacher in advance for a convenient time. This allows teachers to incorporate it in their plans and parents to provide alternative foods for a child with food allergies.

School Celebrations

Throughout the year, we celebrate many holidays in class. Your child's teacher may ask that you provide something, but we ask that you do not send in items unless specifically asked.

Field Trips

The preschool arranges several field trips and special events throughout the year, both at school and at nearby locations. Usually children arrive and depart school at their regular

class time. Buses transport children and staff to off-site field trips, and parents may opt to drive their own children or share driving.

Before each off-site outing, a permission slip goes home. It will detail the program and destination, request your written approval, and give you the opportunity to accompany us as a chaperone. Please return the completed slips indicating whether or not your child will attend to the director's mailbox by the due date. Any student fees are included in our tuition, so if a fee is listed, it is for non-student attendees such as chaperones.

"Trash to Treasure" - sometimes known as UpCycling

An important element of our program is enabling children to explore materials and to be creative. To this end, simple household items can repurposed into art and construction projects. You are invited to bring us clean egg cartons, small plastic spice containers with shaker tops, oatmeal cans, and cardboard tubes such as those from paper towels or gift wrap packages. For obvious health reasons, we cannot accept toilet paper rolls.

No Weapons Policy

We have a no weapons policy which is consistent with our local schools. However, children may engage in superhero play as long as all participants agree.

Parent Participation

We plan several activities during the year especially for family involvement: Preschool Sunday, Preschool Night, Thanksgiving Feast, Christmas Program, Spring Luncheon, and Graduation.

Parents are welcome to share their time and talents with our students, perhaps by reading a story or sharing a musical instrument or demonstrating a craft. You will need to coordinate in advance with the teacher. The project must benefit the whole class and fit into class routines. Unfortunately, siblings may not accompany volunteers.

Our preschool encourages the help of at least one room parent per class to assist the teacher. Some examples: scheduling volunteers/readers, sending reminder emails and phone calls and helping with our consignment sale. Classroom activities must be developmentally appropriate and child focused. For more information, please contact your child's teacher.

To support our fundraising efforts, we request each family complete a 3-hour volunteer shift for the semi-annual Consignment Sales. Please see page 17 for more sale details.

Special Needs

As a religious preschool, we believe we must care for all of God's children to the best of our ability. If a child's special needs can be reasonably accommodated without adversely

affecting the remainder of the class, the child can be considered for enrollment. Parents need to be aware that our preschool staff is not specifically trained in Special Education.

Developmental Concerns

We want all children to reach their fullest potential and know that children develop along a continuum at their own rate. However, there are milestones for each age from 2 months to 5 years on the Centers for Disease Control website for early intervention.

<https://www.cdc.gov/ncbddd/actearly/milestones/index.html>. Our staff is experienced working with children and can recognize potential issues. If an irregularity in a child's behavior is observed, the teacher will notify both the director and the child's parents to discuss how to best help the child. Parents should bring any concerns to the teacher's or director's attention. We are willing to work with outside providers to meet your child's needs as long as it does not adversely impact the class.

Child Find

Child Find offices provide Parent Workshops and free developmental screening for preschoolers aged 20 months to 5 years to assess skills in body coordination, self-help, knowledge and concepts of speech and language, interaction with others, plus vision and hearing. You can request an observation in class by someone from the specially trained Child Find staff. We have information and forms available in the preschool office. Early intervention is best as it provides tools and strategies for children and families. If you sense a problem, act now. After a child's fifth birthday, the process is handled in the elementary school and may take more than a year to complete.

If as a parent you have questions or concerns, you can contact Child Find directly based on county of residence and child's age below.

Fairfax County Information

For children up to age 3, call the Infants Toddler Connection (ITC) at 703-246-7180. More information is available about ITC online at <http://www.fairfaxcounty.gov/csb/itc>

For children ages 2-5, call Child Find at 571-423-4121. There are 3 intake centers for Child Find in the Fairfax County Public Schools. More information about the centers is available online at <http://www.fcps.edu/dss/sei/ecids/process.shtml>

Arlington County

For children up to age 3, call the Parent-Infant Education Program (PIE) at 703-228-1630. More information is available online at <https://health.arlingtonva.us/public-health/health-clinics-services/parent-infant-education-program-pie/>.

For children ages 2-5, call Child Find at 703-228-6175. More information about Child Find is available online at <https://www.apsva.us/child-find/>

ADMINISTRATIVE MATTERS

Daily Schedule

Redeemer Lutheran Preschool operates from September through early June in five classrooms. We use the Fairfax County Public School calendar with adjustments to build our calendar. We observe student holidays and teacher workdays. Please refer to our preschool calendar for specific information.

Our parent orientation is the Wednesday evening after Labor Day, followed by a one-hour parent-child open house on Thursday at their regular class start time or a specified time.

Fall classes begin with our 3-hour schedule beginning the first full week of September: morning classes meet 8:30-11:30 AM, Monday through Friday; and afternoon classes meet 12-3 PM, Tuesday through Friday.

School Closings or Delays

We follow Fairfax County Public Schools (FCPS) for inclement weather closings or delays. If Fairfax County Public Schools are closed, RLP is closed. We do not make up missed days. When FCPS schools open late, morning classes begin 1 hour late at 9:30 AM and dismiss at 11:30 AM. Afternoon classes would operate as scheduled from 12-3 PM. When FCPS schools close early, afternoon classes are canceled.

You can sign up to receive email notifications by enrolling in FCPS' "News You Choose" system at: <https://public.govdelivery.com/accounts/VAEDUFCPS/subscriber/new>. Parents should always use their own judgment about road conditions and may decide to keep their child at home or pick them up early.

Our Staff

Our early childhood education teaching staff are experienced, trained professionals who understand child development and who respect each child as an individual. We are committed to on-going training and professional development. All staff participates in yearly training and in-service workshops. As mentioned earlier, they must pass a thorough test to be certified to administer medication to children by the Virginia Department of Social Services Medication Administration Training Program.

A Healthy Environment

Redeemer Lutheran Preschool has a religious exemption from state licensure, but meets or exceeds licensing standards. Each year the preschool is inspected by the County Health and Fire Departments and submits required documentation to the Virginia Department of Social Services. The preschool is covered by public liability insurance through the Lutheran Church of the Redeemer.

To protect your child's health, a practicing physician must certify all staff to be free from tuberculosis or disability that prevents them from caring for children. Also, all staff must pass required criminal background checks.

Registration

Although we are a Christian institution, admission to our preschool is open to children of all faiths. A completed application form and \$75 application fee must be submitted for each child. If projected demand exceeds available space, we must prioritize. Current students and siblings have priority during the January re-enrollment period, followed by church member families, and then alumni families before the open lottery. Enrollment is expected for the whole year. Our acceptance of your two-month tuition deposit confirms enrollment and is credited to the first and last month's tuition.

During re-enrollment, returning students retain their existing morning or afternoon slot, but we cannot guarantee a specific teacher. Parents should indicate their preference for all age appropriate classes on the application. Parents can request transfer to the other session on the new application. Transfer requests will be filled as space allows or by lottery if more requests are received than spaces available. After the re-enrollment period, applications are processed in the order received on a space available basis.

Registration is completed when all required documentation and payment have been received. This includes the School Entrance Health Form, Emergency Contact Card, and proof of identify such as an original birth certificate or passport.

Class eligibility is based on the child's age as of March 31 for 2-year-olds and September 30 for all others. Children 3 years of age or older must be able to use the toilet independently.

The Preschool balances several factors in making class assignments and we may not be able to accommodate specific requests. RLP will need to adjust classes based on actual enrollment each year, which might include combining or dropping classes to maintain class and financial integrity. If this becomes necessary, we will provide 30 days written notice. There is an initial probationary period for all students to ensure correct placement. If at any time a student's behavior or special needs disrupt staff and child interactions, parents will be called for consultation.

Tuition

Tuition is calculated on an annual basis and is divided into nine equal payments. Thus, there is no variability for short or long months. After the initial tuition deposit, tuition payments are due the first of each month, October through April exclusively through our automatic payment program, Simply Giving. The program is administered by our preschool office. You can enroll up to a week before a payment is due. Enrollment forms are available in the preschool office.

You are responsible for all tuition payments, unless your child has formally withdrawn from the preschool. Tuition is not pro-rated for absences. Please note that once tuition and fees are paid, they are non-refundable.

Any check is payable to "Redeemer Lutheran Preschool or RLP."

Annual Application Fee

A \$75 application fee is due at the time of enrollment for all students.

Late Payment or Returned Check Fee

A \$25 late payment fee is assessed for late payments or returned (NSF) checks.

Late Pick up Fee

As mentioned earlier, if your child is picked up late, a fee will be assessed, that is, up to 10 minutes is \$10, 11-20 minutes is \$20, and so.

Withdrawal

If it becomes necessary to permanently withdraw your child from preschool, please provide thirty (30) days written notice and we can apply the remaining half of your deposit to your last month. Without that 30-day notice, your deposit is forfeited.

Absences

If a child is absent for any reason (illness, vacation, what have you), please notify the school with the reason and the expected duration. This allows us to meet your child's needs more easily upon return. If a contagious disease is involved, we will need to inform other parents. Please note that tuition is not pro-rated due to absence.

Communication

The weekly Director's Desk newsletter presents school-wide information and activities. It contains detailed information about field trips, school holidays, and other school events. Also, teachers send class-specific newsletters in addition to any notes about your child.

Please feel free to share questions or concerns with the director or Preschool Board Members. If you prefer, you may drop a note in the director's box anonymously.

Conferences

Teachers share their observations regarding your child throughout the year, often in short notes. More formal conference days are scheduled in early November, and optional spring conferences can be arranged. Of course you or your teacher may schedule other meetings should the need arise, but for the safety of all, please do not use drop-off or pick up time for intense discussion with teachers. Children should not be present at any conference.

SPECIAL PRESCHOOL EVENTS

Listed below are some of the annual events at Redeemer Lutheran Preschool for our 3 and 4-year-old classes. 2.5-year-old classes have separate events. ***Open to all students.**

Lunch Bunch

Optional program for children to bring their lunch and extend their day one hour up to three days per week. It will be offered for morning students and requires a minimum of six (6) students per session. Families sign up monthly. We hope to make this available to afternoon students at least one day per week if there is enough interest. Details will be provided later.

Preschool Sunday (usually last Sunday in September)

Our 3 and 4-year-old classes are invited to the 8:30 AM service. Children attend with their family and are invited to sing and then rejoin their families for the remainder of the service. A simple reception for all follows in Crossroads, the foyer area near the sanctuary.

Preschool Night* (usually first week of October)

Each class has a preschool night in early October from 6-6:45 PM. Students show their parents what a typical preschool day is like in the classroom. Siblings may attend.

Bike Day

On the first Wednesday of the month, October-April, students bring their bike helmets to ride our trikes in Parents Hall (gym). We have some helmets, if a child needs one.

Picture Day*

A professional photographer takes portraits during regular class times. If you would like to have siblings included, that will happen the second day.

Halloween*

Children wear their costumes for a parade in Parents Hall at 11 or 2:30 and go trick or treating here in our building on their designated day.

Thanksgiving Potluck Feast* & Spring Lunch*

We have two school-wide social events. First, our potluck Thanksgiving Feast celebrates our many blessings. The second is our Spring Luncheon. All students and families are encouraged to attend. These feasts begin at 11:15 AM for both morning and afternoon classes. On these days, afternoon classes operate from 12:30 to 3 PM. While these events are open to extended family members, reservations are required so that we can accommodate everyone. Specific details are distributed and signup sheets will be posted prior to each event.

RESERVATIONS ARE REQUIRED FOR BOTH EVENTS.

Creche Play

On the last Wednesday before Christmas Break, our students dress-up and reenact the Christmas story at 11 AM or 2:30 PM.

Valentine's Day*

We exchange Valentine's within each class. Please: NO NUTS!

Easter*

We have an Easter egg hunt during class.

Graduation

The last day of school is 4-Year-old graduation in the sanctuary at 10:30 AM or 2 PM, followed by a reception in Crossroads.

Summer Kick Off* (formerly Year-End Picnic)

Our current and incoming families are invited to stop by 10-12 to kick off summer in the moon bounces or the playground. Families can stay for as long as they like and may choose to bring their own snacks or a picnic lunch.

Outreach Efforts*

The preschool attempts to help those less fortunate in our community or around the world with an emphasis on preschool age children. We often work with the local charity "Share of McLean shareofmclean.org as they serve those here in our neighborhood.

Diapers & Wipes - throughout the year, we collect diapers, pull-ups and wipes because there is a desperate need and children potty train on their own schedule usually right after purchasing the last case of diapers. We can accept new or opened packages of diapers, pull ups etc. as well as new packages of wipes. Watch as results are posted in the office window.

At Christmas, we collect children's toiletries for Share of McLean's' youngest clients. We accept children's shampoo, toothpaste, toothbrushes and baby lotion or body wash. Our children help develop a graph of our donations.

The Consignment Sale*

This is our fund-raising event. Redeemer Lutheran Preschool conducts two seasonal (October and March) consignment sales specializing in gently used baby, child or maternity items. Proceeds go directly to the preschool and help keep tuition as low as possible as well as fund scholarships and new playground or classroom equipment. To make this a success, we really need your active help. We request that someone from each family volunteer for at least one 3-hour shift per event. The shifts are: Thursday 8:30 AM - 9 PM; Friday 8:30 AM-10 PM and Saturday morning. Something for everyone! Also, volunteers get to attend the presale and

get a good shot at the best stuff. Unfortunately, we cannot accommodate children during any volunteer shift.

Friday evening volunteers, please park at the Medical Building next door and use the pathway near the preschool playground. Sale hours are Friday evening 7-9 PM. It is an extremely popular event and parking is tight.

Families and others are encouraged to consign or donate (tax deduction!) gently used baby, child, or maternity items: clothing as well as baby equipment, furniture, and changing tables sell very well. Non-clothing items must not be recalled and show a manufacture date of less than 5 years prior.

What is the difference between consigning or donating?

Consignors request a unique consignor code (sooner the better) and tag their own items per instructions and drop them off from 9 AM to 8 PM the Thursday before the sale through Friday noon. If the item sells, they receive 50% of the sale price. Consignors are welcome to retrieve their unsold items on Saturday morning before charities are allowed collect remaining items. We are not able to store or save items.

Donators bring their items on Thursday between 9 AM - 8 PM only. Then, our volunteers tag donated items. If the item sells, the preschool receives 100% of proceeds.

If you or someone you know would like to consign, please check out our website or send an email to rlpsale@gmail.com with your name and contact information. Each consignor will receive a unique consignor code in our system.

THE LUTHERAN CHURCH OF THE REDEEMER

Our preschool families have an open invitation to all Redeemer activities Here are some events:

Sunday Worship Services

8:30 & 11 AM traditional service with communion

9:45 AM Contemporary service with communion

9:45 AM Christian Education for 3-year-olds through adult

Mondays 10-11:30 AM Faith Alive - community Bible Study with child care

Tuesdays between 8-9 AM Open Prayer Time in the sanctuary

Wednesdays 9-2 PM Quilting group 1st & 3rd each month

8 PM Al-Anon

7:15-8:15 PM Adult Bible Study (Periodically)

Thursdays 5:30-9:30 Teen Community Bible Study with dinner & games (high school)

8:30-10PM Men's Pickup Basketball

Rise Against Hunger (formerly Stop Hunger Now) a global food packaging program which needs volunteers of all ages and funds usually held first Saturday in November

Living Nativity on the lawn with live animals in mid-December

Food Drives throughout the year for Britepaths (formerly Our Daily Bread) or SHARE, Inc. for families in need

Memorial Garden

The garden to the left of the entrance is a memorial garden with interred remains. You are welcome to use the garden, but please do so with respect and help maintain the grounds and fountain.

Other Building Activities

Parking may be limited at times due to other activities at Redeemer.

Each Tuesday from 12-1:30 PM, the McLean Rotary Club meets in Fellowship Hall.

Additionally, **there are funerals and receptions throughout the year that may impact drop off or pickup and necessitate a "Kiss & Ride" process, please see page 8. Please help us share our space by keeping children as calm and quiet as possible in the foyer when other groups are present.**

Redeemer Renaissance After-School Program (RRASP)

Redeemer Renaissance offers after-school care and camps during school breaks for elementary school students Grades Kindergarten to 6. It is a separate program under the direction of the Afterschool Director, Linda McConnaughay. Transportation is provided from Churchill Road, Franklin Sherman, Haycock, and Kent Gardens Elementary schools. For those interested with rising kindergarteners, RRASP registration usually begins in January. For the most current information, checkout their website: afterschool.redeemermclean.org or email them at afterschool@redeemermclean.org.