



# Policy Manual 2017-2018

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## PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. Section 63.2-1716; subsection A 5 of the Code of Virginia, outlines requirements for religiously exempt centers including obtaining background checks, establishment of certain procedures, and disclosure of certain information to the parents. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

## **GENERAL INFORMATION**

### **RELIGIOUS EXEMPTION**

In compliance with the Code of Virginia, Section 63.2-1716, Resurrection Lutheran School (RLS) is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

### **SCHOOL MISSION STATEMENT**

The mission of RLS is to serve the congregation and community through a Christ-centered program, nurturing the total child spiritually, academically, emotionally and physically in a safe learning environment.

### **IMPORTANT NUMBERS / DESCRIPTION OF FACILITIES**

RLS is located at 6170 Plank Road, Fredericksburg, VA 22407 and occupies classrooms on the lower and upper floor of the new addition. The office can be reached at (540) 786-7778.

Megan Snell: (908) 692-5032 or email [resurrectionlutheralschool@gmail.com](mailto:resurrectionlutheralschool@gmail.com)

Jeanne D’Anza: cell (540) 538-9167 or email [jeannedanza@gmail.com](mailto:jeannedanza@gmail.com)

Melissa Headley: cell (540) 809-3755 or email [msmelissa311@gmail.com](mailto:msmelissa311@gmail.com)

Becky Watson: cell (540) 422-1821 or email [leverknight.watson@gmail.com](mailto:leverknight.watson@gmail.com)

Carrol Martin: cell (540) 735-4160 or email [carrol0521@gmail.com](mailto:carrol0521@gmail.com)

### **ENROLLMENT / CAPACITY**

The maximum number of children that RLS will enroll each year is 45 total students, although all classes do not meet at the same time. Our maximum staff/child ratios are 1:6 for the Two Day Program class, 1:8 for the Three Day Program, and 1:8 for the Five Day Program. Our staff/child ratios are in compliance with state mandated 1:10 staff/child ratio.

### **ADMISSION POLICY**

RLS 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 school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

A child must be three years old by September 30<sup>th</sup> to enter the Two Day Program. A child must be four years old by September 30<sup>th</sup> to enter the Three or Five Day Program. Classes start in September after Labor Day and end in May before Memorial Day. All children must be toilet trained. Enrollment requirements include a

completed enrollment form and a registration fee of \$55 for new students and \$45 for returning students. Persons enrolling a child must provide proof of child's identity and age. Upon approval of child's enrollment, the registration fee will become non-refundable.

#### Priority Enrollment

We offer priority enrollment for RLC and RLS families. Current RLS students and siblings of current students can enroll their child on FEBRUARY 1st, 2018. RLC families and siblings of former RLS students can enroll their child on FEBRUARY 2nd, 2018. Enrollment forms and registration fees should be placed in the tuition lock box in the preschool room or mailed to RLC postmarked with the appropriate date.

#### Regular Enrollment

Open enrollment begins on February 5th for all other potential students. Enrollment forms and fees must be mailed to RLC postmarked February 5th. On February 5th, enrollment forms will be opened by the registrar in a random drawing and any available spots will be filled. All other potential students not enrolled, will be placed on the waitlist.

#### Waitlist Policy

After full enrollment is reached, any further enrollment forms received will be placed on a waiting list which will be managed by the Director on a first-come, first-serve basis. A registration fee is not required to be placed on the waitlist. Upon availability, the Director will notify the parents, and they will have two business days to pay their enrollment fee to secure place in the class.

#### **TUITION / FEES**

Tuition is paid monthly and is due by the first day of the month. Tuition is collected and deposited by our Registrar, Debbie Carlson. If there is a concern or question about payments, please contact Debbie at [carlsondeh@gmail.com](mailto:carlsondeh@gmail.com).

#### **Tuition is as follows:**

Faith Foundations = \$50/month

2 Day Program (Tues/Thurs) = \$130/month

3 Day Program (Mon/Wed/Fri) = \$175/month

5 Day Program (Monday – Friday 9AM-12PM) = \$265/month

Extended Day (Mon/Wed 9AM-2PM \*For 3 Day & 5 Day Program only) = \$50/month in addition to monthly tuition

- All tuition / fee payments should be placed in the locked box hanging on the wall around the corner from the classroom door.
- RLS accepts personal checks or direct mailed checks from your personal bank; no cash accepted.

- Please make checks payable to **Resurrection Lutheran School** (not Church) and indicate on the check **which month you are paying for and your child's name**.
- Please do not give checks to teachers.
- If a receipt is needed, please email the Registrar.
- If a check is returned, you will be responsible for the returned check fee.
- There are no deductions for absences or days missed due to weather-related closings.

### **Other Fees**

A supply fee is due at Orientation. This is a one-time fee.

Faith Foundations: \$25  
 Two Day Program: \$35  
 Three Day Program: \$45  
 Five Day Program: \$55

An annual, non-refundable registration fee must accompany enrollment application.

\$55 New Students  
 \$45 Returning Students  
 \$25 Faith Foundations

### **Late Payments**

Payments not received by the 5<sup>th</sup> of the month will be considered late, and a \$35 fee will be applied to that particular month's payment or the following month. In order to ensure prompt tuition payments, RLS will send email reminders monthly.

### **Sibling Discount**

RLS offers a sibling discount of \$10 off the lesser tuition per month. If both students are enrolled in the same class, the reduced rate would apply to one student's tuition.

### **ARRIVAL PROCEDURES**

Doors will open at 8:50AM and the school day begins at 9:00AM. **Please do not drop your child off in the classroom prior to 8:50AM as teachers are busy preparing for the day.** Parents should park in the main church parking lot, which is located in the back of the building. We ask that each parent escort their child through the lower-level back entrance and into the classroom where they will be greeted by the teachers. The teacher or assistant will personally greet the child. The doors will be locked at 9:15am.

### **DISMISSAL PROCEDURES**

Dismissal time is promptly at 12:00PM. For the month of September; however, the 2-day program students will be dismissed at 11:30AM. For dismissal, the entrance doors will be unlocked at 12:00PM for parents to enter the building (11:30AM for Tuesday/Thursday in September only).

### **Two, Three, and Five Day Program Class**

Upon arrival for pick up, please gather your child's things from the cubbies and hooks. The teachers or student callers will call students individually as the parents come to the door. We are asking the parents to then exit the hallway out the main exit at that time. If you need to speak to a teacher, please allow the classroom and hallway to clear before re-entering the classroom. The school doors will be relocked at 12:15PM.

The students will only be released to parents or caregivers who are named on the emergency form and pick up permission form that will be completed during orientation. Changes need to be in writing, so that there will not be any confusion. An email/text to the Director is sufficient. Written permission should include the person(s) name, relationship to the child, and date of when they will be picking them up. If there is ever a question regarding pick-up, we will insist on the child identifying the adult and/or ask for personal identification.

#### Late Arrivals/Early Dismissals

To ensure the safety of our children and staff, the doors to the school are locked at 9:15AM after the last child arrives and remain locked until 12:00PM. If you arrive after the doors to RLS are locked, please walk with your child up to the main entrance of the church. The main entrance door is located on the side of the main building directly across from the playground area and next to the handicapped parking lot. If that door is locked, please ring the doorbell for assistance. If you plan to pick up your child early, please notify the teacher upon drop-off. If you need to pick up your child unexpectedly, please enter the building through the main entrance as described above, as it may not be possible for a teacher to come and unlock the school door during class time.

#### Policy for a Child Not Picked Up By 12:30 PM or Later

Children who are not picked up by 12:30 PM, will remain in the classroom while the teacher or assistant calls parents or emergency contacts. Arrangements will be made for parents/emergency contact to pick up child immediately. If no one is available by phone to pick up the child, responsibility for the child will lie with the teacher until the parents or person designated by the parents can pick up the child. Calls will continue to be made until contact is made. Authorities and the Department of Social Services will be notified if the parents or designated adults have not been in contact with the Director or classroom teacher after 3 hours from the time the child should have been picked up.

#### Inclement Weather

In case of inclement weather, we will announce our schedule on our Facebook page and send an email. As a general rule, if Spotsylvania County schools are closed, RLS will be closed. If the county has a delayed opening, we will open at 9:30AM. If there is a question about school closure, please call/text Megan Snell (908) 692-5032. Due to our alternating class schedule, we are not able to make up school days due to closure nor can we offer refunds for days missed due to closure. If county schools close early, the school will not close early. Parents may choose to arrive early to pick up their children, but all staff shall remain prepared to continue teaching for the duration of the normal program time.

#### **VISITORS**

It is mandatory for all visitors entering the school during school hours to enter through the main church entrance and sign in at the church office.

## **FOOD SERVICE / SNACKS**

Children need to bring a small snack with them each day they are in class. Please, make sure your child has a nut-free snack. Special snacks or meals may be provided for seasonal celebrations or birthdays. Prior notice will be given on these days in case there are any food allergies/sensitivities. RLS will always provide water.

## **EXTRA CLOTHES**

Please provide a spare set of clothes in a ziploc bag, labeled with your child's name, in case of accidents or spills. The spare set of clothing should include 2 pairs of underwear, 1 shirt, 1 pair of pants and a pair of socks.

**Mark Your Belongings-** Please label EVERYTHING including backpacks, lunch boxes and clothing.

## **SCHOOL WORK**

Your child will have a cubbie where teachers will place special classroom news, papers that need to be signed and returned, or any other parent information, and daily art projects. Upon pick up, please place all papers inside your child's backpack or book bag. Please check their backpacks daily. We are sure they will be proud to show you their good work.

## **COMMUNICATION / CONFERENCES**

Communication between families and staff is the foundation for success in any early childhood program.

Parents are always welcome to visit the preschool at any time. Families are always welcome to ask questions about our program or share concerns with us.

Conferences will be scheduled by your child's teacher in January. If a conference or observation is desired at any other time, make an appointment with the teacher, who is always willing to discuss your child's progress. Newsletters and calendars contain important information on school events. Please be sure to read these and keep in a safe place. Regular emails with updates and important information will be sent by our teachers, so be sure that you have given an accurate email address.

Many events affect children's lives, both happy and sad. It helps staff to help your child when they are aware of events going on in your families. This information is kept private. Pending moves, family illness, death of a pet, or a parent on a business trip are all examples of events that affect your child. Please feel free to share what you are comfortable sharing so that we can help your child.

We will be available throughout the school year to keep the lines of communication open. Our scheduled conferences will be advertised in advance. If you have any questions or concerns at any time, please feel free to send a note, use email or call the teacher or Director.

## **VOLUNTEER OPPORTUNITIES**

We hope that all families will take an active interest in our school, and we welcome any feedback you may have. We believe that the relationship between the family and the school is vital. For that purpose, we offer a variety of opportunities for families to observe, participate in, and contribute to the program at RLS. Please consider volunteering your time and talents.

## **FIELD TRIPS**

Field trips are an important part of the program. A permission slip must be signed in the beginning of the year to cover for all field trips taken within that year. Parents will be notified about each trip and asked to help provide transportation. Each parent will need to provide a child safety seat or booster seat for each child to be properly restrained on these trips.

## **ORGANIZATION AND STAFF**

RLS is a direct ministry of Resurrection Lutheran Church. A school board, comprised of church members, the Pastor, and parents, serves as an advisory role for RLS.

### **QUALIFICATIONS OF PERSONNEL**

Before hiring staff, our RLS School Board determines the appropriate job qualifications. Our Lead Teachers are required to have a college degree, experience teaching in a classroom environment, and certification in first aid. Our Assistant Teachers are required to have experience with caring for children and certification in first aid.

RLS Five Day Program Teacher, Jeanne D'Anza, has been a Kindergarten Teacher in the Spotsylvania School System for 16 years. She has a Bachelor of Science with a teaching certificate in Elementary and Early Childhood Education. Prior to working in the public school system, Jeanne taught preschool at Christ Lutheran.

RLS Five Day Program Assistant Teacher, Becky Watson, has taught alongside Jeanne D'Anza as a Para Educator for 16 years. Prior to working in the public school system, Becky was an Assistant preschool teacher in California.

RLS Two Day and Three Day Program Teacher, Melissa Headley, was the Head Office Manager for 12 years at a dental office and the VBS coordinator for Ferry Farm Baptist Church. She has been a substitute teacher in the Spotsylvania County School system and has most recently been the lead Faith Foundations Teacher from 2015-2017.

RLS Two Day and Three Day Program Assistant Teacher, Carrol Martin, has been a Sunday School Teacher at FUMC, President of the RLS School Board, a substitute and assistant teacher at RLS for over 4 years, Director of RLS for 2 years and a substitute teacher for Spotsylvania County Schools.

RLS Director, Megan Snell, earned a BA in Elementary Education. She taught in the public schools for three years in third grade. She was an assistant teacher for the 2 day and 3 day program here at RLS for two years and served as Director last year.

### **HEALTH REQUIREMENTS FOR STAFF**

Staff employed at RLS is certified annually by a practicing physician to be free from any disabilities which would prevent them from caring for children. Documentation is on file at the school.

### **BACKGROUND CHECKS**



RLS requires sworn disclosure statements, criminal record checks, and child abuse and neglect central registry checks for employees, volunteers who will be alone with any child in the performance of their duties, school board members, pastors, and any other person who is expected to be alone with one or more children enrolled in RLS. Parent volunteers are required to complete a criminal record check. The checks and clearances are obtained within 30 days of employment or commencement of volunteer service.

### **PUBLIC LIABILITY INSURANCE**

RLS is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of RLS as a result of negligence.

### **HEALTH AND SAFETY INFORMATION**

#### **ADMINISTRATION OF PRESCRIPTION MEDICATION**

RLS staff will NOT administer any prescription or non-prescription medication during school hours.

#### **HAND WASHING PROCEDURES**

Because hand washing is the most important means of interrupting the transmission of communicable diseases among staff and children, all staff and students of RLS will wash their hands:

- Upon arrival at school
- Before eating
- After using the bathroom
- Upon return from outside
- When hands come into contact with bodily secretion (e.g., nasal, oral secretions)
- After handling unclean surfaces

#### **DAILY HEALTH SCREENING**

“Daily health screening” is a health observation of children designed to alert staff to the signs and symptoms of an illness by promptly identifying changes in a child’s pattern of behavior or physical appearance. Appropriate action may then be taken to protect the ill child from avoidable health risks and to prevent exposure of well children to an illness that might be contagious.

The health screening will be done by a trained staff member and may be completed by one or all of the following methods: looking at and touching the child’s hands, cheeks; running the fingers behind the ears and down the neck glands for any sign of fever or swelling; looking at the eyes; checking for signs of a runny nose or coughing; and by noting any unexplained bruises or skin rashes.

A religiously exempt child day center, like RLS, may not offer child care services to sick children. RLS is required to establish policies and procedures for a daily simple health screening and exclusion of sick children by a person trained to perform such screenings. Exclusion of a child means the child is not allowed to remain at RLS.

Children with the following conditions must be excluded and a parent or emergency contact will be called to pick up the child:

- Fever within the last 24 hours
- Symptoms of severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can remain in care).
- Diarrhea
- Vomiting within the last 24 hours
- Persistent abdominal pain
- Mouth sores with drooling
- Rash with fever or behavior change
- Purulent conjunctivitis
- Lice
- Scabies
- Tuberculosis
- Impetigo
- Strep throat or other streptococcal infection
- Chicken pox or shingles
- Whooping cough
- Mumps
- Hepatitis A
- Measles
- Rubella
- Unspecified respiratory tract illness
- Herpes simplex

The child will be given appropriate attention and isolated, if possible, from other children until a parent or adult designated by the parent takes charge of the child. The child needs to be picked up within one hour of notification. **The child needs to be fever-free and no vomiting for 24 hours before returning to school.**

**\*\*Please notify RLS if your child will be absent due to illness via email or text message\*\***

### **FIRST AID CERTIFICATION**

There will be a staff member, who is trained and certified in First Aid present at RLS or the church at all times. In the event of an injury, a trained staff member will assess the severity of the injury. If the injury is considered minor (bumps, scrapes, etc.) appropriate first-aid shall be given to the child and a note shall be sent home to the parents. If the injury is considered to be severe (broken bone, excessive bleeding, unconsciousness, etc.) immediate first aid will be given and paramedics will be called immediately. The parents will be notified and instructed to report to the school. All medical consent forms, medical information, and accident insurance information will be made accessible for paramedics. If the parents are not in attendance at the time the child is transported to the hospital (Mary Washington Hospital), a staff member will accompany the child and bring all pertinent medical information and release form. The remaining staff at the school will inform the parents upon their arrival as to the location of the hospital where the child was taken. An injury documentation form will be completed by attending staff member and kept on file for at least one year in an administrative file.

### **IMMUNIZATION PROVISIONS**

RLS requires all parents to submit proof of adequate age-appropriate immunization prior to attendance.

## **PLAYGROUND SAFETY PLAN**

The teacher will accompany the children to the enclosed playground. At least two adults will be in attendance at the playground whenever the class is playing. One adult will observe the entire area and the other adult will handle individual situations. In case of an emergency, one adult will take a child inside. The remaining adult will supervise the remaining children. At no time will the children be left unsupervised by an adult.

On arrival at the playground, the adults will survey the grounds for dangerous materials; i.e.: sticks and glass. They will also check for broken equipment and other hazards such as wasps and inadequate mulch under equipment. When broken equipment or hazards are discovered, immediate steps will be taken to eliminate the hazard or the area will be marked off limits to the children and reported to the Director, who will in turn report to the RLS School Board President or church property chairperson.

Our playground will be closed when there is not an RLS staff member working inside the school. Typically, this will be by 12:30pm everyday. The church and school came to this agreement for the safety of our families at RLS.

## **MAINTAINING AN ENVIRONMENT FREE OF OBVIOUS INJURY HAZARDS**

The following steps will be taken to insure minimum injuries occurring at the school:

- A weekly inspection of the building and playground shall take place.
- Repairs and maintenance shall be made at once.
- The playground safety plan shall be followed.
- Staff/child ratios shall be maintained.

## **RECOGNIZING AND REPORTING CHILD ABUSE**

All RLS staff members will be trained on recognizing, reporting, and responding to child abuse and neglect. If child abuse is suspected, it shall be reported to the Director, who will in turn notify the Department of Social Services (Child Protective Services) or the statewide Child Abuse Hotline: 1-800-552-7096. Documentation must be on file with the child's records after completing the appropriate child abuse/neglect report.

## **PROOF OF A CHILD'S IDENTITY AND AGE**

RLS requires all parents to provide proof of their child's identity and age upon enrollment by bringing one of the following:

- A certified copy of the child's birth certificate
- Notification of birth (hospital, physician or midwife record)
- Birth registration card
- Passport
- Copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies)
- Copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent
- School record from a public school in Virginia, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented.

If the parent, guardian, or other person enrolling a child in RLS for longer than two consecutive days or other pattern of regular attendance does not provide the information required within seven business days of initial attendance, RLS shall immediately notify the local law-enforcement agency of such failure to provide the requested information. Inability to present the above information within the time frames does not prohibit enrollment or attendance of the child. However, RLS is required to document that the local law enforcement agency was contacted.

## **EMERGENCIES**

All classrooms will have a written plan for an intruder/active shooter or evacuation from the building, including a meeting location and the duties of all staff personnel in the classroom. A diagram of primary and secondary routes of exit will be posted by the door. Monthly fire drills will be conducted and documented.

If a weather-related emergency occurs (tornado, flood, severe storm), the children and staff will assemble in the hallway or bathroom, away from windows or the presence of dripping or standing water. They will re-enter the classroom when the weather conditions stabilize and conditions within the classroom appear safe. The teacher or Director will authorize when these conditions exist.

In the event of a snow storm, the school will not close early. Parents may choose to arrive early to pick up their children, but all staff shall remain prepared to continue teaching for the duration of the normal program time.

### Emergency Evacuation Procedure

When the evacuation alarm is sounded, teachers will pick up their phones and class lists (located behind the main classroom door in the first aid bag) and line up the children at the door. They will then count the children in line and make sure everyone is present. The class will exit through the main school entrance and up the stairs to the parking lot, then across the parking lot to the grass. If the main school entrance is blocked, the teachers will exit the building through the exit door nearest the stairwell. The class will continue down the sidewalk and up the ramp to the parking lot. The teacher will count the children to make sure everyone is out of the building. In the event of an actual fire or emergency, after all the children have been accounted for, the teachers will notify 911 on their cellphones.

## **BEHAVIOR POLICIES**

### **REMOVAL OF STUDENT FROM SCHOOL PROGRAM**

A child may be removed from RLS for the following reasons:

- 1) Child becomes a physical or psychological threat to himself, classmates, or any staff member.
- 2) Disruptive behavior that impedes the learning process in the classroom.
- 3) Willful destruction of school property.
- 4) Determination that RLS cannot meet the needs of the child. (May be a non-disciplinary action)

### Procedure for Disciplinary Action

- 1) Teacher will identify and document behavior.
- 2) Teacher will notify the RLS School Board and classroom of strategy to eliminate behavior.

- 3) Teacher will meet with parent, who will be informed that at the next incident a parent will be called and asked to pick up the child at that time. One parent must be available to pick up the child. The child will remain home for one week.
- 4) Upon return, parents will meet with the Director and he/she will explain that if another incident occurs, the Director may authorize removal of child from program if all efforts in the classroom have failed to eliminate problems and it is determined to be in the best interests of the classmates.

#### Procedure for Non-Disciplinary Action

- 1) Teacher will meet with parents to discuss concerns, strategy, and options.
- 2) Teacher and Director will meet with the parents.
- 3) Teacher and/or Director may consult professionals: physicians, counselor, learning specialist, special education resource personnel, etc.
- 4) The Director may authorize removal of student from program if it is determined to be in the best interests of the child and classmates.

#### Biting Policy

*First Incident:* The student will be isolated from the rest of the class while a parent is called and asked to pick up the child at that time.

*Second Incident:* The student will be isolated from the rest of the class while a parent is called and asked to pick up the child at that time. It will be necessary for the student to remain at home for one week. Upon students' return, one parent must be available for two weeks to take the child home if a third incident occurs.

*Third Incident:* As above, the student will be isolated and a parent will pick up the child from school. The child will remain at home until a conference between the parents and teacher has taken place, discussing relevant individual circumstances and determining whether the child will remain in the preschool program. A recommendation will be made by the teacher and final determination will be made by the school board.

### **VEHICLE POLICIES**

#### **VALID VIRGINIA DRIVER'S LICENSE**

A valid Virginia driver's license will be held by any person who will be transporting any RLS students.

#### **VEHICLE INSPECTIONS**

All vehicles that used to transport students from RLS must be inspected every 12 months and display a current inspection sticker.

#### **MOTOR VEHICLE INSURANCE**

Every person who will be transporting the RLS students must have an insurance policy that shall:

- Designate by explicit description or by appropriate reference, all motor vehicles with respect to which coverage is intended to be granted.
- Insure as insured the person named and any other person using or responsible for the use of the motor vehicle or motor vehicles with the permission of the named insured.

- Insure the insured or other person against loss from any liability imposed by law for damages, including damages for care loss of services, because of bodily injury to or death of any person, and injury to or destruction of property caused by accident and arising out of the ownership, use, or operation of such motor vehicle or motor vehicles within the Commonwealth, any other state in the United States, or Canada, subject to a limit exclusive of interest and costs, with respect to each motor vehicle, of \$25,000 because of bodily injury to or death of one person in any one accident and, subject to the limit for one person, to a limit of \$50,000 because of bodily injury to or death of two or more persons in any one accident, and to a limit of \$20,000 because of injury to or destruction of property of others in any one accident.

#### **CHILD RESTRAINT DEVICES**

While riding in a motor vehicle, all students of RLS will be properly secured in a child restraint device of a type which meets standards adopted by the United States Department of Transportation.