School Handbook



Resurrection Lutheran School

Preschool and Child Development Center

Rev. Jan 2026

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Table of Contents

WELCOME	3
ABOUT RESURRECTION LUTHERAN SCHOOL (RLS) PHILOSOPHY PURPOSE LICENSING INFORMATION DISCLOSURE RELIGIOUS AFFILIATION CAPACITY	4
GENERAL OPERATIONS SCHOOL HOURS SCHOOL HOLIDAYS & CALENDAR ENROLLMENT & REGISTRATION PROCEDURES	5
DROP OFF & PICK UP POLICIES DROP OFF POLICY PICK UP POLICY PARKING & PARKING LOT SAYING GOODBYE & SEPARATION	6
PAYMENTS & FEES TUITION & BILLING SICK/VACATION DAYS POLICY LATE PICK UP FEES FAMILY REFERRAL PROGRAM	7
CLASSROOMS INFANT CLASSROOMS TODDLERS & TWOS CLASSROOMS PRESCHOOL CLASSROOMS SAMPLE DAILY SCHEDULE	8-12
CURRICULUM INFANTS/TODDLERS/TWOS PRESCHOOL CHRISTIAN EDUCATION CHAPEL TIME	13
DIAPERING & POTTY TRAINING	14
NAPTIME INFANT TO 10 MONTHS TODDLERS & PRE-K	14
MEALS & MILK INFANT MEAL TIME OLDER INFANT & TODDLER MEAL TIME MEALS SNACKS FOOD ALLERGIES	15-16

STAFF & PARENTS STAFF PARENT PARTICIPATION COMMUNICATION	17-18
HEALTH, SAFETY, & DISCIPLINE HEALTH & SAFETY ALLERGIES MEDICATION CLEANING & SANITATION DISEASE PREVENTION EMERGENCY & DISASTER PREPAREDNESS EMERGENCY CLOSINGS MISSING CHILDREN DISCIPLINE ACCIDENTS & INCIDENTS CONFIDENTIALITY BITING & INJURIES ACCIDENTS & INSURANCE	19-24
OTHER IMPORTANT INFORMATION BIRTHDAYS TOYS FROM HOME DISMISSAL FROM THE CENTER WITHDRAWAL FROM THE CENTER SPECIAL NEEDS PHOTOGRAPHS & VIDEO	25-26
PARENT HANDBOOK RECEIPT	27

Welcome!

Thank you for choosing to be a part of the Resurrection Lutheran School family and trusting us with your child's care and early education. We want to assure you our school is a safe and nurturing environment for learning which enables children to grow through fun, intentional and challenging activities. Ultimately, we strive to create a Christian environment that fosters friendships and creates a supportive network for you and your child. We want to work with you and for you to aid in the healthy development of your child. Watching your child grow and learn will bring joy to all of us. By having open and ongoing communication with families, we are able to provide more individualized care and connect the home with Resurrection Lutheran School. It will also help assure that there are no misunderstandings and that we are aware of the requirements and expectations of one another.

We want to have a significant positive impact on your child. By providing a high quality program based on meeting the individual needs of the child, we hope that you and your child will look forward to coming to school each day. You are welcome in the center at any time. If you wish to join your child for lunch, observe your child in the classroom, or speak with the teachers, center management, or other families, just let us know and we will be happy to include you.

Starting school, whether for the first time or at a new school, is a big adjustment for everyone. Our teachers and administrators look forward to welcoming you and helping you and your child get acclimated.
Here are some suggestions for easing the transition for you and your child:

- Visit the center with your child before his or her start day.
- Establish a routine of talking with staff and settling in slowly. This will tell your child that you feel the school is a good place to be, not a place from which you want to hurry away.
- Bring a family photograph for your child to look at during the day.
- Say goodbye to your child rather than slipping out. Your child will recognize that although you are leaving, you will be back.

We look forward to getting to know you and offering you and your child a loving, safe, and Christian environment.

Sincerely,

Melanie Mesick, School Director
schooldirector@rlcnn.org

ABOUT RESURRECTION LUTHERAN SCHOOL

PHILOSOPHY

God created children to be His treasures and He loves every one. At Resurrection Lutheran School (RLS) we honor God by providing a loving, safe, and fun place where children can learn and grow. The first few years of a child's life are a critical time for their learning. We provide an environment where children can learn through experience and interactions. This is why the Bible says, "start off a child the way they should go and they will not depart from it," (Proverbs 22:6, NIV). Showing children the love and grace of Jesus Christ daily will have a long lasting and, hopefully, eternal impact on them.

We believe children benefit most when there is a strong relationship between family and school. We strive to create an environment where children, parents, and staff feel a strong sense of partnership and belonging. We recognize that each child is an individual and feel that children learn best by being active participants in their learning. "For you formed my inward parts; you knitted me together in my mother's womb. I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well," (Psalm 139: 13-14,ESV). We believe that children deserve to grow at their own rate in a warm, nurturing, and supportive environment. We welcome all children, regardless of race, religion, ability, or cultural background.

PURPOSE

Resurrection Lutheran School is the primary ministry of Resurrection Lutheran Church. We exist to provide a safe and loving environment where children can grow, learn, and know Jesus.

LICENSING INFORMATION

Resurrection Lutheran School is recognized by the Virginia Department of Education as a Licensed Day Center. Information about the licensing of Child Day Programs by the Department of Social Services can be found at http://www.dss.virginia.gov/ family/children.

DISCLOSURE

RLS does not disclose information regarding an individual child or family to persons other than The Virginia Department of Education, Social Services, or government officials acting in the course of their duties.

RELIGIOUS AFFILIATION

Resurrection Lutheran School is a ministry of Resurrection Lutheran Church, a religious body of the Lutheran Church Missouri Synod (LCMS).

CAPACITY

Resurrection Lutheran School has the capacity to care for 172 children: 43 children under the age of two and a half and 129 children ages two and a half to twelve years of age.

GENERAL OPERATIONS

RLS is open year-round, 6:00 am - 6:00 pm. There will be exceptions based on the holiday schedule. Please check your current school year calendar for details. RLS is licensed for children ages six weeks to twelve years.

SCHOOL HOURS

School opens at 6:00 am and closes at 6:00 pm

All children must arrive at school by 9:00 a.m.

SCHOOL HOLIDAYS & CALENDAR

Resurrection Lutheran School will be closed on the following holidays:

- New Year's Day
- President's Day
- Martin Luther King Day
- Good Friday and Easter Monday
- Memorial Day
- Juneteenth
- July 4th (or observance of)
- Labor Day
- Columbus/Indigenous Peoples' Day
- Veteran's day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day and the day after
- New Year's Eve (3 pm)

ENROLLMENT & REGISTRATION PROCEDURES

We cannot accept responsibility for your child if enrollment forms are not complete or current! Prior to enrollment, the following must be submitted for each child:

- Registration Form
- Documentation of immunizations
- Physical Exam Form
- Proof of identity and age*

*Acceptable documents include a birth certificate, birth registration, notification of birth, passport, or copy of the placement agreement. We are not required to keep the proof of identity but the state requires that we document that we have viewed this information.

All currently enrolled children are guaranteed future enrollment, as long as the necessary forms and fees are returned by the deadline, and there are **NO** outstanding tuition fees.

DROP OFF & PICK UP POLICIES

DROP OFF POLICY

Parents must walk children into the building, sign children in with the QR code on the **Sign-In/Out Sheet**, and make sure a staff member knows of the drop-off. **All children must arrive at school by 9:00 a.m.**

PICK UP POLICY

At the end of the day, enter the building, sign children out with the QR code on the **Sign In/Out Sheet** and be sure a staff member knows you are there. It is extremely important that you arrive on time to pick up your child. Late pickups cause anxiety in children. It also can create problems for teachers as many of them have evening commitments such as school, families etc. In addition, we are not licensed to care for children after 6:00 pm. We recommend that you plan on arriving prior to 6:00 pm to allow yourself some time to hear about your child's day.
For your child's security, and your peace of mind, your child may only be picked up by those individuals listed on your Emergency Contact List. If you have not personally introduced us to this person, we will ask for identification. We require notification whenever the primary person is not picking up your child. We will not release your child if you send an individual who is not on the list, and we cannot reach you by telephone.

PARKING & PARKING LOT

Families may park in the parking spaces closest to the school entrance, in the circular drive. All children in the parking lot must be holding the hand of an adult. Please do not leave the car running or children unattended in the car. It is everyone's responsibility to use safe speed in the parking lot; remember children may be present.

SAYING GOODBYE & SEPARATION

When leaving your child at school, please give a clear goodbye and hand off to a staff member. The teachers will take over and engage your child; this allows your child to start building trust and to begin to feel comfortable. Children can feel anxious about a new environment. It may also be affecting you. It is important that you maintain a positive attitude and convey the expectation that your child will have a wonderful time at school. Please feel free to contact the office by phone or app to check up on your child. Separation is natural and affects children in different ways. If you anticipate a struggle, it is a good idea for you to shorten your child's time at school for their first few days. Several hours can seem long to a child in a new situation.

Children separate from their parents and adjust to school in many ways. One child runs into the classroom and never looks back while another may take several weeks to feel comfortable in a new setting. Children can make an easy transition in the beginning and go through separation difficulties later in the year. High emotions during separation are normal and we are prepared to help your child in the way that is best for him or her. Showing your confidence in them is the best gift you can give them and will enable them to be confident in themselves.

PAYMENTS & FEES

TUITION & BILLING

Tuition is charged weekly and is to be paid by the Friday before the week of service. A late fee of $25.00 will be applied daily if the payment has not been received by close of business Friday prior to the week of care. If fees are unpaid, care may be withheld or the child's enrollment may be terminated.

SUBSIDY BILLING

Monthly parent portions are due on the first of each month. Any weekly overages are to be paid by the Friday before the week of service. A late fee of $25.00 will be applied daily if the payment has not been received by close of business Friday prior to the week of care. If fees are unpaid, care may be withheld or the child's enrollment may be terminated.

SICK/VACATION DAYS POLICY

RLS requires parents to pay full fees even when your child isn't in attendance (for illness, vacation, or holidays). This reserves your child's spot, not just attendance, to cover the school's fixed costs and to ensure your child's enrollment remains held and staff are retained.

LATE PICK UP FEES

If you are late picking up your child an initial $25 fee will be charged. Additionally you will be charged $1 per minute of care provided during that time. You are expected to pay late pick up fees within the week. Dismissal may occur after the 3rd instance of being picked up late. If fees are unpaid, the child's enrollment may be terminated. It is also considered a late pick up if your child is being sent home from school for any reason and they are not picked up within 1 hour of notification from the school.

FAMILY REFERRAL PROGRAM

When a family enrolls and attends for 30 days based on your referral, you will receive a tuition credit of $25. We are thankful when a family tells another family about their positive experience at RLS.

CLASSROOMS

Infants	6 weeks - 16 months
Transitional Toddlers	16 months - 24 months
Toddlers/2s	24 months - 2.5yr
Older 2s	2.5 years and up
PreK-3	3 yrs old by September 30
PreK-4	4 yrs old by September 30

***These ages are subject to change and dependent upon your child's development.**

INFANT CLASSROOMS

At Resurrection Lutheran School, infants will be provided the environment and opportunities to:

- Roll, crawl, and pull up to explore the environment
- Pay attention to people and things by watching, listening, and responding to them
- Use their senses to explore the world around them
- Develop communication skills by reacting to, recognizing, and responding to verbal language
- Make simple vocal sounds and movements to express themselves
- Vocalize, babble, and form consonant and vowel combinations
- Use fine motor skills and hand movements to hold and manipulate objects intentionally
- Calm and comfort themselves when supported by caregiver
- Respond to and engage in caretaking routines with a primary caregiver
- Form and maintain secure attachments
- Master new movements, including walking across the room, walking backward, and marching

Teachers work with the parents to develop the child's daily schedule, including nap times, play times, and feeding times. All programs are customized to your child's progress, needs, and age.

What to Bring

- Filled bottles with the date, time prepped, time to feed, and child's name labeled clearly
- Diapers
- Canister of Formula
- Diaper creams
- Non-table foods
- Enough clothing for four changes including shoes after three months
- Pacifier, if applicable

***Label all of your belongings using a tag or tape, with the child's first and last name.**

Never leave medications in a diaper bag. All medications brought into the school must be accompanied by the proper form.

“Shoe-free” Environment for the Infant Room

RLS wants to provide a clean, safe, and healthy environment in the infant room. We ask that adults entering the infant room please put on shoe covers or remove their shoes. This will help prevent dirt and germs from being brought into the room and onto the floor. Infants spend much of their time exploring on the floor, so it is best that this area be kept as clean as possible.

Infant Sleep Safety

- Until their first birthday, babies will sleep on their backs for all sleep times. Some babies will roll onto their stomachs. Staff will always place your baby to sleep on the back, but if your baby is comfortable rolling both ways (back to tummy, tummy to back), then staff will not return your baby to the back.
- If your baby falls asleep in a car seat, stroller, swing, infant carrier, or sling, staff will move him or her to a firm sleep surface on his or her back as soon as possible.
- A crib that meets the Consumer Product Safety Commission (CPSC) standards is used with a firm mattress and fitted sheet. Nothing else will be in the crib except for the baby.
- For warmth, you can provide infant sleep clothing, such as a wearable blanket.
- Staff can swaddle your baby. However, the baby will always be on his or her back when swaddled. The swaddle will not be too tight or make it hard for the baby to breathe or move his or her hips. When your baby looks like he or she is trying to roll over, we will stop swaddling.
- The American Association of Pediatrics recommends giving a pacifier at nap time and bedtime. This helps reduce the risk of SIDS, even if it falls out after the baby is asleep. It is okay if your baby doesn’t want a pacifier, some babies simply don’t like them. If the pacifier falls out after your baby falls asleep, staff will not put it back in.

Infant and Toddler Daily Sheets

It is important that everyone who cares for your child has a sense of his or her daily experience, both at home and in the center. Daily Reports are available through the app and will give you a sense of your child’s day and keep you informed about his or her experiences.

Transitions

We take great effort to make transitions as special and as smooth as possible for children and their families. This is done by slowly integrating children into a new program and by customizing care and communication throughout the transition period. During a transition, current and future teachers meet your child and gently integrate them into the new environment through visits to the new classroom to keep them comfortable and feeling secure.

TODDLERS & TWOS CLASSROOMS

Toddlers and Two year olds will learn by:

- Singing or reciting a song or rhyme that contains alliteration
- Further developing communication skills by demonstrating an understanding of positional words such as over, under, up and down
- Using writing tools with their fist or the whole hand and beginning to make lines or scribbles
- Describing and finding meaning in what they write
- Growing their vocabulary to identify people, animals and objects with words
- Participating in simple back-and-forth conversations
- Using teachers and friends to help solve problems
- Imitating the way a classmate uses a toy or tool and finding a creative way to use the materials
- Reacting and responding appropriately to the wants and needs of teachers and classmates
- Showing facial expressions and responding to friends or others through movements
- Attempting to accomplish routine tasks independently
- Separating from their parents without becoming upset and joining in an activity with a caregiver

Toddlers

Your toddler is constantly testing the environment with a “fearless” spirit. Through smell, sound, taste, sight, and touch, toddlers are growing and learning.

What To Bring

- Book bag or bag
- Change of clothes, including underwear
- Diapers or pull-ups, if necessary

***Label all of your belongings using a tag or tape, with the child's first and last name.**

All bedding will be laundered on site. Please do not bring personal sleep items. You will be notified when your supplies run low.

Clothing

All clothing that children bring to school must be clearly labeled. Children often get dirty using paints and other hands-on materials, or from toilet accidents or playing outside. Please take this into consideration when getting your child dressed for the day. If your child needs a change of clothes and does not have one, we will use our resources from the school. Please launder and return them within a few days. During winter months, each child will need warm coats/jackets, hats, and mittens. We go outside for fresh air most every day, weather permitting.

PRESCHOOL CLASSROOMS

In order to be enrolled in a PreK classroom,children must meet the age requirement by September 30th. In addition, children must be mostly potty trained to be eligible for PreK-3 and be fully potty trained to be eligible for PreK-4. If your child does not meet this criteria by their first day of school, they are not ready for the preschool program and we will enroll the child in a Two Year Old program. Pull-ups are acceptable only at nap time and provided your child only needs minimal assistance from teachers.

Beginning Preschool

We want all children to make a successful transition into preschool. Talk to your child about all the fun things they can look forward to. Tell him or her about the wonderful things they are going to explore. Tell your child the teacher's name and remind them that you will be coming back to pick them up at the end of the day. If you need to check on your child's progress throughout the day, please feel free to do so!

What To Bring

- Bookbag
- Change of clothes, including underwear
- Pull-ups, if necessary
- Water Bottle

***Label all of your belongings using a tag or tape, with the child's first and last name.**

All bedding will be laundered on site. Please do not bring personal sleep items. You will be notified when your supplies run low.

Clothing

All clothing that children bring to school must be clearly labeled. Children often get dirty using paints and other hands-on materials, or from toilet accidents or playing outside. Please take this into consideration when getting your child dressed for the day. If your child needs a change of clothes and does not have one, we will pull from our resources. Please launder and return them within a few days. During winter months each child will need warm coats/jackets, hats, and mittens. We go outside for fresh air most every day, weather permitting.

Progress Updates & Conferences

It is important that we communicate well and clearly. Printed assessment summary reports are provided upon request twice during the year, for preschool students. Twice a year assessment based Parent/Teacher Conference times will be offered. Although arrival and departure time may be the most convenient time to discuss concerns with the teachers, it is imperative that teachers stay focused on the children during that time. Keep conversations with teachers brief during those times, but feel free to schedule a meeting during business hours for uninterrupted time.

SAMPLE DAILY SCHEDULE

6:00 am - 8:00 am	Arrival/Good Morning/Breakfast/Quiet Centers
8:00 am - 9:00 am	Quiet Centers: Math & Manipulatives and literacy centers
9:00 am - 9:15 am	Group Meeting: shared reading, song, attendance, current concepts and schedule.
9:15 am - 10:00 am	Indoor Choice Time - centers and small group
10:00 am - 10:15 am	Snack
10:15 am -11:00 am	Outdoor Choice Time
11:00 am - 12:00 pm	Story/Create time/Lunch Prep
12:00 pm - 12:30 pm	Lunch
12:30 pm - 2:30 pm	Rest Time & Quiet Activity
2:30 pm -3:00 pm	Wake-up and Snack
3:00 pm - 3:15 pm	Afternoon Meeting: daily recap, read aloud, discuss tomorrow
3:15 pm - 4:00	Outdoor Choice Time
4:00 pm - 6:00 pm	Free Choice Centers/ Pick-up

CURRICULUM

The primary curriculum we use is: STREAMin3.

INFANTS/TODDLERS/TWOS
Infants, Toddlers, and Twos are offered a curriculum, as all children are here. Children at this age are changing minute by minute. Our goal is to provide an amazing environment for them to grow and to learn, while modeling the love of Christ in all we do and say.

PRESCHOOL
Our preschool program exposes children to core academic areas such as literacy, math, and science, as well as other essential areas, such as art, social and emotional, Christian knowledge, relationships, and behavioral development. Children get to engage in various learning activities to further develop creative thinking and problem solving, as well as, opportunities to discover their gifts and talents. The teachers integrate Bible knowledge, spiritual growth, and everyday moral expectations into their curriculum.

CHRISTIAN EDUCATION
Sharing the day with loving people who have strong Christian beliefs and encourage Christ-like behaviors will lead to a stronger child ready to face the world's challenges. At RLS, we provide an environment where children will find and grow their spiritual selves. In doing so, each child will begin to discover who God has created them to be and how to use their blessings and gifts. Specifically, children will learn:

- The 10 good rules God gave in the Old Testament
- Stories from the Old and New Testament
- The New Testament books of the Bible
- Strong spiritual, emotional, mental, physical, and social skills
- Natural development in areas of responsibility, creativity, independence, forgiveness, and obedience
- The value of loving God, neighbor, and self

CHAPEL TIME
Chapel is held weekly for all children attending RLS. Chapel will include praise and worship, a Bible story/Bible talk, and prayer time. This is regularly led by the Director of Resurrection Lutheran School, or teachers.

DIAPERING & POTTY TRAINING

DIAPERING

Parents will provide all diapers for their child(ren). Your child will be changed every two hours throughout the day, and as needed. Disposable diapers only. Parents will provide diaper cream and fill out the appropriate form which will specify use instructions.

POTTY TRAINING

When your child is ready, and around age 2 and a half years old, we work closely with you to train in a consistent, calm, and encouraging manner. We celebrate success and keep a positive upbeat attitude when your child has an accident. Your child's teacher will keep you posted on progress here at school. Please let us know how things are going at home. Be prepared that sometimes a child can be successful in one environment before another. For instance, a child may do well at home, before having success at school.

NAPTIME

INFANTS TO 16 MONTHS

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for a walk in the stroller, they will be put in their cribs to continue their sleep. Between 12 and 15 months, cot sleeping will be encouraged. Staff will position infants under 12 months on their backs when placed in cribs to sleep. Positioning infants on their back to sleep will decrease the risk of SIDS. Once your child is out of a crib, a washable, appropriately sized sheet will be provided. We provide a crib or cot for all children with the expectation they will rest. Soft music will be played, and backs are rubbed.

TODDLERS & PRE-K

We offer a two-hour nap time each afternoon following lunch. All children will be provided with their own cot or crib with the expectation they will rest. As the children get older, we allow other quiet naptime activities. A washable, size appropriate, blanket, and sheet will be provided by RLS and used for rest time and will be washed weekly. Soft music will be played, and backs are rubbed

MEALS & MILK

INFANT MEAL TIME

We follow an infant-led feeding schedule for the younger infants. As they grow to start eating solid foods, their eating needs will change, and the eating times will be adjusted toward the toddler schedule. During lunch, infants not yet eating table food will be served cereals and baby foods. RLS will provide all baby food and cereals. Once the infant is on table food, you have the option of choosing our food or providing the food. If a child needs a specific type of food for a medical condition, a doctor's note will need to accompany this.

Formula (Infant room)

RLS provides one brand of formula, Member's Mark Gentle Premium. Parents may provide their own formula.

Breast Feeding (Infant room)

We support breastfeeding and can accept freshly expressed breast milk. We also have a breastfeeding room if you wish to nurse or pump during operational hours. Breast milk must be provided in a ready to drink bottle. We cannot accept bags or other containers of breast milk.

Bottles (Infant room)

Parents of bottle fed babies will need to provide a daily amount of plastic bottles with name and date, nipples, and lids. Glass bottles are not to be brought to the center. Only breast milk, formula, or water can be placed in your child's bottle.

OLDER INFANT & TODDLER MEAL TIME

Children who are 12 to 18 months old will be given the snacks that are being served and drink whole milk. Once they are 24 months or older and move over to the toddler class, 1% or skim milk will be served. The older infants will be sitting at a transitional table in chairs with trays or small chairs.

Bottles (Toddler room)

Children in the toddler room are still able to have milk but must be off the bottle. RLS will provide 1 sippy cup labeled with name and date.

Sippy Cups & Water Bottles (Infant to Pre-K room)

RLS is providing all school sippy cups and water bottles.

MEALS

RLS is a NUT FREE ENVIRONMENT. Weekly or Monthly menus of food being served will be posted in the lobby. Copies are available upon request. Breakfast, lunch, and AM/PM snacks are served to children who attend full days. Special diets and allergies should be made known during registration. Any dietary limitation preventing your child from having a USDA approved diet, such as an allergy to milk, must be accompanied by a physician's written statement.

Please be aware that we try to keep a healthy perspective on nutrition. We offer your child healthy snack choices throughout the day, keeping in mind that the occasional treat is fun. We serve meals that contain:

- Protein
- Fruit
- Vegetable
- Grain
- A Drink

Here are some frequently served lunch options:

- Juice Box or water bottle
- Applesauce or fruit cup
- Cinnamon wheat toast
- Bean or meat and cheese burrito
- Turkey & cheese roll up
- Cheese quesadillas
- Chicken or tuna salad
- Oatmeal
- Beefy Mac with a vegetable sauce
- Mac and cheese
- Grilled Cheese
- Chicken and Rice
- Pizza
- Muffins
- Cereal
- Sandwiches
- Chicken Alfredo
- Soup
- Meatballs
- Yogurt

To aid in your child's independence, we make lunch as easy as possible. Staff members will be sitting with your child at lunch to help and guide this time. Children will be given assistance with opening food, containers, etc. Children and teachers use this time to interact, socialize, and learn table manners.

SNACKS

Nutritious snacks will be offered in the morning and in the afternoon. They include items such as cheese and crackers, veggies and dip, cereal and milk, and yogurt. A menu is posted on the bulletin board.

FOOD ALLERGIES

RLS IS A NUT FREE FACILITY. Our school protects children when it comes to food allergies. If your child has a food or nut allergy, you must indicate this on the enrollment paperwork, as well as inform the Director at time of enrollment. Every effort will be made to accommodate your child. We will offer alternative snacks, and make sure they are in an allergy free area at lunch, if needed. We cannot guarantee a nut free environment, but we will do our best. We do have children in our program that have life threatening allergies. Parents may provide an EpiPen if prescribed by their pediatrician with the appropriate documentation.

STAFF & PARENTS

STAFF

All of our staff is carefully chosen based on the special qualities, experience, and talents they have to offer to the children in our program. We also believe our teaching staff need to be dedicated learners themselves and we provide opportunities for continuing education and professional development throughout the year. All of our teachers have gone through an interview process with the Director. They have an understanding of how to manage a classroom and how to help children become the best they can be. We check references and perform thorough background checks for all staff. They are CPR and First Aid certified. We offer continued training and development in the form of workshops and classes. Lead teachers and Assistant Teachers meet and, in most cases, exceed the Virginia Department of Education requirements. Leads have taken formal early childhood education/child development classes and many hold degrees in early childhood education or a related field. It is a requirement for them to continue their education and experience in an early childhood classroom. They have experience, education, and a love of Jesus Christ.

Reporting Suspected Abuse/Neglect

Staff members are required by law to report suspicion of child abuse or neglect to the Child Protective Services Unit of the Department of Social Services.

PARENT PARTICIPATION

We welcome and encourage parent participation in our program in a variety of ways. We have family activities throughout the year. These events offer an opportunity to get to know other RLS families and to see your child in action with their school friends. You will be invited to family fun events, the Christmas Program, PreK-4 Graduation, church events, and many more! We also invite you to share your time, talents, hobbies or occupations by offering an in school field trip. For some children, a second goodbye is more than they can handle. If your leaving is stressful to your child, it may be best not to come visit unless you are planning to take your child with you when you leave.

Visiting Your Child

Section 63.2-1813 of the Code of Virginia states that a custodial parent or guardian shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program. This admission only grants you access to the school lobby.

We reserve the right to limit visits if we find they are disruptive to the child or program.

COMMUNICATION

At RLS, we pride ourselves in open communication. It is extremely important to be in close contact with parents regarding their child's day. We are available to talk at morning drop off, pick up times, or you can call in during the day. Since drop off and pick up times can be a rushed and busy time for children, parents, and staff, if you would like to have more than a few moments to chat, please set up a time to conference by phone, or to come in and speak to your child's teachers. We also ask that you share with us information that may be affecting your child in school so that we can best understand and assist. This includes health issues or major changes at home. Communication is important to us! No question is ever too small or "silly" to ask. Please call with any questions or concerns. There are a variety of ways we communicate with parents:

- Sign in Areas: Many notices will be posted here.
- Brightwheel: Our parent communication app.

Family Communication

We are committed to creating a strong home and school connection by developing a process of open, honest communication with you regarding your child's development and experience at the school. This process includes a continual exchange of information between you, the staff, and the administration.

HEALTH, SAFETY, & DISCIPLINE

HEALTH & SAFETY

For the protection, health, and well-being of all the children and staff at the school, the following rules must be adhered to regarding sick children.

Fever	A child with a fever is to be excluded until they are fever-free without fever reducing medications for 24 hours. A fever is defined as a temperature greater than 100.4 degrees. Children who are sent home with a fever will not be admitted to school the next day.
Strep Throat	Your child may return 24 hours after antibiotics have started.
Vomit	A child may return to school 24 hours after the last episode.
Colds	Described as irritated throat, watery discharge from nose and eyes, and sneezing. A cold may or may not include a fever. Children are most often contagious in the early stage when everything is runny. A green discharge is a typical sign of an infection. A child may return after symptoms subside, and medication has been given for at least 24 hours.
Diarrhea	Your child may return 24 hours after the last episode.
Eye	Bacterial: your child may return 24 hours after the antibiotic has begun and the ooze has stopped. Viral: your child may return with a doctor's note saying they are clear of contagion.
Ear Infections	Your child may return once antibiotics have started.
Rashes	A doctor's note is required.
Head Lice	We have a strict no-nit policy, common in the Public Schools. No child may be present while there are any nits present in his or her hair.

<u>Please do not request that a child remain indoors. If your child is too ill to play outside, then they are too ill to remain at school.</u>

If your child should become ill while at school, he or she will be brought to the office and a staff member will call you. Your child will rest in the office until he or she is picked up. It is the expectation that the child will be picked up promptly, within one hour of contact.

If a communicable disease should arise in our school, we will let the families know by posting a note in the app. We will maintain the privacy of the family involved so please do not ask for names.

Parents/guardians should notify a staff member if a child has a contagious illness. Parents/ guardians must inform the school within 24 hours, or on the next business day after their child or any member of the immediate household has developed any reportable communicable diseases as defined by the State Board of Health (vdh.virginia.gov), except for life threatening diseases which must be reported immediately. If your child has had a reportable communicable disease, you may be asked to present a note from a physician saying it is ok for the child to return to school. Decisions pertaining to illness/injury and admittance of a child thereof, are at the discretion of the Director.

ALLERGIES
Upon enrollment please let us know if your child has drug, food, or environmental allergies.

MEDICATION
If your child is recovering from illness, has mild allergies, or requires medication please let us know. We can administer it under the following guidelines and with the following information:

- Medication must be prescribed by a Physician, if applicable.
- Specific indications (such as symptoms) for administering the above medication in accordance with the physician's prescription.
- Potential side effects and expected response.
- Actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription. This includes actions to be taken in an emergency.
- Instructions for proper storage of the medication.
- The telephone number of the child's physician.
- Medication must be in the original container and labeled with the child's name.
- Dosage, proper times to be given, and pharmacy name must be on the label.
- Medication Consent Form must be filled out by the parent and physician as needed. We do require all medication to be current.
- Expired medication will be returned to the parent.

CLEANING & SANITATION
We believe that regular cleaning decreases the spread of illness and germs. General cleaning is part of our teacher's daily routines. Toys are sanitized regularly. A classroom will have the appearance of organization and order. A professional custodian cleans nightly including floors, bathrooms, carpets, and kitchen. Carpets are cleaned and sanitized regularly and as needed.

DISEASE PREVENTION
Children's hands will be washed with soap and water before eating snacks, after toileting, and after any contact with body fluids. All staff will wash their hands with soap and water or germicidal cleansing agents after helping a child with toileting, after the staff member uses the toilet, after any contact with body fluids, and before feeding or helping children with feeding. Whenever any surface has been contaminated with body fluids it will be cleaned and sanitized.

EMERGENCY & DISASTER PREPAREDNESS

We have an evacuation and emergency response system in place to protect students and staff in our program. Fire drills, tornado drills, and lock down drills are conducted monthly at different times of the day to test and refine emergency procedures. We ask when drills are in progress that you wait to pick up or drop off your child until we have completed the drill. In the event of an emergency that requires an evacuation, we will go to the following location: Casey Volkswagen next to the school.

In the event we need to evacuate the building, all teachers will conduct themselves as if there were a fire alarm. Teachers have been given instruction on how to proceed.

An Emergency Preparedness Plan that includes an evacuation plan and a shelter-in-place plan has been established. Staff will immediately call 911 to report the situation if able. In the event of an emergency requiring an evacuation of the building, children will be evacuated to Casey Volkswagen. In the event of an emergency (e.g., tornado) requiring children to stay inside the building (shelter-in-place), children will be taken to the inside center rooms with no windows. After all children are accounted for and safe, the Director or Teacher will contact the parents by message or phone. If the routes of transportation are cut off, the children will be kept at the school until the routes are passable. A copy of the Emergency Preparedness Plan can be viewed upon request.

Emergency Closings

At the discretion of the Director, Resurrection Lutheran School may close during extreme weather conditions. If a severe storm makes it necessary to close, parents will be notified via the app or phone number you provided to the school upon enrollment. For this reason, it is critical all parents keep notifications on for school apps. No credit will be given for snow or emergency closings.

Missing Children

In the extremely unlikely event a child is ever missing, a staff member will report the missing child to the Director. The staff will check in and around the building, and if the child is not found, the police are immediately called. The parents are then called. All such incidents are documented by the staff.

DISCIPLINE

Resurrection Lutheran School recognizes that each child is a unique person with an individual pattern and timing of growth, as well as learning style and family background. While some behaviors are typical for a specific “age and stage”, we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary.

Young children are striving for understanding, independence, and self-control. Children learn by exploring, experimenting, testing the limits of their environment, and experiencing the

consequences of their behavior. In this way, they begin to discover their own limits and appropriate assertiveness. Children learn self control and how the world works in a relaxed, positive atmosphere of support and understanding that recognizes the child's struggle toward independence.

In the event one child is a continued disruption to the entire group either verbally or physically, the parent will be notified and informed of how the issue is being addressed.
We believe in positive discipline and positive guidance which focuses on good behaviors, rather than negative ones. We will redirect a child and speak to them about what is appropriate and acceptable. When necessary we will speak to a child with a firm but caring voice. At times it may be necessary to remove the child from the rest of the group and have a one-on-one talk with them regarding the behavior, including what the child might do differently next time. If the behavior persists we will contact the parents and set up a time to conference. At that time, we will work with the family and train staff on a behavior management plan that meets the needs of that child. It is also our practice to consult with specialists who work with children and families. If a referral is needed, we will obtain permission from the child's parents or guardians before proceeding. We, in turn, ask for the family's cooperation and assistance so that we may be able to continue our relationship with you.

If we are unable to make progress in improving a child's behavior, we may need to assess whether our program is meeting the individual needs of your child. Children that are using inappropriate, threatening, and/or violent behavior or language toward others can be expelled from Resurrection Lutheran School.

Behavioral guidance is a main aspect of teaching and learning. Through positive guidance of behaviors and through modeling good behaviors, staff members help children to feel good about themselves and behave in responsible ways. Part of the curriculum includes teaching children school manners. All discipline is constructive in nature and includes techniques such as:

- Using limits that are fair, consistent, and appropriate for the child's level
- Giving positively worded direction
- Modeling and redirecting children to acceptable behavior
- Helping children to constructively express their feelings and frustrations to resolve conflict
- Arranging equipment, materials, activities, and schedules to promote acceptable behavior
- Using consequences to motivate and empower children to make responsible decisions
- Encouraging behaviors such as cooperating, helping, negotiating, and problem solving
- The following methods of discipline are <u>prohibited</u>:
    - Corporal punishment, including spanking.
    - Shaking, jerking, squeezing, or negative physical aggression.
    - Shaming, humiliation, or verbal abuse.
    - Labeling, such as indicating a child is a "bad" girl or boy, or otherwise implying that he or she, rather than the behavior, is the problem.
    - Using bribes, false threats, or false choices.

- Withholding of food or drink, outdoor time, or unrelated activities (e.g., special events) as punishments.
- Retaliating or doing to the child what he or she did to someone else.
- Punishment for soiling, wetting, or not using the toilet.

Before children learn to talk and communicate their feelings, they may assert themselves as individuals in non-constructive ways. Children at this stage in their development may sometimes express themselves by hitting another child, grabbing toys, or even biting. We understand the developmental context in which these behaviors may occur, and we provide an environment where children can develop and grow as individuals as they learn more constructive ways of interacting with their peers.

ACCIDENTS & INCIDENTS

When incidents of aggression or injury do occur, parents or guardians of the children involved are informed of the incident and of any specific information pertinent to understanding the situation. The information shared typically includes the details of the incident itself (e.g., the time and the place, preceding, and subsequent events, the specific steps taken to comfort the child who was hurt and, more generally, to handle the situation) but not the persons involved. The teacher makes a written document of the incident.

CONFIDENTIALITY

It is in the best interest of all involved parties to maintain a policy of confidentiality in such cases. This policy is consistent with standards for excellence in early childhood education, and it is one practiced consistently in the childcare setting. If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a child's enrollment until appropriate outside resources are identified and implemented to both support the child in our program and to reduce the opportunity for injury to others. Our commitment is to provide a quality group learning environment for every child.

BITING & INJURIES

When a child hurts another child, we will first attend to the child that has been hurt, then speak with the other child. In the case of a bite or an injury, where we need to apply first aid, we will call both parents, as needed, and an incident report will be filled out to be signed by a parent. If there is a consistent pattern of biting, we will contact the child's parents and, if deemed necessary by the Director, send the child home.

Action Taken When A Biting Incident Occurs

- The child who was bitten is comforted;
- The child who bit is firmly told that "biting hurts," while we continue to comfort and focus on the child who was bitten;

- The bitten area is washed thoroughly with soap and water and inspected for broken skin;
- If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted or notified at pick-up and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection;
- An accident/incident report is written for each of the children involved;
- Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior;
- If a child bites and the skin is broken two or more times in a week, the child is suspended. If a child bites 2 or more times in a day, the child is sent home for the day. All pertaining enrollment actions or changes are done at the discretion of the Director.

ACCIDENTS & INSURANCE

Resurrection Lutheran Church and School carries accident insurance for children while in our care. At least one staff member, who is trained in first aid, cardiopulmonary resuscitation (CPR) and rescue breathing, will be on the premises during the school's hours of operation. In the event of an emergency requiring immediate medical care, the staff will call the Rescue Squad. Every effort will be made to notify a parent or designated emergency contact as soon as possible.

OTHER IMPORTANT INFORMATION

BIRTHDAYS

Birthdays are a special time in children's lives. We are pleased when children share this occasion with their classmates. Store bought birthday treats or treat bags with age appropriate toys, not filled with candy, may be brought in for your child's class. No candles please. If you are going to bring birthday invitations please only bring them if they will be going to the entire class.

TOYS FROM HOME

Please do not bring personal toys or books to school. We do not allow children from bringing toys from home as they can get lost, broken or fought over by the other children. If a toy from home is brought into school accidentally, we are not responsible for it being lost, damaged, or stolen. We do not allow any toy weapons to be brought to school.. If your child needs a naptime "comfy" item, we can provide them with one to borrow.

DISMISSAL FROM THE CENTER

In the event that a child requires more attention than we can provide, RLS reserves the right to refuse and/or terminate enrollment. Parents/guardians will be informed of the reasons for termination. In these circumstances, we will return any prepaid tuition. We will do what we can to assist the parents/guardians in finding appropriate help and/or childcare. Parents/guardians are also expected to support the procedures and regulations. All of our standards, rules, policies, and procedures are designed to ensure a child's wellbeing. If a parent is unable to support and cooperate with our policies and procedures, we reserve the right to refuse service. Examples of such behaviors that may lead to immediate dismissal include, but are not limited to:

- Parents, guardians, or children demonstrate verbal abuse or threatening language, physical harm or inappropriate behavior or language towards staff, children, or property.
- Parents or guardians jeopardize the health or safety of children or staff.
- Parents or guardians are non-cooperative with staff, operating policies, or health policies.
- Parents or guardians become delinquent in tuition payments.

WITHDRAWAL FROM THE CENTER

In the event that you need to withdraw your child, a minimum of two weeks notice is required. Failure to provide such notice will result in being charged. This notice must be given in written form.

SPECIAL NEEDS

Resurrection Lutheran School supports inclusion. Inclusion, as a value, supports the rights of all children, regardless of their abilities, to participate actively in a given environment. RLS supports and advocates that all young children and their families have support with medical, as well as behavioral challenges. It is our goal that these children participate in developmentally appropriate activities. Through observation and communication, we determine if specialized support services are needed for the child. It is our goal to meet with the family of the child and share our observations and recommendations. At times, the staff needs more support in dealing

with the behaviors. It is the parent's responsibility to seek help professionally and share what that help requires with a member of the admin team. If a child does not benefit from our program physically, emotionally, or socially we reserve the right to make recommendations to seek further treatment and ultimately a program that is optimal to the development of the child.

PHOTOGRAPHS & VIDEO

Photographs and video of the children participating in school activities may be taken and used in newsletters, brochures, the Facebook business page and closed group, slideshows, Resurrection Lutheran Church's Facebook page, classroom bulletin boards, and other publicity materials. Your permission for photographs and video including your child to be used without compensation is part of this agreement. Photographs and video of any one child by any parent except their own are forbidden as this interferes with the child's right to privacy. Please see our RLC Policy at https://rlcnn.org/privacy-policy/.

PARENT HANDBOOK RECEIPT

I acknowledge that I have received my Parent Handbook. I understand that if I have any questions or concerns that I may address them to the Director or Resurrection Lutheran School staff. I understand that by signing this document that I am making a statement that I understand and agree to any new handbook updates or publications.

Child's Name:

Parent/Guardian Signature:

Parent/Guardian Name:

Date:

Resurrection Lutheran School
765 J Clyde Morris Boulevard
Newport News, VA 23601

757-596-5808
schooldirector@rlcnn.org

Thank you! We welcome you to Resurrection Lutheran School - Preschool and Child Development Center.