

# Our Redeemer Lutheran Church and School

## Parent Handbook

### 2017-18

#### Welcome

We are delighted that you have chosen Our Redeemer for your child. Our staff is dedicated to providing quality Christ-centered early childhood education in an engaging environment. Partnering with families, we endeavor to make a child's first steps into education positive and exciting. Your family is warmly invited to worship with us each Sunday at 10:15am with Sunday School at 9:00 am.

Our Redeemer –Family, Friendship and the Love of Jesus!

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#### Our Redeemer School Philosophy

We believe that each child is a unique, special gift from God, and needs encouragement to develop as an individual and in faith in the Lord Jesus Christ. We will provide a warm and loving environment where children can grow to their fullest potential, spiritually, intellectually, socially, emotionally and physically. Children will hear and experience the love of Jesus on a daily basis.

This joint ministry involving Our Redeemer congregation, staff, community, families and children seeks to honor God and keep children a priority. Families will be aided and supported as they endeavor to educate and nurture their children.

Thank you for entrusting your children to us. With the Lord's help, we will work alongside each family to teach, care for and love your children.

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#### Administration

Our Redeemer Lutheran School is an educational ministry established and governed by Our Redeemer Lutheran Church. By authority from the congregation, all policies and administration of the school are directed by the School Board. Our Redeemer School admits students of any race, color, nationality, ethnicity, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

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#### Program Qualities

Christ-centered

Loving staff

Stimulating curriculum

Child-centered activities

Developmentally appropriate

Engaging environment

Learning excellence

## Guiding Principles

- Faith Formation: The Word of God is the driving force behind all that we do. Each child daily learns about our Savior, Jesus Christ.
  - Safe Environment: A safe, secure and happy environment is provided for optimal learning and growth.
  - Servanthood: Serving others is vital to our school ministry and extends to school families and our neighboring community.
  - Nurture: All children are nurtured to develop to their fullest potential and to be successful at the next learning level.
  - Celebration: Along with families we celebrate the successes that the children experience. We praise the Lord and celebrate the growth of our church and school.
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## Our Redeemer Preschool and Kindergarten Goals

It is the intention of Our Redeemer staff:

- To provide a Christ-centered curriculum and engaging environment which will lead each child to a closer relationship with Jesus
  - To partner with the home and to work hand-in-hand to nurture and love each child
  - To provide avenues for emotional and social growth through interaction with peers, teachers and materials
  - To equip each child to be successfully prepared for the next learning level
  - To serve as a friendly, welcoming place for parents, providing various opportunities for interaction
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## Learning Maps

### **3 year olds**

Sept: I'm in School, Colors  
Oct: Bats and Owls, Counting and Sorting  
Nov: Thanksgiving  
Dec: Christmas – My 5 senses, Shapes  
Jan: Families  
Feb: Rhymes & Counting  
Mar: Healthy Me  
Apr: Plants  
May: Transportation

### **4 year olds**

Sept: I'm in School, Nursery Rhymes  
Oct: Signs of Fall: woodland animals  
Nov: The First Thanksgiving  
Dec: Christmas  
Jan: The Arctic  
Feb: Geographic Regions in Oregon  
Mar: Community Workers, Easter  
Apr: Insects  
May: Our Solar System

## Bible Stories

### **Preschool & Kindergarten**

Sept: God our Creator  
Oct: Bible Heroes  
Nov: Families  
Dec: Jesus, our Savior, is born

Jan: Jesus' boyhood, Baptism, Disciples  
Feb: Jesus' miracles  
Mar: Easter!  
Apr: Resurrection  
May: Parables

## **Kindergarten Curriculum**

ABeka Reading and Writing  
Purposeful Design Math  
Alternating Units: Science and Social Studies  
Artist of the Month  
Music  
Weekly PE  
Author Studies  
Exploration Stations  
Spanish

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### Class Times

The School operates from Monday through Friday each week, September through May.

3 year old classes	Tues and Thurs	8:45-11:15am
4 year old classes	Mon Wed Fri	8:45-11:15am
4's Extended Day classes	Mon Wed Fri	8:45am-12:45pm
Kindergarten	Mon-Fri	9:00am-1:00pm

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### Preschool Flexible Daily Schedule

30 minutes	Child-directed Exploration Time to interact with peers and the environment
30 minutes	Circle Time including: Bible Story, theme study, calendar, weather, sharing
15 minutes	Snack and Conversation
20 minutes	Large Motor Play
35 minutes	Teacher-directed Theme Activity to cultivate fine motor skills and following directions
20 minutes	Morning Review, story, prayer and blessing

### 4's Extended Day Kids

45 minutes	Lunch and Recess
45 minutes	Reading and Language Arts

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### Discipline

The root of the word "discipline" derives from the verb disciple, which means to teach or lead. The discipline program at Our Redeemer School has three objectives:

1. to stop inappropriate behavior
2. to teach appropriate behavior
3. to assign responsibility

The ultimate goal of our program is to help each child learn to control his/her own actions and to interact and respect other children and the teachers. Positive redirection is used to help children in solving problems. If a child's actions are unsafe for self or others a developmentally appropriate time-out will be used. This allows the child an opportunity to calm down and to regain control of his/her emotions and reflect on actions. The teacher will speak with the child, discuss the unsafe action, offer alternative suggestions, and speak words of forgiveness. The child will then be welcomed back to the group. If inappropriate behavior persists, it will be discussed with the child's parents. Corporal punishment is never used.

## Communication

You can expect a weekly email and a monthly calendar/newsletter from your teacher.

Communication between home and school is critical in ensuring your child's successful and enjoyable school experience. Various circumstances may have an impact on your child's growth and behavior, such as staying up late, having visitors, parents' separation or divorce, a parent away from home, an illness or death in the family, etc. It is advisable to discuss with the teacher anything that will help us to better understand your child.

Parents are encouraged to discuss any questions or concerns with the teacher.

Changes of address, phone numbers or other pertinent information should be reported to the office so that school records can be kept current.

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## Registration

A child must be 3 years old on or before September 1<sup>st</sup> of the current school year to be eligible for enrollment in a 3's preschool class. A child must be 4 years old on or before September 1<sup>st</sup> of the current school year to be eligible for enrollment in a 4's preschool class or the Extended Day class. A child must be 5 years old by Sept 1 to enter kindergarten. A child should be toilet trained before enrolling in any preschool class. Exceptions are up to the discretion of the director and the school board.

## Admission

- A current enrollment form should be turned into the office and non-refundable enrollment fee paid.
- Every child entering Oregon public or private schools for the first time must show proof that the child has been immunized according to Oregon Health Laws. Immunization records should be annually updated.
- While it is our desire to welcome all children and their families, children with special needs (e.g. learning disabilities, autism, diabetes, etc.) and their parents will be asked to meet with the director prior to admission. Enrollment decisions will be made on a case-by-case basis.
- The school reserves the right to deny enrollment to students who require a special program beyond the capacity of the school to provide.

## Tuition

<u>3's Preschool</u>	<u>4's Preschool</u>	<u>4's Extended Day</u>
\$1350.00/year	\$1737.00/year	\$2223.00/year
\$150.00/month Sept-May	\$193.00/month Sept-May	\$247.00/month Sept-May

## Kindergarten

\$3150.00/year  
\$350.00/month Sept-May

**Tuition is due on the 1<sup>st</sup> of each month unless special arrangements are made with the School Treasurer.**

### Tuition Discount

The oldest child in a family will be charged full tuition and subsequent child(ren) in the same family will receive a 10% discount off tuition.

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### Withdrawing From School

If you plan to withdraw your child, please notify the director so that we can help make the transfer as smooth as possible.

Please notify the director one month in advance, if possible.

Please let the child's teacher know as soon as possible.

Tuition must be paid in full, including the month of withdrawal.

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### Chapel

The teachers lead our weekly chapel. At Chapel the children hear God's Word, sing and pray. Parents are warmly welcomed and encouraged to attend with the children.

The Lord would have us show empathy and compassion to those in need. We desire to teach the children to be loving and compassionate, especially towards those who are less fortunate. Each semester a local or global mission agency is selected to be the focus of our giving. Offerings are gathered by each class and brought to Chapel.

### Chapel Days and Times

4 year olds: Mon at 9:15am

3 year olds and Kindergarten: Tues at 9:15 am

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### Arriving and Leaving School

When arriving at Our Redeemer School, please proceed to the side lot to park. Accompany your child through the main office door, upper level, and down the stairs, through the hall. After hanging coats, backpacks, etc., preschoolers go through the Commons door and Kindergartners into Kindergarten classroom. Doors will open 15 minutes prior to start time for arrival. A "drop-off" arrangement is also available at the covered entrance on the south side of the building. A staff member will help your child out of the car each morning and escort him/her downstairs to class. The main office door, upper level, will be unlocked 15 minutes before the end of the day for preschool departure. Kindergartners may be picked up at the exterior door of the kindergarten at the bottom of the stairs. You will need to come into the building to retrieve your child. If you need assistance after school please speak with your child's teacher. An elevator is available near the office entrance for wheelchair and stroller. Kindergarten parents must sign their child in and out each school day.

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## Transportation

Parents provide transportation for their child. At the beginning of the school year, a directory of names, addresses and phone numbers is published to assist in arranging carpools as desired. This is a voluntary arrangement between parents. For your child's safety, he/she will only be released to a parent or individuals designated as "Authorized to Pick Up" on the registration form. Please notify your child's teacher of any changes in your routine.

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## Dress to Participate

Please have your child dress to participate fully in all of the activities of each school day.

Closed toe shoes are advised. To help children step towards independence, please have them wear clothing that they can manage by themselves in the restroom and in preparing to go outside. Please label all coats, sweaters and hats with your child's first and last names.

For Preschoolers:

Because accidents do happen, we ask that you provide a change of clothing including shirt, pants, socks and underwear for your child. Please place items in a ziplock bag with your child's name on it and bring on the first day of school.

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## Health and Safety

Your child's health is a matter of major importance to all of us. The medical information portion of the registration form must be filled out. Your child must have the standard immunizations required by the State of Oregon.

Please be sure your child has enough rest and a nutritious breakfast before coming to school. This will make his/her day more pleasant and productive. If your child has run a fever or vomited within the last 24 hours he/she may not come to school. If a fever or other illness develops at school, we will call a parent to pick up the child. If your child is diagnosed as having or being a carrier of a child care-restrictable disease as defined in OAR 333-019-0010 please contact the school office so that teachers and other parents can stay informed.

Handwashing Procedure used at Our Redeemer: 1. Wet hands with clean, running water 2. Apply soap 3. Lather hands by rubbing them together with the soap, lathering back of hands and between fingers and under nails 4. Scrub hands for at least 20 seconds (suggestion: Sing Happy Birthday song from beginning to end twice) 5. Rinse hands well for at least 10 seconds under clean, running water 6. Dry hands using a clean towel, or air dry.

The more regular your child's attendance the more smoothly he/she will make the adjustment to school. Regular attendance will also contribute to your child's school success. If your child is sick please call the office. We miss children who are absent and would like to remember them in our prayers.

An EPI Pen provided by the parent, labeled with the child's name, may be left with your child's teacher. Parents are responsible to provide training to their child's teacher on the use of the EPI Pen.

In case of illness or accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call one of your emergency contacts. If necessary we will also call an ambulance or the paramedics. Until the arrival of a parent or emergency medical personnel, the director and/or teacher will be in charge and make all decisions about the care of the child. It is for your child's benefit that phone numbers, emergency numbers and other pertinent information stay updated with the office.

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### Snack Time/Lunch Time

The children enjoy a snack time together each school day. At snack time we are able to thank God for our daily provisions and teach good table manners. Your child will bring his/her own snack for the day in a lunch box or bag with his/her name on it. Please notify your child's teacher if your child has any food allergies. **Because of the prevalence of food allergies, some quite severe, Our Redeemer will be a nut-free school this year. Thanks for your co-operation.**

Please provide a simple, nutritious, low-sugar snack. Some suggestions include: crackers, cheese, fresh or dried fruit, vegetables, etc. The children receive water with their snack. Kindergartners and 4's Extended Day children will bring a sack lunch from home each school day. Please label all containers with the child's name. All perishable food will be refrigerated if needed.

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### Birthdays

The birthday of each child of God is cause for celebration. On the school day closest to his/her birthday each child is scheduled to bring a snack for the whole class, check the class calendar provided by the teacher. Children with summer birthdays will also have the opportunity to celebrate with their friends. Suggestions for birthday snacks include: pudding cups, ice-cream or juice bars, cookies, etc.

The Oregon Health Department requires that all food items be store bought and in unopened packages. No homemade or home prepared foods are served for snacks.

Birthday snacks need to be nut-free.

Parents and siblings are welcome to attend their child's birthday celebration.

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### Celebrations

Class celebrations are planned for Harvest, Christmas and Valentine's Day. Parents are needed to coordinate with the teachers to plan these special events. Please let your child's teacher know if you are available to help.

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## Preschool Leadership Days

Each day a child will have the opportunity to practice good leadership skills. On a child's leadership day he/she will lead the class calendar and weather time, be a line leader and assist the teacher. The Lord would have us develop our abilities to lead and to follow; leadership days allow opportunity for the children to practice their skill. Check the monthly calendar for your child's special day.

## Field Trip Policy

Periodic field trips are planned for the students. Parents will receive written notification in advance of the field trip with the destination, date and time. Staff transporting students will need to have a copy of their driver's license driving record from DMV and proof of insurance on file in the office. All children must use proper safety restraints while in vehicles. Effective July 1, 2007, amending ORS 811.210 and 811.215: Children who weigh over 40 pounds must be properly secured in a booster seat until they are age 8 OR 4'9" in height. Children who are age 8 or older OR taller than 4'9" must ride properly secured with a safety belt system. The classroom teacher is ultimately in authority and responsible for the safety and well-being of the students.

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## Inclement Weather

Our Redeemer School will follow the Tigard and Beaverton Public School closure policy. Tune to local radio or television stations for school closures and delays. If Tigard or Beaverton Schools are closed for the day, Our Redeemer will also be closed. If Tigard or Beaverton Schools have a two-hour delay, preschool is closed for the day, kindergarten will begin at 11:00 am. When Tigard or Beaverton Schools have early release due to hazardous weather conditions, please pick up your child as soon as possible.

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## Emergency Procedures

### Evacuation Routes

In the event of an earth quake or fire, children will be escorted out of the building. The primary route for preschool is to exit up the stairs into the sanctuary, through the sanctuary doors and assemble in the field past the play yard.

The secondary route for preschool is to exit through the commons, up the exterior stairs, through the parking lot and assemble by the church storage shed.

The primary route for kindergarten is to use the exterior door, up the exterior stairs, through the parking lot and assemble by the church storage shed.

The secondary route for kindergarten is to exit up the stairs into the sanctuary, through the sanctuary doors and assemble in the field past the play yard.

In the event that parents or authorized caregivers cannot be contacted, staff members will remain until authorized help can assist. Emergency packs are available in the kindergarten classroom and in the preschool workroom. Parents will be contacted as soon as possible.



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## Volunteers

Volunteers will not have unsupervised access to children at any time, including during emergencies. Volunteers do not need to be enrolled in the Central Background Registry.

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### Our Redeemer Church and School Staff

#### School Director, Kindergarten Teacher

Darlene Thauland

#### Kindergarten Aide

Kathleen Schuyler

#### 4's Preschool Teachers

Jen Lampkin

Renae Johnson

Sarah Amberg

#### 3's Preschool Teachers

Jayda Sager

Sarah Amberg

#### Preschool Teacher Aides

Anne Symes

Emily Thome

Jayda Sager

#### Admin Assistant

Renae Johnson

#### Custodians

Anne Symes

Jayda Sager

#### Church Office

Laurie O'Brien

Susan Stubblefield

### Our Redeemer School Board

Amy Bartizal

Susan Stubblefield

Norma Reynolds, Treasurer

Shannon Quiring, Parent Rep