

## **WHY REDEEMER LUTHERAN SCHOOL?**



### **OUR PURPOSE**

To assist parents in bringing up their children "in the training and instruction of the Lord", Ephesians 6:4, so that as God's children they may become fruitful citizens of this world and of the world to come.

### **OUR PHILOSOPHY**

The spiritual welfare, together with the mental, emotional, and physical development of God's children is of utmost importance. To this end, Redeemer Lutheran School is the body of Christ at work to assist God's young people to grow in "wisdom and stature, and in favor with God and man" by encouraging one another, praying with and for one another, admonishing one another, teaching one another by word and example, and living the whole range of the Christian life as a Christian community (Ephesians 6:4).

### **OUR OBJECTIVE**

Redeemer Lutheran School (RLS) provides a quality program of Christian education in a safe, secure, positive environment, maintaining a standard of education surpassing that prescribed for the public schools of Texas. RLS is more than an educational venture; it is a spiritual venture. It is the Church in action, like the Christian home, where Christians live together, work together, grow together, rejoice together, forgive one another, and bear one another's burdens so that all members of the Body of Christ might be edified.

### **ADMINISTRATION**

Redeemer Lutheran School is owned and operated by Redeemer Lutheran Church, Fort Worth, Texas, as a non-profit religious institution. The school is operated through the Christian Day School Board, which functions as a policy-making and appraisal body. The voting members of the Board are non-salaried members of the Redeemer Lutheran Congregation, who are elected and/or appointed to the committee by the congregation's Voter's Assembly. The Pastor and the Principal are advisory members of the Board. If you desire to attend a Board meeting, you must notify the Chairman prior to the meeting; your reason for attendance must be placed on the agenda and approved prior to the meeting. The adoption of the course of study and textbooks, the yearly calendar, and all major policy changes are carried out only with approval of the Board.

Immediate supervision of the school, faculty and staff rests with the principal. The principal acts as the person, who, with the help of the faculty, suggests changes and policies for the improvement of the welfare of the school while administering the policies of the Board and congregation.

### **TUITION AND FEE POLICY**

The tuition for Preschool through Grade 5 can be paid on either a 12, or 10-month payment plan. Payments for the 12- month payment plan begin in June. Payments for the 10-month payment plan

begin in August. The final payment is due on, or before, May 1st.

For families with more than one child enrolled in Preschool 4 through Grade 5, a tuition discount will apply for each additional child enrolled. The oldest child will be considered the 1<sup>st</sup> child.

Tuition payments are due by the first of the month. A \$10.00 late charge will be assessed for tuition received after the 8th of the month. A \$20.00 charge is also assessed for each check not honored by the bank.

If an unexpected financial difficulty delays your payment, it is imperative that you speak with the Principal about an alternate payment plan before your account becomes past due. In the absence of an alternative payment plan, the student will be sent home until the account is current.

Fees must be paid by the last day of school. This includes tuition, milk, lunch, lost textbooks, library books, and damage to property. In the event that an unpaid balance remains the school will not release contents of the student's file and deny readmission for the following school year.

Staff and other financial obligations of the school are based on enrollment numbers. **Therefore, withdrawal of a student(s) prior to the end of the school year will incur a fee equivalent to 50% of the remaining tuition due. This penalty is enforceable from the time the registration fee or a part of the registration fee is paid.** Under extenuating circumstances, modification of the fee amount may be considered by the Board of Christian Day School.

### **REGISTRATION FEE**

An annual registration fee, due at the time of registration, is collected to cover classroom expenses. The registration fee is not refundable except when a child does not pass the entrance examination.

### **BOOK FEE**

An annual book fee, due at the time of registration, is collected to cover text and work book expenses. The book fee is non refundable except when a child does not pass the entrance examination.

### **FINANCIAL ASSISTANCE**

Applications for assistance are due on May 1st. For more information, contact the principal.

### **ADMISSION AND ENROLLMENT 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. RLS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic or other school programs.

Enrollment is opened first to Redeemer congregational members, then to returning students and finally

to new students. Children transferring from another school and applying for Grades K through 5, will be subject to entrance tests and must present a transcript of records from their previous schools. **All official school records are transferred through the schools. A complete set of Enrollment Forms must be submitted to the school office by the first day that your child attends class. Failure to complete and return the forms will result in your child not being admitted to the classroom.**

### **REQUIREMENTS**

Three Year Old's .....3 by September 1st of the year and potty trained to be enrolled.

Preschool.....4 by September 1st of the year to be enrolled.

Kindergarten.....5 by September 1st of the year to be enrolled.

First Grade.....6 by September 1st of the year to be enrolled.

### **HEALTH REQUIREMENTS**

A health form is required for all children. The health form is to detail the immunization record of the child and must contain a signed statement by a licensed physician or health officer verifying that the child is free from communicable diseases and is eligible to participate in a normal school program.

The health form for all students must be renewed each year. **Admission to classes will be denied any pupil who does not have a current health form on file in the school office by the FIRST DAY OF SCHOOL.** The Texas Department of Health, requires all children in 3-year old Preschool, 4-year old Preschool, Kindergarten, Grades 1, 3, and 5, plus all children new to the school, to have an auditory and a vision screening test. These tests are administered in the fall at school by qualified professionals for a small fee.

### **WHEN YOUR CHILD HAS A FEVER**

All children who develop a fever (100.4 or higher) during the school day will be sent home. Your child **must** be fever free for 24 hours to be eligible to return to school.

### **ACCIDENTS**

Only first aid will be administered to children who are hurt on the school premises. In cases of severe illness or injury, we will follow the instructions given on the emergency form. In the event that the guardian cannot be reached to make arrangements for emergency medical treatment the school will determine the course of action, such as whether or not to take the child to the doctor or the clinic/hospital named on the child's emergency form.

Continuous attempts will be made by the school to notify the guardian of the situation and upon making contact with same, at this time responsibility for further decisions will be relinquished by the school.

### **ILLNESS**

When a child becomes ill at school, the welfare of all of our students is our first concern. The student will be separated from other children and given staff supervision until a parent arrives. Fever, diarrhea and vomiting are common symptoms necessitating a child's removal from school. Children are not to return to the school **UNTIL THEY HAVE BEEN FREE OF SUCH SYMPTOMS FOR AT LEAST 24 HOURS**. While some symptoms are not the result of contagious disease, they are not conducive to group care and can compromise health, safety and supervision of other students.

### **MEDICATION POLICY**

Medication will be administered as follows:

Prescription medication must be in the original container labeled with the child's name, directions and the physician's name. Medication will not be administered after any expiration date. **A MEDICATION CONSENT FORM MUST BE FILLED OUT AND RETURNED TO THE SCHOOL OFFICE BY THE FIRST DAY OF SCHOOL.**

All nonprescription medication must be in the original container and labeled with the child's name and dated. Medication will not be administered after any expiration. All nonprescription medication will be administered to the child only when consent is provided in writing by the child's parents and in accordance with label instructions.

All prescription and nonprescription medication will be administered by the teachers or office personnel.

All children on Ritalin, or similar medication, must have their first dose an hour before school starts, and/or as prescribed by the attending physician. Children in Before-School Care must take their medication at home before they come to Extended Care.

Any exceptions to this policy must be approved by the principal.

### **COMMUNICABLE ILLNESSES**

Contagious illnesses should be reported to the school office immediately to protect the other children and staff. Never send your child to school if you suspect they have a contagious illness. Exposure to contagious illnesses at school will result in notification being sent home to all parents. The name of the contagious child will not be printed. When re-entering school a doctor's release must be brought to the school office. (See appendix for Communicable Disease Chart)

## **SCHOOL HOURS**

Preschool 3	8:30 AM - 11:30 AM Monday, Wednesday & Friday
Preschool 4	8:30 AM - 11:30 AM Monday - Friday
Grades K - 5	8:30 AM - 3:30 PM Monday - Friday

## **STUDENT ARRIVAL AND DEPARTURE**

Children should not arrive before 8:20 AM unless they are enrolled in our Extended Care program. **Children who arrive before 8:20 AM will be sent to Extended Care and parents will be billed based on the hourly rate.**

Children who arrive after 8:30 AM will be considered tardy. Each tardy will be recorded on the class record and become a part of the child's permanent file. If tardiness becomes habitual, a consultation will be held with the child's parents.

Please arrive to pick up your child no later than 3:40 PM. **If some unexpected occurrence delays you and you arrive after 3:40 PM, you will find your child in the afternoon session of Extended Care, for which you will be charged an Extended Care fee based on the hourly rate.** If you arrive before 3:30 PM, please remain outside the classroom until the children are dismissed.

## **CHRISTIAN CURRICULUM**

The Curriculum and Course of Study of RLS meets the requirements of the State of Texas and the Curriculum for Lutheran Schools as directed by the Board. The Curriculum includes; Religion, Reading, Spelling, Language Arts, Mathematics, Science, Social Studies, Music, Art, Spanish, and Physical Education.

## **ATTENDANCE AND ABSENCES**

Absences are normally excused only in cases of illness or a death in the family. Other absences must be cleared in advance with your child's teacher and the principal. Please keep the following points in mind regarding your child's absence from school:

**A NOTE FROM THE PARENT EXPLAINING THE ABSENCE MUST BE PRESENTED TO THE TEACHER ON THE FIRST DAY FOLLOWING AN ABSENCE.** This constitutes an "excused absence." Unless other arrangements have been made with the teacher, a child will then be allowed one day for make-up work for each day the child was absent.

Parents may pick up make-up-work while their child is absent, provided that they notify

the teacher or school office in the morning, the work will be available after lunch.

Children are expected to participate during recess and physical education unless excused in writing by a parent or physician.

Children excused during the school day should bring a note from home in advance. When picking up a child during the school day, parents must come to the office.

If a child will be absent for several days, the teacher should be notified of this.

Parents will be notified when a student reaches 10 absences. When a student reaches 15 absences a conference will be held between the parent, teacher, and the principal.

### **TARDINESS**

**Parents will be notified when a student reaches 10, 15, 20 tardies. When a student reaches 20 tardies a conference will be held between the parent, teacher and the principal.**

### **PARKING LOT SAFETY**

**There is no parking in front of the school during the school day.** When dropping off and picking up, please pull through the drive through line or park facing Day Care or Williams Road. Parking is not allowed in the pick up line.

### **EXTENDED CARE PROGRAM**

The Extended Care will follow all policies of the School. See the Extended Care handbook.

### **CONDUCT AND BEHAVIOR**

At RLS we do not think of discipline as meaning punishment but rather as the teaching of self-control, Christian attitudes, orderliness, and efficient management of time and abilities so that maximum learning may take place. Discipline shall be directed toward teaching the child acceptable behavior in a loving, Christian manner. The pastor, principal, director, teachers, caregivers, and aides shall seek to re-channel aggressive, problem behavior and teach the child to respect the rights of others and to respect authority.

### **STANDARDS OF BEHAVIOR AND CONDUCT**

Redeemer Lutheran School reserves the right to add, amend or change the following standards of behavior and conduct.

## **GENERAL RULES:**

### **Students Should:**

Behave in a responsible manner, always exercising self-control  
Respect the right and privileges of other students, teachers and staff.  
Respect the property of others including school property  
Cooperate with school staff in maintaining safety and discipline

### **Students are not allowed to:**

Fight, taunt, use foul language or take the name of the Lord vain  
Leave the grounds or roam the campus unattended  
Use the phone without permission  
Use the microwave or refrigerator  
Chew gum  
Damage or destroy school property including furniture and books

### **Students on campus or attending a school event are not allowed to possess:**

Matches or a lighter  
Paging device, cellular telephone  
Knives of any kind  
Ammunition and/or explosives of any kind, i.e. – firecrackers  
Mace and/or pepper spray  
Laser pointers  
Weapons or replicas of weapons  
Guns  
Alcohol and or drugs of any kind  
Toys of any kind

## **PLAYGROUND RULES:**

### **Student should:**

Follow all directions  
Line up quickly when asked  
Ignore stray animals  
Show good sportsmanship at all times  
Walk to and from the playground  
Ask permission to leave the playground

**Students are not allowed to:**

Fight, taunt, use foul language, or take the name of the Lord in vain  
Climb fences or trees  
Jump off of play structures or swings  
Play with sticks  
Use balls in rocked areas  
Climb or run on the slides  
Throw sand, rocks or dirt  
Bounce balls against the walls of the buildings  
Walk in front or behind the swings  
Stand or walk on benches  
Have more than one person in a swing

**MISCONDUCT DEFINITIONS AND CONSEQUENCES****Minor Misconduct**

Not keeping hands and feet to oneself  
Pushing (3, 4 and 5 year old's only)  
Running (except on playground)  
Being Disrespectful to others  
Using Foul Language or Taking Lord's name in vain  
Disrupting class or others  
Chewing gum

**Minor Misconduct Consequences**

1 <sup>st</sup> Offense	Oral Correction
2 <sup>nd</sup> Offense	Time Out (1 minute per year old)
3 <sup>rd</sup> Offense	Time Out, Note Home, Parent –Teacher Conference
4 <sup>th</sup> Offense	Office referral, Lower Conduct Grade and Behavioral Contracts
5 <sup>th</sup> Offense	Last Review and possible suspension

**Serious Misconduct**

Fighting, punching, pushing with students or staff  
Bodily harm  
Bulling or taunting others  
Possession of illegal Drugs  
Possession of Alcohol  
Possession of illegal Weapons  
Theft  
Destruction of school property

## **Serious Misconduct Consequences**

**1<sup>st</sup> Offense** All serious misconduct will result in a risk assessment by the Principal or Vice Principal, if founded the students will immediately be separated from class and receive a one day suspension. A parent conference will be scheduled

**2<sup>nd</sup> Offense** Three day suspension and parent conference. The Board will determine if a student is allowed to return.

## **DISCIPLINE AND GUIDANCE POLICY**

FOREWORD: At Redeemer Lutheran School we do not think of discipline as meaning punishment, but rather as the teaching of self-control, Christian attitudes, orderliness, and respect. Therefore, teachers will tolerate actions acceptable for different levels of growth and development. Discipline at Redeemer Lutheran School shall:

- Be individualized and consistent for each child
- Be appropriate to the child's level of understanding
- Be directed toward teaching the child acceptable behavior and self control

Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction shall be used, including

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more that one minute per year of the age of the child.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited;

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed.
- Requiring a child to remain silent or inactive for inappropriately long periods of

time for the child's age.

### **STEPS TO BE TAKEN IN ADMINISTERING THE DISCIPLINE POLICY:**

1. Matters of everyday classroom and playground management will be handled immediately by the staff member in charge.
2. If the child's negative behavior persists, the teacher, principal and/or director will make an appointment with the parent(s) and/or guardian(s) to discuss the matter.
3. If the situation does not improve, the parent, child, teacher, and principal/director will meet to review the situation as well as establish another plan of corrective action.
4. If the child's behavior is still not acceptable, the child will be suspended.
5. If the above methods of discipline do not change the child's behavior pattern, the parents will be invited to meet with the Board, principal/director, and teacher. If a solution or significant change is not evident, the child will be expelled from school.
6. Students may be suspended immediately for a period not to exceed six school days if the principal determines that the student's presence in the regular classroom presents a danger of physical harm to the student or others, or consistently disrupts the learning/teaching process.

### **HOW TO HANDLE GRIEVANCES**

If a problem, complaint or concern arises, you should first discuss the problem with the particular staff member involved. If the issue is not resolved in this first step, then the problem should be discussed with the principal. If this does not resolve the problem, then an appeal may be made to the Chairman of the Board of Christian Day School. The board will review both sides of the issue, conduct an investigation and then make a judgement and take action, if any action is warranted. Parents are encouraged to resolve problems with the people directly involved since they are the most knowledgeable about the situation. When this does not resolve the issue, a properly handled appeal is in the best interest of all parties.

### **PARENTS' AND STUDENTS' RIGHTS**

If parents have questions concerning the education of their child, a classroom procedure, or a discipline matter, they are to contact their child's teacher. If an unsatisfactory situation continues, parents are to make an appointment to meet with the teacher and the principal. Situations dealing with the administering of the school, questionable occurrences, or rumors should be brought to the attention of the principal. Parents helping to provide a positive learning atmosphere are appreciated. A parent's last resort in any unresolved situation is to contact the Board.

### **PARENTS' RESPONSIBILITIES**

Home and school must work together to ensure the best educational program for every child. There are many ways in which parents can provide assistance and support.

Parents can:

1. Take an active part in school affairs; participate in the parent organization (F.O.R.S.) and volunteer to assist with school activities.
2. Set up a good health routine at home, including plenty of rest and adequate diet. Preoccupation with too many television programs/computer games will hinder your child's educational progress.
3. Create a positive climate for your child(ren) by not pressuring them about obtaining higher marks than they are capable of, having more homework, or competing with their classmates for better grades.
4. Encourage wide interests in reading materials, sports, music, hobbies, current affairs, and other desirable activities.
5. Talk positively about the educational program, teachers, racial and religious matters.
6. Provide stimulating and readable materials at home, such as children's magazines, encyclopedias, fictional books, biographies, and historical books. Encourage your child(ren) to join and use the local library.
7. Show confidence in your children and their ability to make small decisions for themselves.
8. Build a sense of responsibility by providing ever-widening experiences for your children by allowing them to assist in household chores, to run errands, and by giving them their share of obligations, duties, and privileges as a family member.
9. Encourage children to take pride in their appearance and to practice good hygiene.
10. If possible, volunteer your services when help is needed for various school functions.
11. Exhibit and encourage students to follow good role models in manners and etiquette.
12. Make every effort to provide for the physical needs of your child.
13. Teach your child to pay attention and obey rules.
14. Encourage and lead the child in developing proper study habits at home.
15. Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.

16. Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives.
17. Keep informed of school policies and academic requirements of school programs.
18. Discuss report cards and school assignments with your child.
19. Bring to the attention of the teacher or principal any learning problem or condition that may relate to your child's education or well being.
20. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
21. Cooperate with school principal, director and teachers.
22. Be sure your child attends school tutorials when required or as the need arises.

### **HOMEWORK AND CLASS ASSIGNMENTS**

Homework is assigned primarily to teach children responsibility. Grades on homework papers are used to compute the quarterly grade, but do not carry the same "weight" as test grades. While parental assistance with homework can be very beneficial for both child and parent, too much parental intervention (doing the homework for your child, copying problems out of math texts, etc.) can interfere with the teaching of responsibility.

Work that is taken home is due at the beginning of the next school day unless another date has been given by the teacher. The school reserves the right to give a failing grade for late work. It is your responsibility to teach your child the importance of being punctual in the completion of homework.

### **STUDENT'S PROGRESS REPORTS**

Progress Reports will be issued every nine (9) weeks. Mid-quarter reports will be issued to all students grade K - 5th. Parent/teacher conferences will be scheduled at the end of the first quarter. Please feel free to schedule additional consultations with your child's teacher whenever necessary. We encourage you to review the completed work brought home, in order to monitor your child's progress.

### **ACHIEVEMENT TEST**

All children in Grades K - 5th will be administered the Iowa Test of Basic Skills in the spring of the year as scheduled on the school calendar. Results of the test will be reported to the parents.

## **GRADING SCALE**

A	92 – 100
B	83 - 91
C	70 - 82
F	69 or below

## **Conduct Grades**

E = Excellent
S = Satisfactory
N = Needs Improvement
U=Unsatisfactory

## **Kindergarten**

1=Excellent
2=Good
3=Average
4=Poor
5=Very Poor

An averaged score of 70 or better in all academic subjects is required for promotion to the next grade level.

## **QUARTERLY AND YEAR-END AWARDS**

### **Honor Roll**

Each 9-week reporting period the students are recognized for their academic achievements by being placed on the following Honor Rolls. Physical Education, Music, Art, and Spanish will be graded on an E, S, N, or U basis and will not be included in the Honor Roll average.

"A" HONOR ROLL

Average 92% - In each academic subject.

"B" HONOR ROLL

Average 83% - In each academic subject.

## **YEAR-END AWARDS**

Special Honor Roll Certificates are awarded to pupils who were on the A or B Honor Roll for all four quarters. The Highest Achiever Award will be given to the top student in each grade level first through fifth. Award ceremonies are held at the close of the year for all pupils.

## **MONEY SENT TO SCHOOL**

All money sent to school with your child should be placed in a sealed envelope with your child's name, grade and purpose for sending it written on the outside.

## **SCHOOL PICTURES**

A photographer visits us in the fall and spring to take individual pictures of each pupil. Group pictures are taken in the winter.

## **VISITORS**

Parents are invited to visit the school any time. Classroom visits should be pre-arranged through the school office. Conferences with teachers should be pre-arranged for after school hours. Parents are not to disturb or enter the classrooms during class time unless pre-arranged by the teacher. Lunches and

other items needed by the pupils can be brought to the school office for delivery.

### **LUNCH AND DRINK PROGRAM**

Juice, Low-fat white milk and low-fat chocolate milk are available each day throughout the school year. You can purchase a drink ticket from the teacher, which will provide 20 servings of milk or juice. Use of the card does not have to be on a consecutive day-to-day basis. When hot lunch is served, milk/juice is not included with this meal. Hot Lunches, when available, may be purchased by completing a lunch form once a month. When a child doesn't bring a lunch to school, one will be provided and you will be billed for the lunch. The school is not responsible for the nutritional value of lunches.

### **LIBRARY**

Books may be checked out of the school library for a period of one week. Preschool students are not allowed to check out books, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students may check out one book per week and 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students may check out two books per week. Overdue books will be charged a twenty five (\$.25) cents per week late fee until the book has been returned to the library.

### **PERSONAL ITEMS BROUGHT TO SCHOOL**

All items brought to school, including coats, gloves, lunch boxes and show-and-tell items should be labeled with your child's name. All personal belongings, other than clothing, will stay in the classroom or in the Extended Care building. All unlabeled and unclaimed property in our lost and found box will be disposed of periodically.

### **MOVIES SHOWN AT SCHOOL**

Movies shown at school or Extended Care will be rated "G". Some "PG" moves may be shown if approved by the Principal.

### **FIELD TRIPS – CHILD SAFETY SEATS**

From time to time classes may leave the campus for field trips. Transportation is provided by parent volunteers. The following requirements must be met for all field trips. **All students younger than 8 years old, unless taller than 4 feet 9 inches tall, are required to be in the appropriate child safety seat system wherever they ride in a passenger vehicle as required by law.** Students may not ride in the front seat of a vehicle that has an active air bag. Each driver must have a copy of the student's emergency forms and the cell phone numbers of other drivers. All drivers must provide the school office with a copy of their driver's licenses and a cell phone number before driving on a field trip.

### **UNIFORM POLICY**

Consistent with the principle that God does set standards for Christian modesty and appearance, the following uniform policy shall apply to all students Preschool 3 and above. Students who violate the uniform policy may be sent home to change.

### **General Rules: Monday –Friday – All Days**

- 1. Girls should wear shorts under dresses and skirts for recess and P.E.**
- 2. All shorts, skirts and dresses must be fingertip length.**
- 3. Socks must be worn with shoes.**
- 4. Shoes must be secured to feet with laces or straps.**
- 5. Girls may wear one earring in each ear.**
- 6. Jewelry, head bands, and hair bows worn to school will be left on. Items that present a distraction or danger will be taken up and returned at the end of the day. Jewelry that presents a danger on the playground or P.E. should not be worn to school.**
- 7. Boys are not permitted to wear earrings.**
- 8. Visible tattoos are not permitted.**
- 9. No hats or head covering will be allowed indoors.**
- 10. All students' hair will be clean, neat and styled so as not to cause a disruption in the classroom. No unnatural hair color/spray or glitter will be allowed.**
- 11. Boy's hair will be cut above ear and collar, with no side burns and not hanging in the eyes.**

### **Uniform Rules: Monday –Friday**

1. Students must wear Navy cotton shorts, slacks, jumpers, skirts, skorts or Capri's. Girls should wear shorts under dresses and skirts for recess and P.E.
2. Students in Kindergarten through 5th Grade must wear White or Light Blue collared polo, oxford, or turtleneck shirts. Students in preschool may wear White or Light Blue shirts without collars. No logos.
3. Students must wear solid Navy sweatshirts, hoodies or sweaters. No other type of jackets will be allowed. Non-uniform coats may be worn outside only.
4. Students must wear White or Navy socks and/or tights.
5. Students in 2nd grade and above must wear belts with slacks and shorts
6. Students in 1st Grade and above must tuck in shirts.
7. Students must wear rubber soled athletic shoes. Sandals, flip flops, boots and high heels are not permitted.

### **School Spirit Day (Friday Only)**

1. Students may wear Redeemer Spirit wear, solid purple or solid gold shirts with no other logos or decoration.

2. Students may wear Blue jeans or uniform pants or shorts. Jeans must fit properly and have no holes. No other type of pants or shorts may be worn.
3. Students must wear rubber soled athletic shoes. Sandals, flip flops, boots and high heels are not permitted.
4. Students may only wear spirit clothes or a school uniform on Friday.

### **Free Days & Theme Days as announced in the Royal Chronicle**

1. Halter tops, tank tops, and midriffs are not permitted.
2. Rubber soled athletic shoes of your choice may be worn. Sandals, Flip-Flops and High Heels are not permitted.
3. Gym or "short" shorts are not permitted. All shorts and skirts must be finger tip length.
4. Baggy type jeans or jeans with holes are not permitted. T-shirts and other articles that reflect non-Christian values are not permitted.

### **SEVERE WEATHER**

When the Fort Worth Independent School District closes or modifies their school schedule, because of severe weather, we will do the same. Specific information about Redeemer Lutheran School will be announced on Channel 5.

### **EMERGENCY PLAN**

In the event of an emergency that requires us to lock down our school for an extended period, we will be in the Family Life Center and will remain there until parents are able to pickup their child/children.

In the event that an emergency requires us to leave campus, we will evacuate to Western Hills High School on Boston or Leonard 6<sup>th</sup> Grade Center on 377 and bus out with them. Information will be left at our physical address to inform parents of our whereabouts. We will take all emergency forms with us to enable us to contact parents as soon as possible. PLEASE KEEP EMERGENCY FORMS UP-TO-DATE AT ALL TIMES. Complete emergency kits and plans are kept on campus in all buildings. The emergency contact person is Page Nickell.

### **PUBLICATIONS**

A "Parent Handbook" and a "Student Directory" are given to each family at the beginning of the school year, usually on "Back-To-School Night."

A weekly newsletter, **THE ROYAL CHRONICLE**, is emailed each Tuesday. Please check your email or our website [www.school.redeemerfw.org](http://www.school.redeemerfw.org) for this newsletter every Tuesday.

Our church newsletter, REDEEMER RADIATES, is emailed each month.

### **FRIENDS OF REDEEMER SCHOOL**

Friends Of Redeemer School (often called F.O.R.S.) is a parent/teacher organization that intends to be instrumental in Redeemer Lutheran School's education program in several ways:

1. INFORMING parents about the school, its programs of Christian education, its curriculum and the teaching methods used.
2. SUPPORTING instructional improvements by enhancing the learning environment and total curriculum of the school through fund raising and purchasing items not covered in the school budget.
3. ASSISTING teachers by providing two class coordinators (room parents) per room that help organize activities, which revolve around the individual classroom.
4. ROOM PARENTS - see volunteer handbook

### **FINANCIAL LIABILITY**

Parents are financially liable for their child's willful destruction of property and for the loss of texts and workbooks. Any abuse thereof will result in an assessment to cover repair or replacement cost.

### **PEST CONTROL**

From time to time, as the need arises, pesticides will be used indoors and outdoors to treat for pest. Treatment of the facilities will be done by a professional exterminator. Notice of treatment will be posted 48 hours in advance of such treatments. A copy of the "Notice for Pest Control Treatment" is posted in the school office.

### **SPECIAL SERVICES IN CHURCH**

Twice a year our day school children sing during worship service. Your child has spent a great deal of time and preparation for these services. Your cooperation and support is essential to the success of these services and is appreciated by all. **All students are expected to remain for the entire service and a participation grade will be given.** **FLASH PHOTOGRAPHY IS PROHIBITED** during these services. Video cameras may be used from the choir loft.

### **VOLUNTEER HOURS**

**Every family is required volunteer a minimum of 20 hours per school year.** Furthermore, each family will be charged \$10 per hour for every hour of volunteer service not completed by the last day of the school year.

### **WEDNESDAY MORNING CHAPEL AND SCHOOL WIDE OPENING**

A short worship service is conducted each Wednesday morning at 8:45. This weekly chapel service is

part of the total Christian education program of the school. You are invited to come and worship with the children. An offering is collected during each chapel service and is used to support ministries of interest to the children. A school wide opening is held Tuesday and Thursday. This opening is for students in Kindergarten through 5<sup>th</sup> grade and includes a devotion, hymn and prayer.

### **AN INVITATION**

We invite all parents to attend our Adult Instruction class taught by our pastor. This course will help you to cooperate with the school in the Christian training of your child. These classes provide the opportunity for you to ask questions, and find spiritual assistance for your lives. If you do not have a church home of your own, we extend a warm invitation to join us in worship every Sunday morning at 10:30. We have a nursery program for the youngest of children and a variety of Christian education classes for children and adults at 9:00 AM.

# **Extended Care Handbook**

## **PURPOSE**

Redeemer Lutheran Extended Care is open to all enrolled children. We provide a Christian, child care facility for before and after school care.

## **DROP-INS**

Drop-ins will be accepted depending on space available. Applicants need to make arrangements 24 hours in advance.

## **HOURS OF OPERATION - 7:00 AM TO 6:00 PM**

The center will not admit children before 7:00 AM. Caregivers who arrive before 7:00 AM, are there to prepare for the morning. If you drop your child off before 7:00 a.m. you will be billed \$1.00 a minute. Please make certain that your child has been received by the caregiver before you leave.

The center will close at 6:00 PM, promptly. Your child will not be released to anyone whose name is not on the emergency information form. If someone needs to pick up your child and is not named on your emergency form, please send a signed and dated note with a description of the person who is to pick up your child. If you need to be late you will be charged \$1.00 for every minute after 6:00 PM.

## **ADMINISTRATION**

The overall supervision of the Extended Care Center rests with the Principal/Extended Care Director. With the approval and consent of the Board, an Assistant to the Extended Care Director may be appointed who is responsible for the immediate supervision and administration of the Extended Care Center.

## **LICENSING**

Redeemer Lutheran School's Extended Care is licensed by the Texas Department of Family and Regulatory Services. A copy of the minimum standards and the most recent inspection is available for review in the Extended Care building and the school office. Parents may contact PRS at 817-321-8000 or you may visit the web site at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us). To report child abuse or neglect call 1-800-252-5400.

## **COMMUNICATIONS**

Please read all notes that go home with your child. They will inform you of the center's activities and policy changes. There is a Parent Information Board that will contain important information. If you bring a message or any payments, please hand it to the caregiver on duty rather than have the child do it.

## **NUTRITION**

- Breakfast will not be served; however, your child may bring in a breakfast to eat at the center.
- See the School handbook for lunch and milk procedures.
- An afternoon snack and drink are served everyday. A mid-morning snack and drink will be served to children on Tuesday and Thursday mornings.
- The Extended Care is not responsible for the nutritional value of breakfast or lunches.

## **CLOTHING**

Students will follow the uniform policy set out in the school handbook. Younger children should have a change of clothes for those unexpected accidents. Please label all belongs with the student's name.

## **NAPTIME** - for Preschool 3 & Preschool 4

There is a definite nap/quiet time on the schedule posted in the center. Each child will be expected to be quiet with the rest of their group, but not required to sleep. If you need to enter the center at nap/quiet time, please do so in a manner that will not disrupt the children. If you need to pick up your child during this time, please let the staff know in advance.

## **ILLNESS**

The Extended Care will follow the same policy set out in the school handbook.

## **COMMUNICABLE DISEASES**

See Appendix

## **READMISSION**

A child may not be readmitted until free of symptoms for 24 hours or has a doctor's note.

## **ACCIDENTS**

The Extended Care will follow the same policy as stated in the School handbook.

## **MEDICATION POLICY**

Medication will be administered as stated in the School handbook.

### **PEST CONTROL**

See “Pest Control” in the School handbook.

### **HOLIDAYS**

The center will be closed on the following holidays:

New Years Day	Labor Day
Good Friday	Thanksgiving (Thursday & Friday)
Memorial Day	Christmas Eve
July 4	Christmas Day

Occasionally other dates as announced in the Royal Chronicle. **THERE IS NO REDUCTION IN TUITION AND FEES FOR HOLIDAY CLOSINGS.** If the holiday falls on Saturday, the center will be closed on Friday. If the holiday falls on Sunday, the center will be closed on Monday.

### **FEES**

Fees are charged according to the most recent Board approved schedule. A current copy is available through the Extended Care Center. Fees are based on monthly, or hourly use of the program. Hourly statements will be sent on or before the 5th of each month and are due on the 15th. Monthly payments are due on the 15<sup>th</sup> for the current month. Statements will not be sent for monthly payments. Late fees will be assessed if payment is not received by the 18th of each month.

If payment is past due, the child's enrollment in Extended Care can be terminated (unless prior arrangements have been made with the Principal).

Tuition is to be paid to the school by check or money order made payable to Redeemer Lutheran School. A \$20.00 fee will be charged for each check not honored by the bank.

No refunds will be given for sickness, vacations or other absences.

### **DISCIPLINE AND GUIDANCE POLICY**

FOREWORD: At Redeemer Lutheran School Extended Care we do not think of discipline as meaning punishment, but rather as the teaching of self-control, Christian attitudes, orderliness, and respect. Therefore, teachers will tolerate actions acceptable for different levels of growth and development. Discipline at Redeemer Lutheran School shall:

- Be individualized and consistent for each child
- Be appropriate to the child's level of understanding
- Be directed toward teaching the child acceptable behavior and self control

Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction shall be used, including

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the age of the child.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited;

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## **CONDUCT AND BEHAVIOR**

The Extended Care will follow the policy stated in the school handbook.

**STANDARDS OF BEHAVIOR AND CONDUCT**

See "Standards of Behavior and Conduct" in the school handbook.

**MISCONDUCT DEFINITIONS AND CONSEQUENCES**

Extended Care will follow the policy stated in the school handbook.

**PARENTS' AND STUDENTS' RIGHTS:**

See "Parents' and Students' Rights" in the school handbook.

**HOW TO HANDLE GRIEVANCES**

See "How to Handle Grievances" in the School handbook.

# **Appendix**

**HANDBOOK ACKNOWLEDGEMENT PAGE**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Yes, I have read the Redeemer Lutheran School and Extended Care and have an understanding of the policies. I agree to accept the policies as written.

\_\_\_\_\_ Yes, I will bring to the attention of the principal/and or director any information pertinent to the well being of my child(ren).

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please sign and return this page to the School Office.