

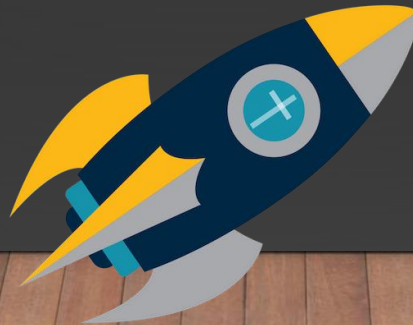


RoyalRedeemer  
LUTHERAN CHURCH & SCHOOL

# Welcome

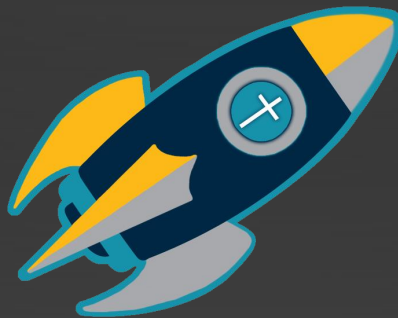
## TO ORIENTATION

FOR EARLY EDUCATION & PRESCHOOL



# MISSION OF ROYAL REDEEMER LUTHERAN SCHOOL

To equip each child to achieve educational excellence, inspire a lifelong love of learning, and grow Christian leaders.



# OUR COMMISSION...



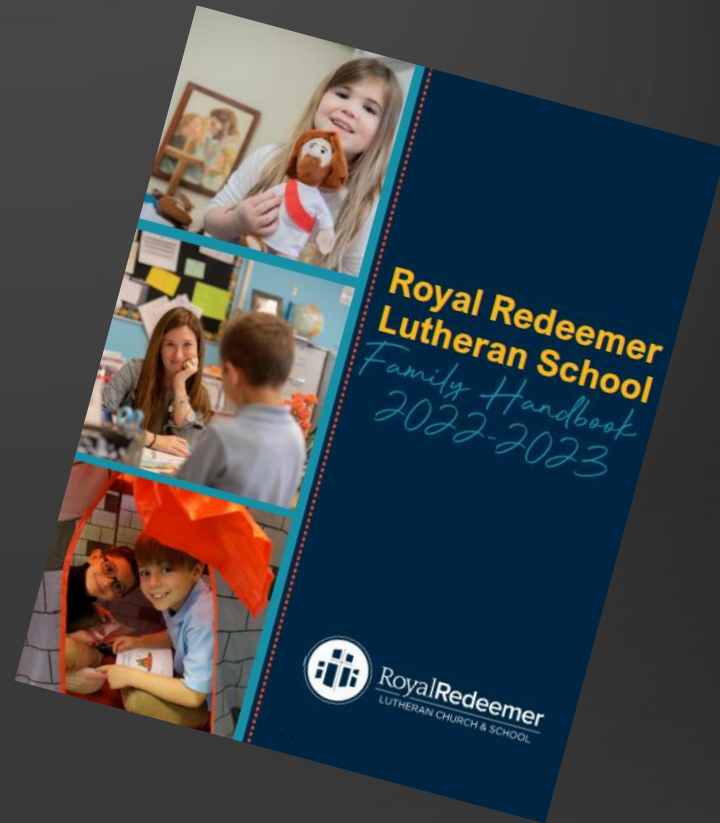
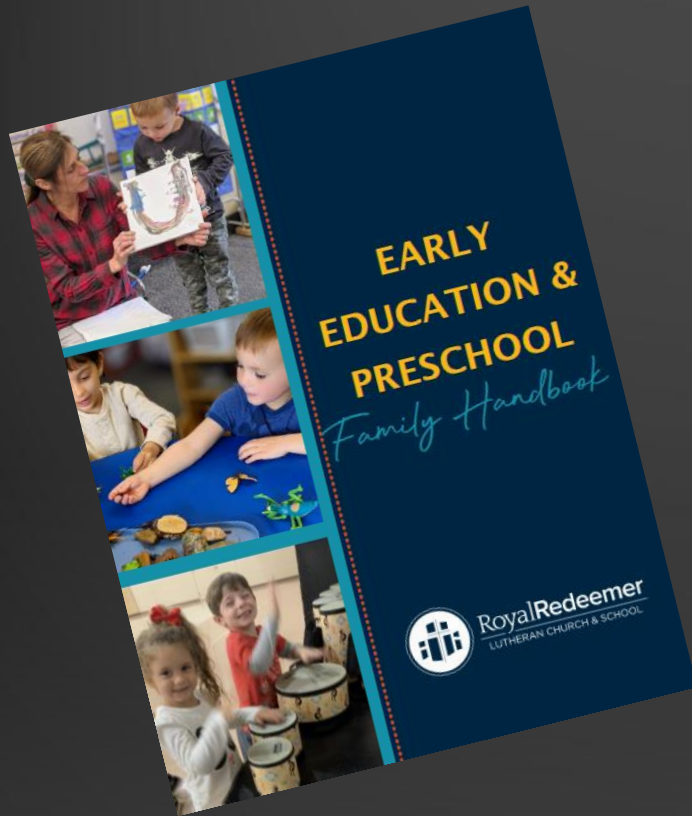
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## GRACE LOVE FELLOWSHIP

MAY THE GRACE OF THE LORD JESUS CHRIST, AND THE LOVE OF GOD,  
AND THE FELLOWSHIP OF THE HOLY SPIRIT BE WITH YOU ALL.

2 CORINTHIANS 13:14

# OUR HANDBOOKS



[RRLS.ORG/RESOURCES](https://rrls.org/resources)

# COMMUNICATION

- The Brightwheel App: for attendance, checking in and out, communication of daily activities, including photos, and more.
- If you did not receive an invite, please contact our preschool office, at [jorzel@royred.org](mailto:jorzel@royred.org) or 440-237-7988 x146
- For additional assistance you can contact Brightwheel via the Help menu!





# COMMUNICATION

- All School: Weekly COUNTDOWN : via email every Friday
- Teachers : Email, Newsletters, Brightwheel, Google Classroom/Sites
- Parent & Student Handbooks
- School & Church websites : [www.rrls.org](http://www.rrls.org)  
[www.royred.net](http://www.royred.net)
- Find us on Facebook & Instagram:  
Royal Redeemer Lutheran School
- School Messenger: School wide communication and Urgent messages



# WEATHER OR SCHOOL CLOSINGS

- We will announce via a school messenger system.
- Phone call and email.
- Will be announced on local news channels.
- Typically follow North Royalton Schools.



## **MAIN SCHOOL OFFICE**

Monica Fralick

[school@royred.org](mailto:school@royred.org)

Phone: 440-724-7988 x166

## **PRESCHOOL OFFICE**

Jen Orzel

[jorzel@royred.org](mailto:jorzel@royred.org)

Phone: 440-724-7988 x146



# **AVERY ZACHARIAS**

Early Education and Preschool Director

[azacharias@royred.org](mailto:azacharias@royred.org)

Contact me: 440-724-7988 x145

# **HEIDI MALONE**

School Principal

[hmalone@royred.org](mailto:hmalone@royred.org)

Phone: 440-724-7988 x165

# Policies and Procedures



# BEFORE SCHOOL AND AFTER SCHOOL CARE

- Contact Jen Orzel, at 440-237-7988 x146
  - Contact Jen with questions or for more information about enrollment in our programs.
- If you need to use before or after school care, we ask that you register IN ADVANCE to ensure we are staffed appropriately.
- If your schedule is flexible, and days/schedules may vary, please communicate these needs and inform us of schedule.
- If you are signed up for a day, and will not be utilizing it, please notify us as soon as possible, to prevent charges to your account.

# DROP-OFF AND PICK-UP PROCEDURE

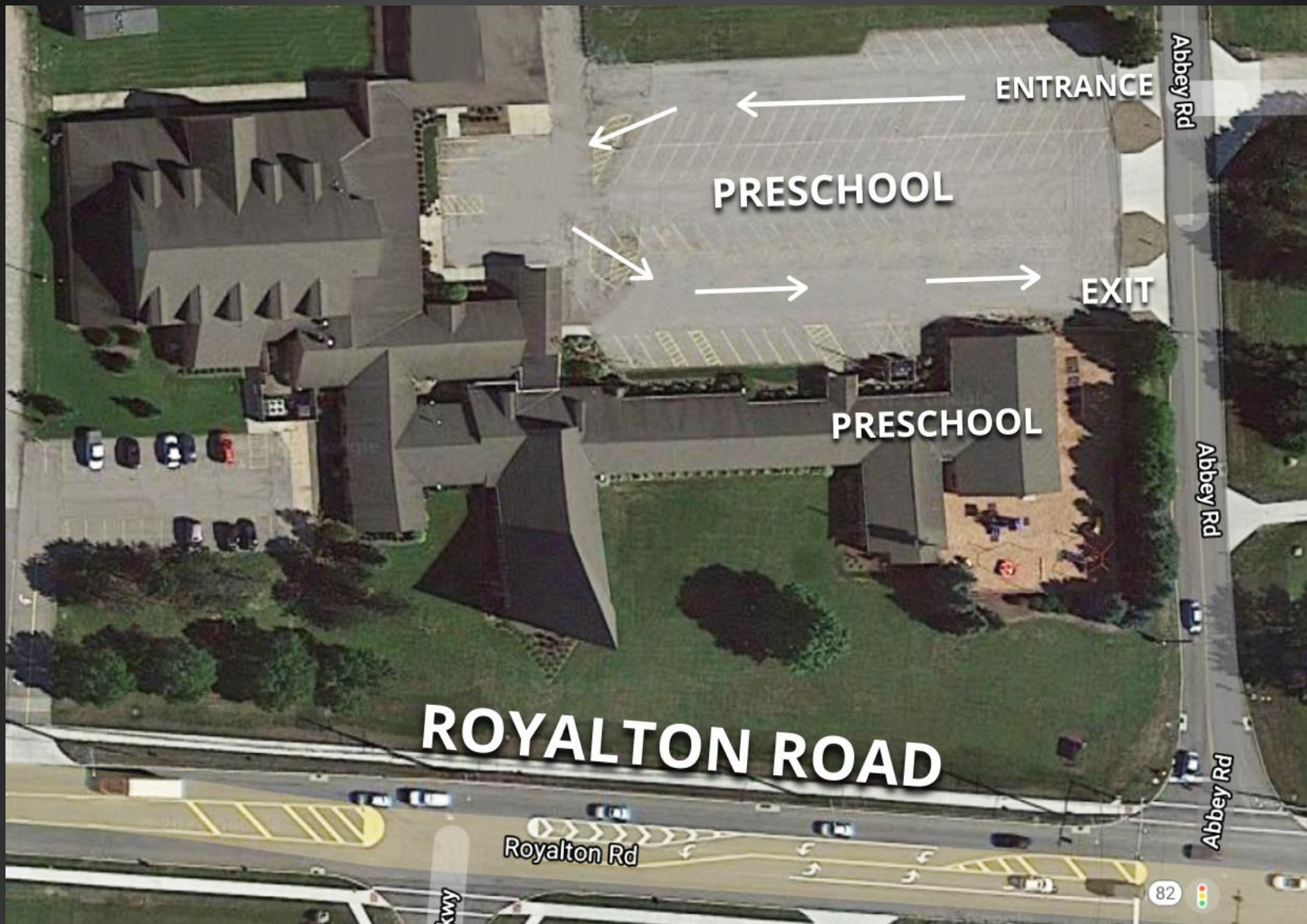
- Brightwheel check in and out with QR Code, via your cell phone.
- At check-in, wellness questions will be asked via the app, once you scan, and then you can check your child in.
- As a parent, you can add alternate drop-off/pick-up members in your child's profile, under contacts.
- For walk ins, QR Code will be hanging as you walk-in the Southeast Entrance for extended care, or by the Main Preschool Office for times outside our regular drop-off/pick-up times.
- For Car Line, a staff member will walk up with the code for you to scan, while an alternate teacher helps your student out of the car.



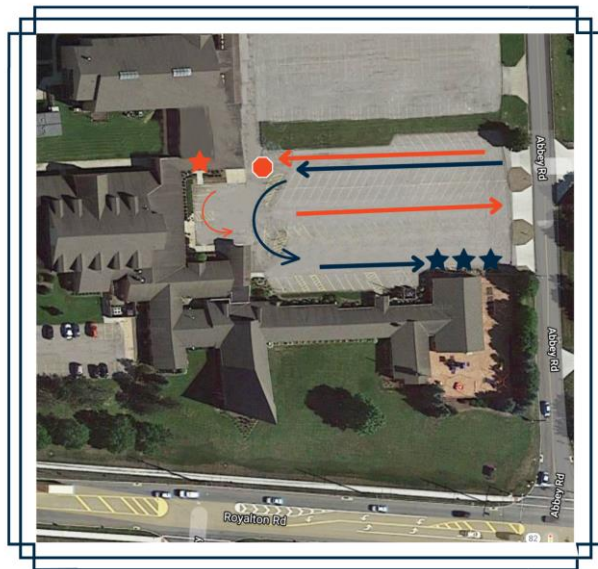


# DROP-OFF AND PICK-UP PROCEDURE

- You will receive a number, assigned to your family: display in front mirror as you pull up to carline, or bring to pick up from rooms.
- Please use the Drop-off/ Pick-up lines at all time unless there is an emergency. If you arrive outside of designated car line times, besides the use of extended care, you must walk your child into school via the **South Entrance** to check in.
- Students are helped into your car, and we ask that you pull off to the side to buckle them in.
- For the safety of all involved, please refrain from using your cell phones during car line, except to check in, when car is in park.
- Note: Three and four-year-olds **MUST** have a 5-point harness car seat. When children reach 40 lbs. a booster seat is also allowed. A child cannot be released without a car seat.





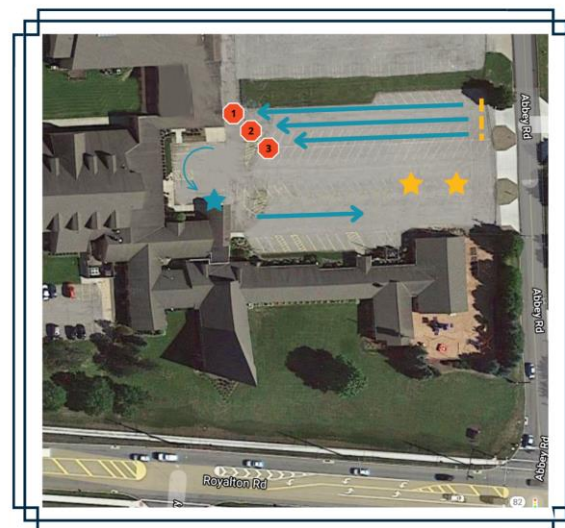


### Drop off procedures

Morning drop off takes place from 8:50am-9:00am. Please enter off of Abbey road using the 3rd entrance when coming from Rt 82. Form a line staying to the left side of the lane, following the blue arrow above. Drop off will be at the **Southeast Entrance** marked with the three blue stars, please be careful not to block the drive from the K-8 parking lot to the north as the line moves forward. Also please leave room for families using the red line at drop off and watch for cross traffic. Have your brightwheel app pulled up and ready to scan the qr code for check in.

Additional rules:

- Drive slowly and carefully through the parking lot, safety is our top priority
- No cell phone use during drop off or pick up
- Please unbuckle your child while you are waiting in line, and have their back packs on and belongings ready to exit the vehicle, to keep the line moving.
- If you arrive after 9:00am and carline has ended, please park near the **South Entrance** to check in with the office and walk your child to class.



### Pick up procedures

Dismissal begins at 3:15pm. Please enter off of Abbey road using the 3rd entrance when coming from Rt 82. The first 3-4 cars may enter the turn around, followed by a line all the way to the right, see arrow #1 above. Please do not block the Abbey road entrance (past the dotted yellow line), when line #1 is full, form line #2, and then line #3, following that order all the way through pick up, do not zipper or cut in front of other families. Pick up will be at the **Church Entrance**, under the awning.

Additional rules:

- Drive slowly and carefully through the parking lot, safety is our top priority
- No cell phone use during drop off or pick up
- Carline numbers must be displayed in easy view for all teachers to see until your student is in the car (a pant hanger hung on the rear view mirrors work very well)
- After your child is loaded into your car please pull forward into an empty parking space (yellow stars or anywhere there is space) to buckle your child before leaving the parking lot, to keep the line moving.
- If you are running late, please call the office or send a brightwheel message to let your teacher know. Your child will be signed into aftercare and you can pick them up from there.

# DROP-OFF AND PICK-UP PROCEDURE

## Arrival Times: (At the South East Entrance)

Preschool 3 (M-F, T/Th) 4, & 5 year olds AM & Full Day: 8:50-9:00am

Preschool 4 year old PM: 12:40-12:45pm

## Arrival Times: (CAC Side Door/Door on map)

Preschool 3 (M/W AM, & T/Th/F) year olds &: 8:50-9:00am

## Dismissal Times: (At the Church Entrance)

Preschool 3 & 4year olds AM: 11:30am

Preschool 3 & 4 year olds PM and Full Day: 3:15pm

## Dismissal Times: (At South East Entrance)

Preschool 5 year olds AM: 12:00pm

Preschool 5 year old PM & Full Days: 3:30pm

# **DROP-OFF AND PICK-UP PROCEDURE BEFORE AND AFTER CARE**

**Before Care: (At the South East Entrance/Door 1 on map)**

7:00am-8:30am (then please join car line)

**After Care: (At the South East Entrance/Door 1 on map)**

3:45pm-6:00pm

Be sure to have your ID or assigned number at pick-up, so that we can properly identify you.



# VISITORS

- ALL VISITORS MUST ENTER AT THE SCHOOL OFFICES (South Entrance or North Entrance): Please ring the doorbell and a member of the administrative team will assist you.
- Please notify the school office in advance of coming in late or leaving early.
- ***When calling the school office, please leave a message: if we miss you, we will be happy to get to your message ASAP!***

# ADDITIONAL HEATH AND SAFETY

- Cleaning and Sanitizing
- Signs of illness – if you are ill, please stay home or if someone in your family is COVID-19 positive, notify the school offices (see School Handbook for specific details and procedures for isolation, quarantine, and returning to school)

*Student Absent Lines*

440-724-7858

EE: x296

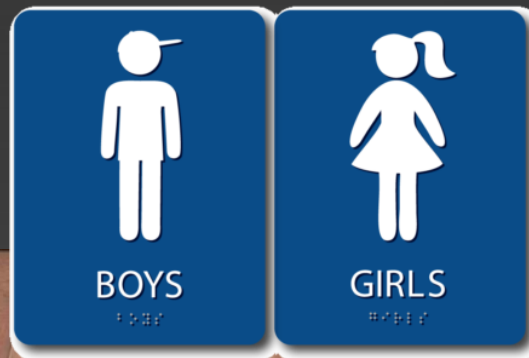
K-8<sup>th</sup>: x298

# ADMINISTERING OF MEDICATIONS

- Medication is pharmacy issued, doctor prescribed, or over the counter. Also includes sunscreen, chap stick, and other topical ointments. ALL THESE MUST HAVE A COMPLETED MEDICAL FORM ON FILE.
- Sunscreen and Non-medicated Topicals: Form completed with Parent Signature (Sunscreen, Please apply in the AM if you wish your child to have it, and we will apply in the PM if we go outside. Stick sunscreen only please.)
- Prescribed Medications: Form completed with Parent and Doctor Signature, in partnership with Medical Action Plan.
- If medications or forms expire during the school year, you will be notified 30 days prior. You will have 30 days to update all requirements to continue to attend school.

# BATHROOM PROCEDURES

- All students must be potty trained. We know accidents happen, but all students should be independent restroom users, know how to finish, including good handwashing.
- The teachers will help the children with clothing items if it is necessary.
- Dads, please take a field trip on Meet the Teacher Day to show the boys how to use the urinals!
- Students may not wear pull-ups. Underwear only please!



# MEALS & SNACKS

- WE ARE A NUT FREE SCHOOL: This is very important for students who have life-threatening allergies
- FULL DAY students are to bring in their own individual lunch or order hot lunch & a snack from home every day. Healthy foods are best!
- Before & After Care students will be provided a snack in the morning and late afternoon.
- More information on meals and snacks, including special treats can be found in our Family Handbook.





## FULL DAY STUDENTS:

- Make sure names are on lunch boxes & containers.
- Nap items will need to be sent in at the beginning of the week and they will be sent home on their last day of the week to be washed.
- Students may bring in a small blanket, or nap blanket roll ONLY.
- Full day students need to be picked up by designated car-line times, or they will be sent to after school care and charge accordingly.



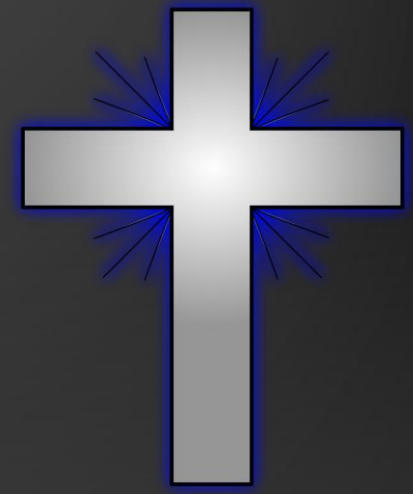
# TUITION AND FEES



- TADS Program payments include differing processing fees, depending on how you set up your payment plans.
- Before and After School Care/Extended Care will be billed following use, through TADS.
- Due dates and payment options can be adjusted during the school year.
- Please be timely with payments and pick up times, as late fees will be charged.
- Questions, please contact the school office, we're happy to help!

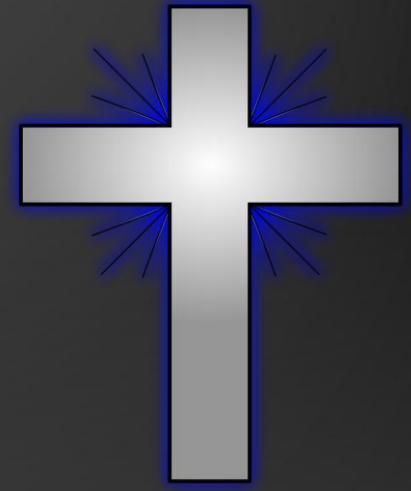
# FAITH FIRST

- Chapel Services
- Missions Projects and Offerings for others: In Countdown
- Jesus Time
- Interactions with peers
- Forgiveness and grace
- Daily prayer and prayer requests
- Faculty and staff model daily the Christian life
- Jesus is in everything we do!



# FAITH FIRST: MISSION PROJECTS

- Each month, we focus on a mission: donations can be made throughout the month, and offerings are prayed over at Chapel.
- **September:** Help for Haiti-school supplies, shoes and offerings to bless our Royal Redeemer Mission Team to Haiti and the people there they will serve.
- **October:** Samaritan's Purse and Operation Christmas Child-let's fill those shoe boxes!



# SUPPORT OUR SCHOOL & FAMILY INVOLVEMENT

- Keep your eye out for information in the Countdown, emails, Brightwheel, and your child's folder for important info!
- Parties and Family Events
- RRLA Annual Fun Run in May
- Parent participation form: please consider volunteering!
- Toy washing is needed often
- Ways to save:
  - Box Tops for Education
  - Giant Eagle Card (our number is 3147)
  - Amazon Smile



# PARENT & TEACHER ORGANIZATION (PTO)

- All are welcome! (No dues or fees!)
- Come and help support the partnership between home and school
- Meetings will be scheduled monthly, and information about where and when are in the school's weekly Countdown (Second Wednesday of the Month)

# UPCOMING REMINDERS

- **School Calendar:** [rrls.org](http://rrls.org)
- **Meet the Teacher:** August 30 & 31  
(Sign up for your time slot via Signup Genius)
- **First Days of School:** September 6 & 7
- **First Chapel:** September 20 & 21
- **Picture Days:** September 26 & 27

Royal Redeemer Lutheran School Calendar -- 2022-2023

<b>AUGUST 2022</b> 	24 K-8 First Day of School	29 NO School -- Presidents' Day	<b>FEBRUARY 2023</b> 
<b>SEPTEMBER 2022</b> 	5 NO School -- Labor Day 6 & 7 First Days for Early Education (EE)	10 NO School -- Teacher Inservice Day 24 End of 3rd Quarter -- 47 days	<b>MARCH 2023</b> 
<b>OCTOBER 2022</b> 	20 End of 1st Quarter - 41 days 21 NO School -- Teacher Inservice Day	7-14 NO School -- Easter Break	<b>APRIL 2023</b> 
<b>NOVEMBER 2022</b> 	3-4 NO School -- Parent/Teacher Conferences 23-25 NO School -- Thanksgiving Break	17, 18 & 19 EE Last Days of School 29 NO School -- Memorial Day	<b>MAY 2023</b> 
<b>DECEMBER 2022</b> 	19- Jan. 2 NO School -- Christmas Break	7 K-8 Last Day of School End of 4th Quarter -- 46 days	<b>JUNE 2023</b> 
<b>JANUARY 2023</b> 	2 NO School -- Christmas Break 13 End of 2nd Quarter -- 44 days 16 NO School -- M.L. King Day	20 K-8 1st & Last Day of School 21 EE First & Last Days of School 22 NO SCHOOL 23 K-8 Quarter Ends *Calendar is subject to change	Updated 3/11/2022



# MEET THE TEACHER

- Sessions designed for you and your student to visit the classroom and get to know each other before the first day!
- Please read & review handbooks, any information sent out from teachers, and prior Countdowns.
- Bring collected paperwork, (Handbook sign off, medical forms, birth certificate, etc.) and your student's school supplies.
- We will provide a book bag, nap bag if you're full day, and a folder of information.



Thank you!

