



**EARLY  
EDUCATION &  
PRESCHOOL**  
*Family Handbook*



**Royal Redeemer**  
LUTHERAN CHURCH & SCHOOL

# WELCOME TO ROYAL REDEEMER LUTHERAN SCHOOL

*Dear Family,*

We take seriously God's call to raise up the next generation of leaders, and we look forward to partnering with you in educating and growing your child in Christ!

Royal Redeemer is a nationally accredited school; employs excellent, caring, and credentialed teachers; and provides a discovery-filled curriculum for children. Every child learns about God's Word through daily Bible stories, songs, Chapel, and prayer time. They learn to act "the Jesus way", being kind with their friends and developing love and forgiveness as they play. In addition, our students will explore, develop, and celebrate their gifts and talents with hands-on-learning, child and teacher directed activities, learning centers and much more. Each day, our lessons are intentional and meaningful, fostering new skills in a caring and nurturing environment.

As you become part of our Royal Redeemer family, we welcome participation throughout the school year in a variety of ways. Opportunities for parents and families include various day and evening events, like our Christmas Program, Mom & Dad's Nights, Grandparent's Day, class parties, and more. We also have a variety of volunteer opportunities for all, in the classroom, school, and church. Parents are always welcome!

We understand that choosing a school for your family is one of the most important decisions you will make and encourage you to set up a visit to tour our facility and explore our classrooms. We can specifically schedule an "interactive" visit, where your child can join a classroom for the day to be a part of the experience, enjoying the educational activities with you by their side.

We value the need for close communication between families and teachers, so please feel free to reach out any time to share new ideas and suggestions, or if you have any questions. We look forward to getting to know you and creating a partnership that will foster for your child, a life-long love of learning and of the Lord.

*God's blessings to you,*

*Ms. Avery Zacharias*  
Early Education & Preschool Director

*Mrs. Melinda Luecke*  
School Principal

**Royal Redeemer Lutheran School's mission is to equip each student to achieve educational excellence, inspire a lifelong love of learning, and grow Christian leaders.**



## CONTACT US:

Royal Redeemer Lutheran School

(440)237-7988

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

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North Royalton, Ohio 44133

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Please note, this **Early Education and Preschool Family Handbook** is specific to the Preschool program.

For more information about our school-wide policies and procedures,  
you can reference the **RRLS Parent and Student Handbook**, available on our website, [rrls.org](http://rrls.org).

# PRESCHOOL

## *Programs*



# OUR EARLY EDUCATION & PRESCHOOL PROGRAM

Our entire team is committed to being witnesses of God’s love through Jesus. Royal Redeemer Lutheran school welcomes children and families of any faith or no faith. We create developmentally appropriate lessons based on Ohio’s Early Learning and Development Standards, incorporate age appropriate prayers and Bible stories each day, and encourage servant-hearts both in and outside of the classroom. Our teachers evaluate each child’s learning readiness and progress to create a plan that is individualized, and takes each child to their highest potential during the school year

## OUR DEDICATED TEACHERS & STAFF

We employ excellent, caring, and credentialed teachers. Every member of the RRLS team puts his and her whole hearts into all they do, and they work together to provide a discovery-filled experience for your child every day.

At Royal Redeemer, we support and encourage professional development for every member of our team. Our early childhood teachers and staff are actively engaged in continued professional development, and benefit from ongoing training to strengthen their skills and knowledge. We follow and surpass state guidelines for training and continuing education. This includes professional development courses related to education, and all required health and safety trainings—First Aid, CPR, Communicable Disease Recognition and Illness Prevention, and Recognizing and Reporting Child Abuse.

Furthermore, as part of our thorough hiring process, reference verifications and background checks are conducted on all staff members and renewed as required by the Ohio Department of Education.

## REGULATORY AGENCIES

Royal Redeemer Lutheran School’s Early Education and Preschool is licensed to operate by the Ohio Department of Education (ODE), and holds the National Lutheran School Accreditation (NLSA), part of the Lutheran Missouri Synod. In addition, we follow all health and safety guidelines required by our local governing bodies (Health Department, Ohio Fire Code, etc.), and our license and certifications are posted in the preschool hallway for review.



NLSA

National Lutheran  
School Accreditation

You can find more information about the NLSA on their website, [luthed.org](http://luthed.org).

Ohio

Department  
of Education

Laws and rules pertaining to ODE licensed centers are available upon request. For information and/or complaints for the Ohio Early Learning and School Readiness office, please contact them at 877.644.6338.

## PROGRAM SCHEDULES & OPTIONS

We are here to support families with their educational needs, and offer a variety of flexible scheduling options. We host half-day and full-day programs, in addition to part-time or full-time schedules of two, three, or five days a week. We also provide before-care and after-care, for those who require extended days for their children.

Teacher to student ratios range from 1:5 to 1:10 in a group, depending on classroom size, with a maximum of two groups per classroom. Please note classes are filled based on space availability and are subject to change based on enrollment. (For specific options and availability, please reference this year's registration form)

Each year, enrolled families receive a school calendar that shares our session dates, holidays and other closures. You can find the most current calendar on [rrls.org](https://rrls.org).

### Introduction to Learning Classes

(children must be three by August 1 and fully potty trained)

2 days – Mon/Wed half-day or full-day

3 days – Tues/Thurs/Fri full-day

5 days – Monday through Friday full-day

#### **Hours of Operation:**

Half day from 9:00 to 11:30am

Full day 9:00am to 3:15pm

### Kindergarten Readiness Classes

(children must be four by August 1)

3 days – Mon/Wed/Fri half or full-day or Tues/Thurs/Fri full-day

5 days – Monday through Friday full-day

#### **Hours of Operation:**

Half-day from 9:00 to 11:30am or from 12:45 to 3:15pm

Full-day 9:00am to 3:15pm

### Bridge to Kindergarten Classes

(children must be five by August 1)

5 days – Monday through Friday – half-day or full-day

#### **Hours of Operation:**

Half-day from 9:00am to 12:00pm

Full-day from 9:00am to 3:30pm

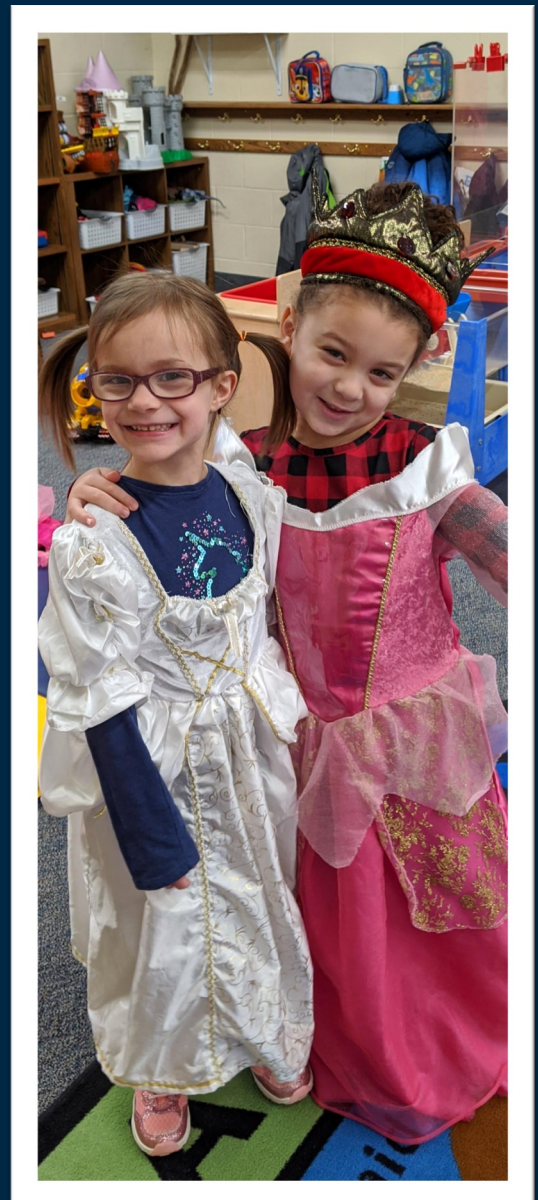
### Before Care/After Care

(available for children three to five years)

Monday-Friday when school is in session

**Hours of Operation:** 7:00 to 8:45am and 3:30 to 6:00pm

\*\*Care is available by reservation only, via the school office.



## CURRICULUM & ENRICHMENTS



Royal Redeemer's Preschool curriculum involves hands-on learning and developmentally appropriate activities in an engaging atmosphere. Our center-based learning environments provide a variety of equipment and experiences that meet the children's interests, as well as intellectual, physical, social, and emotional needs. Lessons are developed with the Ohio Department of Education's Early Learning Content Standards in mind and are designed for individual, small, or large group experiences.

Our focus for a student's cognitive abilities includes, but is not limited to: alphabet and number sense; early mathematical skills (colors, shapes, patterns, early addition); phonemic awareness and reading readiness skills; expressive and receptive language skills; science and social studies. Children are empowered to become life-long learners, and leaders in Christ. All students encounter a hands-on, Christ centered curriculum, with scheduled large motor time outside or in our gym, and a variety of enrichments. In addition, full day students are provided a hot lunch option, rest period, and experiences in all of our enrichment programs.

### Enrichments at Royal Redeemer

As an expansion of our curriculum, we offer a variety of Enrichment classes and experiences.

- **Field Trips:** Each age group has a trip planned annually. Parents are notified in advance, made aware of any fees, and must complete a permission slip. Families are asked to transport their own child, ensuring they hold a valid driver's license and proof of insurance.
- **Visitors and In-house Programs:** Special visitors and activities (e.g. an animal show, dentist) are invited on campus each year to provide enriching experiences, and families are notified in advance.
- **Music and Movement:** Combines large motor and physical fitness with music and rhythm in our spacious gym and activity center.
- **Page to Palette:** A literacy-based and art-based class for full-day students.
- **STEM :** Science, Technology, Engineering & Math curriculum class for our full-day students.
- **Library:** A technology and literacy experience for our four and five-year-old's.

## CHILD'S GROWTH & PROGRESS

Each student's development is prioritized and fostered daily in the classroom. Your child's developmental journey with us is documented through daily communication, teacher observations, and work samples. Over time, these consistent interactions and assessments of your child's learning experiences provide a clear picture of their growth and progress. This documentation also assist in developing our learning plans based on your child's individual needs, interests, and skills.

Ongoing communication regarding your child's learning experiences is provided, and progress reports are completed three times a year in partnership with parent-teacher conference offerings. Focused portfolios are also completed for each student to collect work samples and measure progress.

While conferences are scheduled at least twice annually, additional conferences with staff are always available at your request. Together, parents and teachers will review student portfolios and progress reports to then develop goals and next steps for your child.

Royal Redeemer also partners with local school districts to ensure that early intervention, when needed, is provided for children. While families must originate requests to the school district they reside in, teachers and staff will work together with families and other supports to assist in the intervention process.





# FAMILY *Involvement*



## FAMILY & SCHOOL PARTNERSHIPS

Family involvement is essential to a child's education, and we are most effective when we work together to create a Christ-centered community of caring and respect. Together in these partnerships, we can help children create a positive attitude towards learning, build nurturing relationships with others, and establish a lifelong connection with God.

At the beginning of each year a form is sent out, which invites families to be involved and support our school or church. Some of the many ways to be a part of RRLS are listed below.

**Chapel & Worship Services:** Our students have monthly Chapel services (weekly in the Bridge to Kindergarten Program), where families are invited to join us. Royal Redeemer pastors, teachers, and even special visitors lead services that teach our students about the love of God. In addition, you are always welcome to join us for our weekend worship, as we offer both traditional and contemporary services.

**Monthly Missions:** Each month, the staff and families of Royal Redeemer Lutheran School work together to support a specific mission in our community or beyond. Students, families, and teachers are invited to participate in a variety of ways—sometimes with creations, donations, or financial support.

**Classroom Support:** Our classrooms request a “Room Parent” each year who helps with special event planning and organizing. In addition, teachers ask for support in a variety of ways, such as party planning and participation, toy washing, supply donations, and more.



**Special Events:** Throughout the year, we come together for different events, such as Grandparent's Day, our Christmas Program, and the annual Fun Run. Each event takes support from both staff and families, and we welcome help in a variety of ways.

**Parent Teacher Organization (PTO):** Our PTO group meets throughout the year and works together to support the school and its families. All families are members and support is always welcome!

# FAMILY COMMUNICATION



We are committed to creating a strong home and school connection. Our goal is to foster open, honest communication about your child's education and development, and together set goals and priorities for your student's learning.

Our partnership relies on the constant exchange of communication and information. We encourage dialogue and a relationship with a small team of staff members who will work together to focus on your child's needs and development for the school year.

In order to make you a full partner in your child's education, we offer close communication through:

- **Families Welcome!:** We encourage you to visit, observe, and participate in school experiences. This includes classroom parties, field trips, PTO meetings and other events.
- **FACTS System:** Center-wide messages may be sent via email, phone message, or text. This system is also used for emergency communication needs, such as school closures.
- **Brightwheel:** Our preschool uses a teacher-parent communication app for daily check-in and out, notes, photos and more.

- **Email & Phone:** Administration and teachers may provide emails or calls containing important communication about your child's education and experience at school. In addition, each of your child's teachers and Royal Redeemer staff members have a direct email and phone line, and we encourage you to reach out to us at any time.
- **RRLS Countdown:** A weekly school-wide newsletter is sent out including, key dates, upcoming events, menu updates, and other important information pertaining to your child's education and schedule.
- **Classroom Newsletter:** Your teacher provides a detailed newsletter with classroom specific important information, photographs, and so much more!
- **Google Suite:** When starting with RRLS, each student receives a google suite account that will support participation. It is designed to be used at home as an extension of classroom happenings.
- **Postings:** Important information can be found posted in our main offices, entrances/lobbies, your child's classrooms, and on [rrls.org](http://rrls.org).

*Connect with us virtually!*



[school@royred.org](mailto:school@royred.org) Contact us anytime!



[rrls.org](http://rrls.org) Find out more about our school, individual classrooms, and school websites



Get updates and connect with staff and other families like yours.



Connect with our staff and families and follow us for photos, information, and updates.



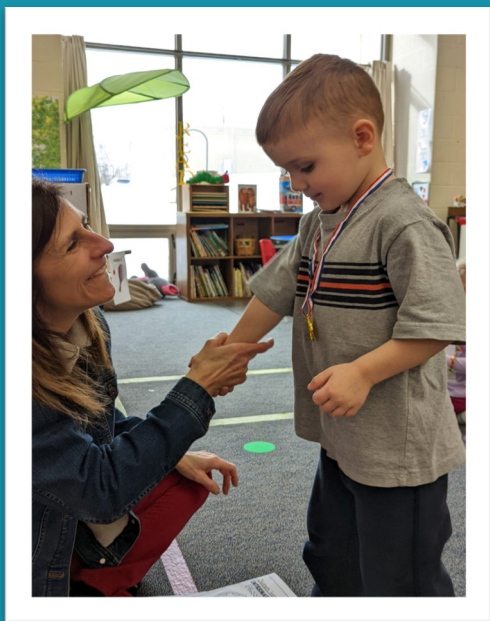
Learn more about Royal Redeemer Lutheran Church & School via video and livestream.



Set up your Brightwheel account today to communicate with teachers and staff.

## TRANSITIONS

Transitions occur each school year: whether it be the initial transition from home to our program, the transition to the next preschool classroom, or the big step of transitioning to Kindergarten. At RRLS, we are committed to making transitions as smooth as possible for children and their families. Assisting families in this process starts with our staff partnering in communication with families and customizing care for each child throughout.



When transitioning into or within our program, we encourage you to visit during our Meet the Teacher and Orientation events, which will provide opportunities for families to see school spaces and meet staff. In addition to these group events, individualized emails, phone calls, or even conferences are available if needed.


When transitioning to Elementary school, either within our program or to a local school district, our teachers and staff are diligent in preparing assessments and portfolios that paint a picture of each student's school readiness. Some school districts make requests for files and documentation, and with your permissions on file, we are happy to partner with them in the transition as well.

When it comes to any transition, communication is key, so please do not hesitate to reach out. Together, we can make the process a success!


## BRIGHTWHEEL

Brightwheel is a two-way communication tool used in the preschool and early education program at Royal Redeemer. It allows for messaging in real time between families and staff, it is used to track student pick up and drop off, and so much more. To ensure you receive important information, and to allow for successful drop off and pick up, we ask that all guardians and those designated to participate in drop off and pick up, please have the Brightwheel app installed on their phones prior to the first day of school. Please note that while Brightwheel is used for frequent communication, it is not regularly checked outside school hours. Any communication requiring an immediate response should be made directly to the school offices.

*Need help with  
Brightwheel?*

 [App Basics for  
Parents](#)

 [Support for Families](#)

 Email: [help@  
Brightwheel.com](mailto:help@Brightwheel.com)

 [brightwheel](#)

# HEALTH & Wellness



## PRESCHOOL HEALTH & SAFETY

Students health and wellness are prioritized in our school, and policies and practices implemented are based on local, state, and national standards.

Routine fire, weather, and emergency drills are conducted and annual inspections are completed from our local governing bodies, including the Ohio Department of Education, North Royalton Fire Department, and Cuyahoga County Board of Health.



### INJURY PROCEDURES

Preschool staff are regularly trained in school safety policies, first aid procedures, CPR/AED methods, and Communicable Disease Symptoms and Prevention.

In case of emergency and/or accident, Royal Redeemer will follow the posted medical and dental emergency plan: administer first aid as needed, contact the proper authorities, summon emergency transportation if necessary, contact the guardian(s), and complete a written accident/incident report.

### VISITORS & CAMPUS SAFETY

Security measures promoting indoor and outdoor safety on the school grounds are in place, with all school entrances locked and monitored using a security system. All visitors must enter and sign in through the main school office at the North Entrance, or the preschool office at the South Entrance.

When leaving your vehicle, we ask that it be turned off and your keys removed while the car is parked. Do not leave children in an unattended vehicle.

Smoking or tobacco use is prohibited in the school and on the premises during operation hours.

Firearms, explosive devices, and other weapons are not permitted on the premises. Those entering the school are asked to secure any weapons before entry, regardless of a valid permit to carry such weapons.

Emergency plans and procedures are available in each classroom, and evacuation routes posted at each classroom door. First aid kits and defibrillators are also available throughout our campus.

## CHILDREN'S RECORDS

Information in your child's record is kept confidential, and cumulative records are kept on file according to Ohio Department of Education requirements. Unless your written permission is provided, only those directly related to the education and care of your child, school administration, or regulatory agencies will have access to your child's information.

The below required forms and paperwork can be found at [rrls.org/resources](https://rrls.org/resources), and must be on file before a child is permitted to attend classes.

- **Enrollment Forms:** Your registration form is kept on file throughout enrollment, updated annually during the registration process, and includes all required and pertinent information in regards to your child. In addition, the state requires a child's birth certificate and current medical statement.
- **Medical Statements:** Medical statements are required, attesting that the child is suitable to be in a child care facility and signed by the child's physician, including a list of immunizations, and must be updated annually. The following diseases are immunized for: Chicken Pox, Diphtheria, Hemophilus Influenzae type b, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella, and Tetanus. If your family has a religious or medical exception to receiving immunizations, this must be indicated on the medical statement.
- **Child Health Care Plans:** Any students with specific health care needs or students who require modified care must complete a Health Care Plan, updated annually, or more often as needed. This documentation may also require written instructions from a licensed physician or dentist as appropriate. This form may also be used in partnership with a medication administration form.
- **Medication:** When administering a medication, topical ointments, sunscreen (non-aerosol only), food supplement, or modified diet, a current medication form must be on file, updated at least annually, with written instructions from a licensed physician or dentist. Medication will be stored out of reach of children and a written log, including dosage, date, and time will also be kept on file.

Additional forms may be requested during registration or throughout the year, as necessary.

*Please be sure to notify the school office of any changes or updates to information as soon as possible, including, but not limited to: contact information (address, email, phone), medical information, or emergency contacts/those authorized to pick up your child.*

## MEALS & SNACKS

Meal and snack time are not only crucial to a child's health and development, they are also a part of our preschool curriculum. Meal times are a valuable opportunity for developing social interactions, learning about healthy food choices, and so much more.

Our optional hot lunch program is carefully planned to provide nutritional content and follow the requirements set forth by the National School Lunch Program, and other applicable federal and state nutrition guidelines.

Healthy snacks are provided during our before-care and after-care program. We ask that full-day families send in an afternoon snack for their child daily.

If you are sending a snack and/or lunch, we ask that you take into account, we are a nut-free school. We recommend the following suggestions as we partner to nourish your child's growing mind and body:

- Please send snack and lunch in separate containers and ensure all lunch boxes, bags, and containers are labeled with your child's full name and are dated.
- We advise using insulated bags/ice packs to keep food cool, and thermoses to keep food warm.
- Finger foods, including fruits, vegetables, cheese, pieces of meat or chicken, or homemade leftovers make simple and nutritious meals, and should be cut up, to prevent choking.
- We suggest avoiding foods that are high in sodium, sugar, and/or fat, and using the recommendations from USDA's [MyPlate](#) to ensure your child's meal and/or snack is healthy and well-balanced.
- Snack is recommended to include two food groups, out of fruits, vegetables, grains, protein and dairy, and lunch to include all five.
- If a snack or lunch is not provided for the day, Royal Redeemer will provide a supplemental snack or meal. Please note additional charges may be applicable.



## SPECIAL OCCASIONS

To promote the health and safety of all our students, food items to be shared, such as birthday or party treats, must be store-bought and display or have available an ingredient food label. Due to the possibility of food-borne illness and food allergens, homemade items are not permitted. *All food must be free from peanuts and tree nuts.* Additional restrictions, such as eggs and milk, may be instituted at the classroom level should a student's health needs dictate. If you would like to honor your child's birthday in an alternate way, donating a book to the schools library, providing a special craft or project, or providing birthday hats or napkins for the class are great options. *Please make arrangements with your child's teacher prior to bringing any shared food items to ensure the safety, consistency, and equal access for all students.*



## ALLERGIES & FOOD INTOLERANCES

Families must notify the center regarding children’s food or environmental allergies or intolerances. We ask that parents or guardians provide the school with a completed Child Medical/Physical Care Plan (available at [rrls.org/resources](http://rrls.org/resources)), signed by the child’s medical provider, detailing the child’s symptoms or reactions, treatments or actions to be taken, medical procedures to follow, and all necessary medications with partnering medication administration forms.

Individual child allergies, food intolerances, and dietary preferences are posted in all our preschool classrooms and kitchen areas, and staff members are trained on how to consult and use the list to serve each child’s needs.

Our school has adopted a “no-nut” policy, and all families and staff are asked to carefully monitor product ingredients to avoid nut-containing items being brought onto school grounds.

## ILLNESS PREVENTION

Our teachers are regularly trained in regards to proper hygiene practices and general infection control, and put this information into practice each day.

**Hand Washing and Sanitizing:** Teaching the importance of hand washing at an early age encourages healthy practices and motivates children to take an active role in staying healthy. With that in mind, your child will be required to wash hands upon arrival and departure, before and after eating, after bathroom visits, when returning from outside and at any other appropriate time. As an additional precaution, visitors are encouraged to clean or sanitize their hands before entering classrooms and common areas.

**Cleaning Practices:** Royal Redeemer regularly cleans, and sanitizes equipment, toys, surfaces, and other items using soap and water, followed by a sanitizer or disinfectant. Our sanitizers and disinfectants used are registered and approved by the Environmental Protection Agency. In addition, machine-washable fabrics are laundered, or sent home on a weekly basis, or more often if needed.

Teacher’s and staff work throughout the day to ensure classrooms and items are kept clean, and a professional cleaning company deep cleans rooms and common spaces following each school day.



## CHILD ILLNESS POLICY

If a child becomes ill, RRLS staff will determine if it is necessary to observe, isolate, or possibly send home the student, as defined below. Parents or emergency contacts are notified via phone immediately and may be asked to pick up the student within two hours of notification. Sending a student home is sometimes necessary, either to reduce the transmission of illness, or because the school is not able to adequately meet the needs of the child. If a parent cannot be reached, staff will make every effort to connect with alternate contacts, as listed on the child's enrollment forms.

If a student is showing signs of illness while at school, Royal Redeemer may take one or more of the following steps:

- **Observe:** mild illness and/or cold symptoms; not feeling well enough to participate regularly.
- **Isolate, Observe, and Possibly Send Home:** per administrator and/or parent decision: unusual spots or rashes; elevated temperature.
- **Isolate and Send Home Immediately:** Diarrhea; vomiting; sore throat/difficulty swallowing; severe coughing; difficulty or rapid breathing; yellowish skin or eyes, conjunctivitis (pink eye); 100+ temperature with another symptom; infected skin patches; dark urine/grey or white stool; stiff neck, evidence of lice, scabies or other parasitic infestation.

*At all times, isolated children are kept comfortable, within sight and hearing of an adult staff member, and provided a resting space with a mat/cot and linens (disinfected/laundered between uses), while being observed carefully.*

When a student is sent home, they may be admitted back to school once they are fever free and/or symptom free after 24 hours, and able to participate comfortably in all usual program activities, including outdoor time. Please note, school administration reserves the right to request a physician's written approval for a child to return to class.

If your child is exposed to a particular communicable disease in their classroom, parents will be notified via a letter or email according to the requirements of our local governing agencies.

Royal Redeemer has a legal responsibility to notify the local health department of certain reportable communicable diseases. Authorities may require further information, testing, or preventative measures, in order to promote the health and safety of all staff and families we serve. Our school will give serious consideration to all recommendations made by the public health agencies.



## TRANSPORTATION

Royal Redeemer Lutheran School asks that guardians, and those designated by guardians, transport preschool students to and from school, for field trips, and additional events at or outside of school.

In case of an emergency, we will work with first responders to transport students as necessary. Individual student emergency transportation will be arranged according to your preferences noted on your student's registration form.

## REPORTING ABUSE & NEGLECT

Any individual working with children, is a mandated reporter and required by law to make a report to the appropriate authorities if they have reasonable cause to believe or suspect a child is suffering from or in danger of abuse or neglect. All preschool staff receive training in identifying and reporting suspected abuse and neglect. The local child protective service agency involved will determine appropriate action and may conduct an investigation. It's the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Royal Redeemer will cooperate fully with all appropriate authorities and will maintain confidentiality.

# HEALTHCHEK SERVICES



Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Physicals (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Mental health screenings,
- Dental, hearing, & vision screenings
- Vaccinations/immunization assessment (making sure child receives them on time)
- Blood lead screening; and
- other services or screenings as needed

Babies should have at least 8 Healthchek exams by their first birthday. Children should have Healthchek exams at 15, 18, 24 and 30 months. One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam.

Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services.

For more information, visit [medicaid.ohio.gov](https://www.medicaid.ohio.gov) or call (800) 324-8680.

# POLICIES &

# *Procedures*



## REGISTRATION & ENROLLMENT PROCEDURES

Each year, our registration process begins in January. We encourage families to visit during one of our open houses or schedule a time to tour our beautiful facility and meet our amazing staff. In addition, we offer an option for students to visit a classroom for a short time period with their parents during the school day, in order to experience what our classrooms have to offer.

Once a family is ready to register and join the RRLS family, we ask that they complete a registration form (available at [rrls.org/resources](https://rrls.org/resources).) and submit a non-refundable \$100 registration fee via check (made payable to Royal Redeemer Lutheran School.) Our administrative team will then work to place your student based on the desired schedule noted on your registration form.

Classroom placement is based on a first come, first serve basis and subject to change based on enrollment. We will offer spaces via email or phone, and then confirm with a follow up acceptance letter. Please note, our classes do fill up quickly, and if we can not accommodate your requested schedule, we will work to offer an alternate schedule or waitlist options.



## TUITION & FEES

Royal Redeemer Lutheran Church and School is non-profit program, with a mission to educate young minds and fosters a lasting relationship with God, while working to meet the needs of our families. All tuition and registration fees go directly to classrooms and curriculum materials and into supporting the school's staffing needs.

Tuition collection is administered on behalf of Royal Redeemer by FACTS, a program with a variety of payment options: One, two, or ten payments per year. Please note, FACTS charges additional fees, depending on the set up plan chosen.



Payments can be made with check, automatic bank withdrawal or credit card. If a credit card or bank account is used, there is a service fee charged for the transaction.

Access to the [FACTS family portal](https://rrls.org/resources), current tuition rates, fees, scholarships, and other financial related information can be found on our website, [rrls.org/resources](https://rrls.org/resources).

## DROP OFF & PICK UP

Royal Redeemer utilizes a car line system for students dropping off at the beginning of the school day and leaving at the end of the school day. At drop off, parents are asked to pull up to designated areas but stay in their vehicles. Have your child ready to exit the car when our teachers come to assist getting students and belongings out. For pick up, again, we ask parents to stay in their vehicles, and teachers will assist the students in entering the car. Please note, while staff are not allowed to buckle or harness students, we offer designated spaces at the end of our parking lot for caregivers to pull over and properly place children into car seats or boosters. Royal Redeemer staff cannot release a child if there is no proper car seat or booster provided in the vehicle.

For children that utilize before-care or after-care, we ask that caregivers park and enter the building to drop off or pick up their students. Please ensure you have proper identification for staff to verify so that the child may be released. Students may not be released to anyone under the age of 18 years.

Because specific routes and details are designed each year for drop off and pick up, a more thorough plan is provided to families at orientation.

### ABSENCE

Please notify the school if your child will be absent or will be arriving after 9:00am. We show concern if we do not hear from you. If your child is absent due to illness, please let the school administration know as soon as possible, in order to observe for symptoms in other students.

You can email us with absence information at:

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

or call our absence line at

**(440)237-7988 x297**

### LATE DROP OFF

We ask that children arrive on time via car line, 8:45-8:55am or 12:40-12:45pm, ready to start their day, however we understand that appointments and other circumstances may conflict. If you arrive after these designated times, please park and enter via the South Entrance door. From there you can check -in, escort your child to their classroom, and assist with the transition into their day.

### LATE PICK UP

Children should be picked up at their scheduled time; however we do understand that special circumstances may arise. In the event of an emergency, if you cannot pick up your child on time, or must send an emergency contact (those listed on your registration form), please notify the school immediately. A late fee or after care fees will be charged when applicable.

## DRESS CODE

Students should wear clothing appropriate for the energetic and creative activities young children participate in (e.g. painting and glue art, digging in dirt, sensory and water play). Clothing should also be simple in order for children to use the restroom independently. Because students are required to be potty trained, no pull-ups, diapers or training underpants are allowed. Non-marking soles are needed for gym participation.

Our outdoor spaces are an extension of the classroom, and we conduct activities outside when weather permits. For safety on our playground equipment, please no crocs, sandals, or flip-flops. We ask that students are dressed for the elements, including rain coats and boots for wet and muddy weather, and jackets/snow pants, hats, gloves/ mittens, and boots for cold and snowy weather.



## SUPPLIES & ITEMS NEEDED

Each year, we post a supply list for each program on our website: [rrls.org/resources](https://rrls.org/resources). Families are asked to purchase these items and bring them to school during our orientation events, prior to the student's first day.

Royal Redeemer will also provide each student with a bookbag. It will contain a folder with important information. We ask that you use that folder, or purchase a durable alternate folder, to keep in the bookbag for communication going to and from school. In addition, we ask that you leave a complete set of spare, seasonally appropriate clothing, including socks and underwear in your child's bookbag. Clothing should be labeled with your child's name, and we recommend placing all items in an additional labeled bag. Please replace the items as they are used or become soiled.

For full-day students, we will supply a nap bag for families to send in rest materials. Teachers will send these home at the end of each week to be laundered. Pillows must be travel size, and blankets should be no larger than 50"x60". One comfort item may also be brought in for rest time, but should be no larger than the size of your hand. An acceptable alternative to a blanket/pillow is a roll up nap mat with an attached pillow.

Personal belongings, such as toys and electronics should not be brought into the school unless approved by the teacher, for example, a weekly show and tell item.



# BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

Teachers and staff design and pace activities to hold children's interest, but there may be occasions when a child will need additional support with behaviors. At Royal Redeemer, we believe in positive reinforcement: we praise positive behaviors, manners, and students acting "The Jesus Way." We understand behavior to be communication, and it is our job to decipher what children are saying.

Teachers and staff responsible for a group of children provide constructive, developmentally appropriate child guidance and management techniques at all times. These can include strategies like redirection, separation from problem situations, talking with the child or children about the situation, and positive reinforcement for appropriate behaviors.

For repeated undesirable behaviors, teachers may confer with parents about a plan of action, which may include charting/reporting behavior, and praising positive behavior to reinforce goals. Any plan put into effect will be designed with parents permission to implement. Additional support, from the administrative team, may be provided as well.

Our Behavior Management policies and procedures ensure the safety, physical, and emotional well-being of all individuals on the premises. Suspending a student's enrollment is rare, but necessary if the child poses a serious threat to the well-being of others.

Per the Ohio Department of Education, our schools' discipline policy applies to all persons on the premises, and is restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to punching, pinching, shaking, spanking, or biting.
- Discipline shall not be delegated to any other child.
- No physical restraints shall be used to confine a child by any means, other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area, such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Enrolled families and staff members shall receive this written discipline policy when starting, and it may be referenced at any time on our school website, [rrls.org](https://www.rrls.org).

## PHOTOS & VIDEOS

Royal Redeemer utilizes photos and videos in a variety of ways throughout the school year, including, but not limited to: classroom and school newsletters, the school yearbook, livestreaming or recording of school events, and other media formats.

Your preferences for how these items are used should be completed on your student's registration form. Do not hesitate to contact us with questions.

## SCHOOL DIRECTORY & ROSTERS

The School Directory and Class Rosters are published at the beginning of the year, and available to guardians of students via the FACTS family portal. Your preference on how your child should be included on these items can be verified during Enrollment. Please contact the school office in regards to any changes to this information or if you have any additional questions.

## NOTICE OF NON-DISCRIMINATORY POLICY

Royal Redeemer Lutheran School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers, educational programs and athletics/extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.





*Learning for Life. Leading for Christ.*

# RoyalRedeemer

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LUTHERAN CHURCH & SCHOOL