



Risen Christ Preschool
1000 Moseley Road
Fairport, New York 14450
(585) 223-9653

Dear Parent/Guardian:

Welcome to Risen Christ's Preschool Program. Thank you for your interest in our educational program for your child's spiritual, social, academic and emotional growth. Our mission is to provide a progressive program that will prepare your child for kindergarten, while keeping Jesus in the center of all we do.

In this packet, you will not only find the necessary forms needed to register your child, but also valuable information regarding our program. Please complete all forms and bring them to our preschool between the hours of 8:00am-8:30am or 9:30am-12:00pm, Monday-Friday (please refer to the section titled **Enrollment** for further information). Our classes will begin the week of September 9th, 2019. We will host two Open House events; one specifically for parents and one for both parents and children. They will be held on the evenings of September 5th and 6th, 2019 (hours will be provided in August of 2019).

At the time of registration, we will need the following:

- **Completed Registration Form**
- Non-refundable \$35 registration fee per child
- Non-refundable \$50 deposit per child, which will be applied to September's tuition (**please note that you may write one check, for \$85, to include both the \$35 fee and \$50 deposit**)
- Health Care Form (with Immunizations) is due **prior to the start of school**

Admission to our program is on a first come, first serve basis. It is best to bring your forms in person, not via mail. If you have any questions, please contact Jamie Gullo at jamie316gullo@gmail.com.

We look forward to serving you and your family on this fun and exciting adventure!

Sincerely,

Jamie Gullo
Preschool Administrator

Preschool Program Handbook

Risen Christ Lutheran Church

WELCOME

Welcome to Risen Christ's Preschool Program. This handbook has been provided to aid you in understanding our educational program, resources, policy and procedures. Risen Christ is committed to offering a quality program that meets the spiritual, social, emotional, physical and developmental needs of children. It is our goal to supply your child with a consistent and safe environment so they can explore learning and integrate it into their lives. Our teachers are devoted to the theories of Piaget, Maslow and Gardner and to teaching children about God's love in Jesus. Therefore, children will learn through play, have their basic needs met, and will be taught a curriculum based on their interests and skills.

GOALS

The Goals of Risen Christ include:

- Provide quality care for children
- Increase confidence, social skills, academic skills, spiritual health and physical health
- Promote independence, respect, honesty, caring and responsibility
- Prepare each child for Kindergarten readiness
- Support and strengthen the family unit
 - By creating a safe, nurturing, and fun environment
 - By offering Sunday School Services and Pastoral Counseling to families
 - By providing adult and teen Bible study groups
 - By offering participation in Care Groups
 - By offering Marriage and Family input

BELIEFS

- God is bigger and better than we can humanly imagine
- Jesus is God showing himself to us
- The Holy Spirit is God living in and through us
- The Bible is the inspired Word of God and is His guidebook for life
- God created it all
- God's will is for us to grow in Christlikeness
- God is love. He loves us and wants nothing more than for us to love Him back. He showed His love by sending Jesus to die for our sins
- It is only through faith in Him that we can have the best life possible...on earth and with Him eternally

ENROLLMENT

For currently enrolled and congregational families, enrollment will begin January 7, 2019 for the 2019-2020 school year. Any parent wishing to enroll their child is expected to complete and submit an enrollment form and the necessary fees. Open enrollment for all students will begin January 22, 2019. Enrollment is based on a first-come, first-serve basis. In cases where enrollment is not granted or a waiting list is necessary, the parent will be advised and the child will be placed on a wait list. Once an opening is available, the parent will be notified and has three days to submit the non-refundable tuition and registration fees. If this deposit is not received within that time frame, the child's spot will be waived and the next child will be considered for placement.

Students who have reached their 2nd birthday, prior to December 1st of that school year are eligible for the two year old program. Students who are toilet trained and have reached their third and fourth birthday, prior to December 1st, of the school year, are eligible for enrollment in the three and four year old programs.

Students who have special needs or who, once enrolled, demonstrate the need for special assistance, may be required by the Preschool Director/Teacher to have testing conducted by an outside agency, to help determine the learning needs of the child. Risen Christ Preschool is not responsible for any fees associated with the testing of any child. The parent will be required to make a referral to the Committee of Preschool Special Education or the Monroe County Early Intervention Team. If the needs of the child can be adequately addressed by the preschool staff, a plan will be implemented. Risen Christ reserves the right to deny or drop enrollment if this consultation demonstrates we cannot reasonably meet the needs of a child.

SCHOOL SCHEDULE

Risen Christ's Preschool Program will generally follow the Fairport Central School District's holiday schedule. In the event school is closed for Fairport Central, due to weather, school will also be closed for our preschool program.

TUITION SCHEDULE

A registration fee of \$35 is due with each completed application, **together** with a \$50 deposit. The registration fee does not apply toward monthly tuition. Please make payments to Risen Christ Preschool. We offer multiple payment options; monthly, semi-annually, and annually. Monthly payments are due by the first day of each month. Semi-annual payments are due by the first of September, 2019 and the first of January, 2020. Yearly payments are due by the first of September, 2019. We allow a 7 day grace period for payments. We also offer a \$10/month sibling discount for families that enroll more than one child. **Please note a \$45 discount for those who pay semi-annually and a \$90 discount for those who pay annually, (the amount shown below includes that discount).**

<u>Programs</u>	<u>Monthly/Semi-annual/Annual</u>
Two Year Old Program (2 hours/day)	
2x/wk Class	\$145/\$630/\$1215
3x/wk Class	\$190/\$832.5/\$1620
5x/wk Class	\$250/\$1102.5/\$2160
Three Year Old Programs (2 ½ hours/day)	
2x/wk Class	\$130/\$562.50/\$1080
3x/wk Class	\$180/\$787.50/\$1530
Four Year Old Programs (2 ½ hours/day)	
3x/wk Class	\$190/\$832.50/\$1620
5x/wk Class	\$245/\$1080/\$2115
5x/wk 8:45 Class	\$255/\$1125/\$2205

ATTENDANCE AND TARDINESS

Two year old classes begin at 9:15am and end at 11:15am. Three year old classes begin at 9:00am and end at 11:30am. Four year old classes begin at either 8:45/9:00am and end at 11:30am. Enrichment classes end at 1pm.

We ask that you please not drop your child off earlier than 5 minutes prior to class and that you pick your child up on time. Being present and on time are great life skill habits and will teach your children the importance of punctuality and respect. Arriving on time for the seemingly unstructured learning centers at the beginning of their schedule is important in establishing a routine and social/academic development. Please also be respectful of the teachers need for time prior to the start of the school, in preparation for the day.

At dismissal, parents are also expected to arrive on time. Children anticipate your arrival and lateness can often create anxiety for children. We understand that there are times people run late or get caught up in a situation! We just ask that you not make a habit of being too early or late.

Classes missed for illness or other reasons are not considered refundable. Please contact the preschool to advise if your child will not be in attendance on a scheduled day.

AUTHORIZED PICK UP POLICY

Children will only be released to those listed on the registration form, completed by the parent/guardian, as "authorized to pick up". If a parent/guardian wishes to have their child picked up by a different individual, a written request must be given to the Preschool staff. Photo identification will be required for picking up a child, if the person is unfamiliar to the staff at Risen Christ.

All children are expected to be picked up from our program at dismissal time. If you are unable to pick your child up at dismissal time, we ask that you advise the lead teacher and possibly put together an alternative pick up plan for your child.

DROP OFF/PICK UP POLICY

Our goal is to provide your child with a safe school . Please contact the Preschool Administrator, prior to the week of school, if you or your child's provider needs assistance with pick up or drop off. We understand that it is sometimes

difficult for individuals who have infants in car seats, multiple small children or those with handicap conditions to walk down to pick up and/or drop off a student. We are happy to assist you in any way we can.

Drop Off Policy

- **FOUR YEAR OLD PROGRAMS:** Our drop off locations, for our four year old classes, will be at either the sidewalk prior to or past the playground, where a teacher will meet your child and walk them into the classroom. Please follow the drop off policy that was provided in a separate packet. Please go slow and watch for little ones! Children will need to be dropped off between 8:40 am and 8:50am for the 8:45am class and between 8:55 and 9:05 for the 9:00am classes. Although we are encouraging parents/providers to follow this drop off procedure, if you prefer to walk your child into the classroom, you may park in the parking lot and **enter at the upper level, between 9:00am and 9:05am**. If you arrive after 9:05am and all cars have already exited the drive thru loop, you will need to park in the parking lot and walk your child into their classroom via the lower level, as classes will have already started. Cars will not be allowed to drive down to the lower level after 9:10am.
- **THREE YEAR OLD PROGRAMS:** Our drop off location, for the 3 year olds, will be at the sidewalk, after the playground, on the left, where a teacher will meet your child and walk them into the classroom. There is a turn around past the playground, so you will be able to drive past the playground, onto the turn around and then drive out of the lower level driveway. Please go slow and watch for little ones! Children will need to be dropped off between 8:55am and 9:05am. Although we are encouraging parents/providers to follow this drop off procedure, if you prefer to walk your child into the classroom, you may park in the parking lot and **enter at the upper level, between 9:00am and 9:05am**. If you arrive after 9:05am and all cars have already exited the drive thru loop, you will need to park in the parking lot and walk your child into their classroom via the lower level, as classes will have already started. Cars will not be allowed to drive down to the lower level after 9:10am.
- **TWO YEAR OLD PROGRAMS:** We are asking that all two year old parents/providers walk their children into school. You will need to park in the upper parking lot and walk your child into school, via the lower level. A teacher will greet you and bring your child into class. For safety reasons, please do not walk your child into school prior to 9:10am. Please park in the inner parking spaces of the parking lot, **not in the** perimeter parking spaces.

Pick Up Policy

Our **pick-up policy** will require that all children are picked up from their classrooms. This will mean that all those picking children up should park in the parking lot and walk down to the lower level to pick up their child. This will allow teachers to share the day with providers/parents and impart fellowship. Many play dates and friendships are created when children are picked up! We don't want anyone to miss out on these opportunities!!

ALWAYS PROCEED WITH CAUTION WHEN PICKING UP AND OR DROPPING OFF CHILDREN! IT'S A BUSY PLACE AND THE SAFETY OF OUR LITTLE ONES IS VERY IMPORTANT TO US!

BEHAVIOR POLICY

It is expected that your child will have some difficult days and not want to leave your side. This is okay and very typical. To assist in this transition time you are welcome to stay in the classroom, particularly for the first week or two. If your child does not transition within the first month and is still struggling with separation issues, a meeting will be scheduled with the parent, teacher, and administrator to develop a plan. Many times parents leave the environment when their child begins to feel secure and ready to investigate. For our two and three year old children, it can be helpful if a child brings something from home to aid in this transition, (ex. a blanket, teddy bear, train). From our experience children can experience separation anxiety over the first few months, (inconsistently or consistently). The great news is that this does not usually last! Children tend to conform and inadvertently enjoy the program! Our goal is to help each child develop self control, self esteem, and respect. Our structured and consistent program lends itself to assisting children in making positive choices. Inappropriate behavior is considered a "teaching moment". During this time our staff will utilize redirection and behavior modification strategies in working with the children. If a child is causing harm to another child a meeting will be set up with the child's parent/guardian to address the issue and a plan will be put in place. This plan may include removal of a student; if necessary. The safety of the children and staff is of utmost importance.

DRESS CODE

Please send your child with a labeled bag/backpack consisting of a change of clothes (all children), wipes and diapers (2 year olds). All three and four year old children are expected to use the bathroom facilities and not be in diapers or training pants. Depending on the weather, please dress your child warmly and send them with mittens, hats, boots, and snow pants, so they are ready to go outdoors. Again, please remember to label all items. Always dress your child in clothes that may be stained with paint!

PARENT MEETINGS AND CONFERENCES

Parent/Teacher communication is vital to student success. Prior to the start of preschool two “Open House” events will be scheduled and will give both parents and students an opportunity to become better acquainted with faculty and families. For all programs, progress reports will be completed in January and May. Conferences will be scheduled in January, allowing parents the opportunity to meet with their child’s teacher to review progress. At any time, if a parent has a concern, please schedule a private meeting (via phone, e-mail, or 1:1) with your child’s teacher.

PARENT HELPERS

The role of parents in our preschool program is an important one. If any parent is interested in volunteering in our classrooms please pre-plan, with their child’s teacher, a day and time to either read a book, help with a craft, or participate in an activity. All parents will be required to follow the policies and procedures of Risen Christ, outlined in our handbook. We ask that parents limit their volunteering to no more than one visit per month and no more than one hour per visit. Child protection laws require that a background check be conducted for any volunteers who help regularly. Please understand, this is for the protection of all students in our building and that you will need to provide the \$7 fee for this background check.

PARENTAL GRIEVANCES

When a parent has a personal grievance against a member of the faculty, staff, or other parent, the parent is expected to follow the Biblical teaching found in Matthew 18:15-17a.

First, schedule an appointment to respectfully and privately address the issue face-to-face with the individual in question. If you are in need of assistance, please ask the Preschool Administrator for guidance. Approaching this person, may need to be done more than once.

If this issue is not resolved, the parent should advise the Preschool Administrator and request a conference with the person with whom there is a grievance.

If the situation is still unresolved, the matter should be placed in writing and the Preschool Administrator will advise the Pastor and develop a plan to resolve the issue.

BIRTHDAY PARTIES

Celebrating your child’s birthday is a special event and is supported at Risen Christ. Please contact your child’s teacher and make arrangements one week in advance of your child’s birthday party. This allows your child’s teacher to properly coordinate activities and plan for any food allergies within the class. All food items brought in must be store bought and processed in a peanut/tree nut free factory; please speak with your child’s teacher to review the acceptable snack list.

SUPPLIES

A supply list of needed school items will be provided, by your child’s teacher, at the end of August. These items will include a pair of indoor shoes (to be left at school). Other items will be teacher specific.

FIELD TRIP POLICY

Field trips are part of our school’s curriculum and are an important part of the school year. They allow students to explore, learn and build relationships. A parent or guardian is required to bring their child to the field trip and attend the event. These events will be scheduled during your child’s scheduled days of school.

FIRE SAFETY

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur. Fire drills will be held regularly and will be recorded in a log, documenting time, date, number of children and staff, and any additional comments necessary.

In the event of a fire, the person detecting a fire will call 911, teachers will evacuate children, proceed to a designated waiting area, take attendance, and await further instructions to return to the building or be relocated to a safer location, (including being picked up by parents and brought to their home).

PHOTOGRAPHY AT RISEN CHRIST

A professional photographer will provide families with individual and class photos at an additional cost (based on the photographer's fees). The fee and paperwork for the professional photographer are required to be completed prior to the photo session. However, throughout the school year our teachers and parent volunteers will take photos (with a school assigned camera, not to be taken home by parent volunteers), that will be utilized in emails, uploaded to our TV screen at the preschool (for parental viewing) and at the end of the school year for a slide show. These photos may also be utilized for promotional purposes.

EMERGENCIES

We require that the registration form, which includes a medical agreement, be signed prior to enrollment. This form authorizes Risen Christ's Preschool Program to contact emergency care for your child in the event of an emergency. The form is kept on file for emergency use only. Parents are responsible for keeping the data on their form up to date and to notify the school immediately of any changes. In the event of injury or serious illness, parents will be notified immediately. If the staff feels that your child requires immediate medical evaluation, the decision will be made to call 911, and if deemed necessary, your child will be transported to the Emergency Department by ambulance.

In the event of a power/utility failure, parents will be contacted and asked to pick up their child. Supervision of all children will be maintained until children are picked up.

INCIDENTS/ACCIDENTS

Risen Christ's Preschool Program is equipped with a complete first aid kit. Our staff is certified in First Aid and CPR. In the event of an incident, a staff member will administer first aid, complete an incident form and inform the parent/guardian upon pick up of their child or by a phone call.

SNACK TIME

Risen Christ will provide your child with a snack. For the Two Year Old Program we ask that you please bring a drink for your child in a spill proof cup. The three and four year old classes ask that you send a spill proof water bottle filled with water to school every day.

ALLERGY POLICY

We would like to stress the importance of the safety of all children in our preschool program and ask that you not send any food to our school that contains any type of tree nut, peanut, nut oils or anything that has any of these ingredients. We would also like to ask that if you give your child a cereal bar or an type of nut containing product prior to coming to school that you have them wash their hands thoroughly, with soap and water. If you are unable to do this, please advise our staff at drop-off so we can wash their hands. Your child's classroom will also post classroom allergies outside their classroom. Please be cognizant of specific allergies in your child's classroom and heed to teacher's requests regarding snacks or birthday food choices.

IMMUNIZATION RECORDS/PHYSICIAN'S REPORTS

In accordance with New York State Department of Health Regulation 418, all children are required to have a physical examination by their physician prior to attending school. The exam must be current and immunizations must be up to date. A medical form must be signed by your physician. This information, under New York State law, must be submitted prior to the first day of school.

SAFE SCHOOL POLICY

Every child's health is important to us. It is our goal to maintain a healthy environment whereby children can learn and have fun. As a result, we ask that you send your child to school when they are healthy and keep your child home when he/she becomes ill. To aid in this decision, we have provided the Exclusion from Preschool Chart below. Please note that the following information was derived from various New York State Child Care and Health Department regulations, the U.S. Department of Health Center for Disease Control and the National Association for the Education of Your Children Model National Health and Safety Performance Guidelines for Out-of-Home Child Care Programs. Furthermore, if your child is diagnosed with a highly contagious illness (such as pink eye, lice or strep), please inform your child's teacher. This will allow the teacher to share with other families, heightening their awareness of potential medical concerns. If you have any questions always consult your physician and local health department, as illness exclusion and readmission criteria may vary.

Exclusion from Preschool Chart

DISEASE	INCUBATION	RETURN TO SCHOOL
Bacterial Meningitis	Varies	Local health department certificate
Chicken Pox	12-16 Days	7-10 days. Fading rash and all lesions are dry.
Common Cold	Varies – Teach your child to contain germs by coughing/sneezing into their elbow, and to use a tissue properly	Please do not send your child to school if they are not feeling well enough to participate in daily activities and they have yellow or green mucus.
Conjunctivitis (Pink Eye)	1-3 Days	At least 24 hours after treatment begins, and secretions are clear.
Croup	Varies	24 hrs. after fever has returned to normal, or if no fever is present, 3 days after onset.
Diarrhea (1 or more episodes)		After 24 hours of being symptom free.
Fever or 100 degrees or higher		24 hrs. after fever has returned to normal, without medications.
Fifth Disease	4-15 Days	Infectious prior preceded the rash, so no time away needed.
Hand, Foot, Mouth	3-5 Days	24 hrs. after being fever free.
Head Lice	1-2 Weeks	When medication is completed and there is no evidence of lice or nits.
Impetigo	1-10 Days	Under medication for 24 hrs. and no active lesions.
Influenza	Varies	Fever and symptom free for 24 hrs.
Measles		Six days after onset of rash.
Mumps		Nine days after onset of swelling or until asymptomatic, whichever is longer.
Pneumonia		Physician advises return.
Rubella		Seven days after onset of rash.
Ring Worm	4-14 Days	When under medical treatment for 5 days.
Strep Throat	Varies	On antibiotics for at least 24 hrs.
Thrush	2-5 Days	After medication has begun.
Tuberculosis		After antibiotic treatment begins and physician advises return.
Vomiting (1 or more episodes)		After at least 24 hours symptom free.
Whooping Cough	5-10 Days	When under medical treatment for 5 days.

Risen Christ Preschool
1000 Moseley Road, Fairport, NY 14450
2019-2020 Preschool Registration Form

Child's Name: _____ Gender: Male _____ Female _____
Address: _____ Birth date: _____
City: _____ State: _____ Zip: _____ Church Affiliation: _____
Mother's/Guardian's Name: _____ Father/Guardian's Name: _____
Address: (If different from child's): _____ City: _____ State: _____ Zip: _____
E-mail Address: _____ E-mail Address: _____
Place of Business/Occupation: _____ POB/Occupation: _____
Work phone: _____ Cell: _____ Work phone: _____ Cell: _____
Home Phone: _____ Home phone: _____
Child's Physician: _____ Physician's Phone: _____
Date of Child's Last Physical: _____ Insurance Carrier: _____
Hospital Preferred in Case of Emergency: _____
Policy Number: _____ Primary Policy Holder: _____
Emergency Contact (other than parent's/guardian's) May also be picked up by
Name: _____ Relationship to Child: _____ Phone: _____
Name: _____ Relationship to Child: _____ Phone: _____
Persons Authorized to pick up (other than parent/guardians): Must Produce Photo ID. Only those listed may pick up your child.
Name: _____ Relationship to Child: _____ Phone: _____
Name: _____ Relationship to Child: _____ Phone: _____

Does your child have a disability or impairment, (if so, please indicate disability or impairment & provider's name and #)?

Does your child have any allergies? _____

What talents, hobbies, and activities does your child enjoy? _____

Please list your child's favorite characters: _____

Please list any fears or phobias your child may have:

Please write below any further information you believe would be helpful for us to know in working with your child (ex. behavioral plans, potty training concerns, techniques that work for you when your child is sad, mad or frustrated)

Please indicate all members of your household below:

Name	Relationship to child	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please select the schedule you are interested in for your child in the section below. ***Denotes Wacky Wed Program**

All two year olds must turn two prior to December 1, of 2019

<input type="checkbox"/> Two Year Old Program	Monday/Wednesday/ Friday	9:15am-11:15am
<input type="checkbox"/> Two Year Old Program	Wednesday/Friday	9:15am-11:15am
<input type="checkbox"/> Two Year Old Program	Tuesday & Thursday	9:15am-11:15am
<input type="checkbox"/> Two Year Old Program	Monday-Friday	9:15am-11:15am

All three year olds must be three prior to December 1, 2019

<input type="checkbox"/> Three Year Old Program	*Monday/Wednesday/Friday	9:00am-11:30am
<input type="checkbox"/> Three Year Old Program	*Tuesday/Wednesday/Thursday	9:00am-11:30am
<input type="checkbox"/> Three Year Old Program	Tuesday/Thursday	9:00am-11:30am

All four year olds must be four prior to December 1, 2019

<input type="checkbox"/> Four Year Old Program	Monday-Friday	9:00am-11:30am
<input type="checkbox"/> Four Year Old Program	Monday/Wednesday/Friday	9:00am-11:30am
<input type="checkbox"/> Four Year Old Program	Monday-Friday	8:45am-11:30am

Medical Agreement:

I, the undersigned, hereby enroll my child in the Risen Christ Preschool Program. It is understood that Risen Christ Preschool will assume responsibility for my child's well-being during the hours of care and will make every effort to contact me should any type of emergency arise. In the event I cannot be reached, I authorize Risen Christ Preschool staff to act on my behalf, according to their best judgment, in an emergency requiring medical or surgical care. I further understand that I am responsible for the cost of all medical care. I have provided the staff with all pertinent information which may assist Risen Christ Preschool in caring for my child including, but not limited to: allergies, previous or existing illness or conditions, sunburn sensitivity, diet requirements, long-term medications, disability or limiting conditions, emotional, developmental or behavioral difficulties. Please notify the Preschool Administrator of any changes that may occur.

Health Information:

Parents are required to submit each child's immunization record and their updated Physical with this registration form. Additionally, Young Living Essential Oils are diffused in classrooms to aid in providing a healthy classroom environment.

Photo Consent:

I give my consent for any photographs, slides or video of my child to be used in promotional material, such as brochures, newspaper releases or our website. I understand that I will not be informed of, or reimbursed for such photographs.

Preschool Handbook:

I have reviewed the Preschool Handbook and understand Risen Christ Preschool's policies. I agree to inform Risen Christ Preschool, in writing, of any changes in my child's enrollment, or changes in family history, address, phone numbers, emergency contacts, etc. If I am in need of a hard copy of this Handbook I will procure one from the Preschool Administrator.

I understand that this contract is viable for the school year of 2019-2020 and that if I wish to enroll my child in the Risen Christ Preschool Program for the following year I must complete an application for that specific year.

Payment Information:

A \$35 non-refundable fee (\$10 for snacks and \$25 for processing registrations) and a \$50 non-refundable deposit are due upon registration. If you are a member of Risen Christ Lutheran Church the \$25 registration fee will be waived, however the deposit for registration will be needed to hold your child's space, as well as the \$10 snack fee.

My signature acknowledges my understanding of and agreement to all the above.

Parent/Guardian _____ Date _____