

2019-2020

REDEEMER
PRESCHOOL
&
Kindergarten



Parent Handbook &
Enrollment Packet

Traci Dunlap, Director | 678.430.1400 | school@redeemerpc.com

3750 Zoar Church Road, Snellville, GA 30039



redeemerpreschool.com



facebook.com/RedeemerPreschoolKindergarten

Purpose and Statement of Philosophy for Christian Education

Redeemer Preschool and Kindergarten

Redeemer Preschool and Kindergarten admits students of any race to all the rights, privileges, programs, and activities generally accorded and made available to students at school. Redeemer does not discriminate on the basis of race in the administration of its educational policies, admissions policies, and other school-administered programs. Redeemer is a four hour program and therefore exempt from licensing by the Georgia Department of Early Care and Learning.

Redeemer Preschool & Kindergarten is a ministry of Redeemer Church. It is a blessing and privilege to us, to serve members of the community. We are a tuition-based, self-supporting non-profit school and responsible to the Session of the Church. Denominational doctrine is not taught; however, we do teach our students basic Christian principles, scriptures and stories found in the Old and New Testaments of the Holy Bible. We share with students our belief that Jesus Christ is the Son of God. Our school has a Christian perspective through all we share with our students. A child learns when guided by loving adults who share their faith in a way meaningful to children.

Our school strives to provide the best conditions possible to promote each child's mental, emotional, physical, and spiritual growth; to help children establish healthy and meaningful relationships with children their own age; to find joy and satisfaction in creative work; to respect themselves and others; to know God as He is reflected in the world around them; and to establish relationships with adults other than family members.

Learning is a creative, lifelong process which for children begins in play and flourishes in wonder, discovery, and meaningful involvement in first hand experiences. Our concern is the development of the whole child - socially, emotionally, physically, intellectually, and spiritually. Through a curriculum designed to meet the needs of each child, we allow children to progress at their own speed. A program with this in mind includes:

- Social interaction with other children through play-based learning.
- Experiences designed to develop motor skills involving large and small muscle coordination.
- Basic learning skills including (STEAM), math, reading, writing, science, and social studies integrated into the days' activities.
- Opportunities to succeed at tasks suitable to their developmental level, which in turn helps develop a positive self-image.
- Learning Bible stories and how to build a relationship with God.

As you read through the Handbook and Enrollment packet, please feel free to contact me with any questions or concerns at 678-430-1400 or school@redeemerpc.com. We look forward to a wonderful school year!

Mrs. Traci Dunlap, Director

REGISTRATION & TUITION

Class	Enrollment Fee	Monthly Tuition	Annual Tuition	Class Requirements
Kindergarten	\$300	\$290	\$2900	Must be 5 by September 1, 2019
Pre-K	\$230	\$230	\$2300	Must be 4 by September 1, 2019
3-Year-Old Class	\$230	\$230	\$2300	Must be Potty Trained. Must be 3 by September 1, 2019
2-Year-Old Class (MWF)	\$230	\$200	\$2000	Must be 2 by September 1, 2019
2-Year-Old Class (5 Day)	\$230	\$230	\$2300	Must be 2 by September 1, 2019

REGISTRATION FEE

- The registration fee is **non-refundable**.
- The registration fee is in addition to the 10 (ten) monthly tuition payments.
- A registration fee is due for each child being registered.
- The registration fee does not qualify for the 5% sibling tuition discount or lump sum payment discount.

TUITION

- Tuition is due on the first of each month beginning August 1st and the last payment due May 1st.
- The tuition payment is considered late after the 10th of each month. Late payments will result in a \$25 late fee added to the month's tuition due. Student's with a balance on their account may not participate in extra school activities such as special programs or in-house field trips.
- The monthly tuition payment is not prorated for short-term or long-term absences.
- Tuition payments are separate from the registration fee.

TUITION continued...

TUITION PAYMENTS

We accept check, money order or cash payments. If paying by check or money order, please make sure your child's name is written on the memo line. Checks and money orders can be placed in the black mail box located across from the Preschool Office. If you are making cash payments, please put payment in an envelope or Ziploc bag with your child's name on it and the amount and give it to either the Director or your child's teacher. A receipt will be given for cash payments. **PLEASE DO NOT LEAVE CASH IN THE BLACK MAILBOX.**

TUITION DISCOUNTS – Monthly tuition for each class is based on an annual tuition that is divided into 10 (ten) equal payments paid August through May . Annual tuition paid in full by August 31st will receive a 5% discount . There is also a 5% discount for tuition of younger siblings upon payment of full price tuition for the eldest child.

Class	ANNUAL TUITION	ANNUAL TUITION WITH 5% DISCOUNT (Paid under conditions listed above chart)
Kindergarten	\$2,900.00	\$2755.00
Pre-K	\$2,300.00	\$2185.00
3-Year-Old Class	\$2,300.00	\$2,185.00
2-Year-Old Class (MWF)	\$2,000.00	\$1,900.00
2-Year-Old Class (5 Day)	\$2,300.00	\$2,185.00

WITHDRAWAL

A written 30-day notice must be given when a child is being withdrawn from Redeemer Preschool. This allows the school time to replace the child with one from the current waiting list or to make necessary personnel changes. If we receive less than a 30-day notice, then **a withdrawal charge will be assessed equaling one month's tuition for that child.** For Kindergarten, the child's records will not be sent to another school until the account is settled.

A minimum student enrollment is needed in each class in order for it to begin in August. The school re-

ENROLLMENT REQUIREMENTS

serves the right to make changes to personnel and the classes offered if the minimum number of enrolled students is not met. If changes must be made, the school will notify enrolled families as quickly as possible.

- Please read **entire** enrollment packet for pertinent policy information.
- The GA #3231 immunization form must be submitted by the end of the first full week of school. If not submitted by the end of the first full week, your child may not return to school until the form is submitted. If your child's #3231 form expires during the school year, you will have 30 days to submit the new one. If not submitted within 30 days of expiration, your child will not be able to return to school until a new form is submitted.

ENROLLMENT REQUIREMENTS continued...

- For Kindergarten students, parent/guardian must submit the Georgia Department of Human Resources Form 3300 “Certificate of Ear, Eye, and Dental Examinations” dated within 12 months of the first day of school. This form must also be submitted by the end of the first full week of school. If it is not submitted within 30 days, your child will not be able to attend school until the form is submitted.
- Children with allergies or special health needs that require medication or special attention must submit a “Medical Information Form” (completed by a Physician) prior to the first day of school.
- POTTY-TRAINING— All children must be potty-trained to be admitted into the 3’s, Pre-K, and Kindergarten classes. We can accommodate occasional accidents; however, if it is determined by the teacher and the school director that a child in one of these classes is not using toilet-trained skills at school, the child will not be allowed to continue attendance in class until he/she develops the toilet-trained skills needed. If you have a child with a physician-diagnosed medical condition that affects his/her bathroom needs, please contact the school director prior to registering to discuss your child’s situation so that the director can determine if we are equipped to meet his/her needs.

DAILY SCHOOL INFORMATION

School Hours: All classes begin at 9:15 am and end at 1:15 pm.

Start of Day: Morning carpool begins at 9:10am and ends at 9:25am. No students are allowed in the building prior to 9:10 am. We are a four hour program and exempt from licensing by the Georgia Department of Early Care and Learning, therefore, we must hold to strict hours that students are in the building. **Please do your best to arrive to school on time.**

End of Day: Afternoon carpool begins at 1:10pm and ends at 1:25pm. Students will be dismissed only to individuals listed on the Authorized Pick-Up list provided by the parent. If someone new will be picking up your child, please let the classroom teacher or director know in writing. The individual will need to show proof of identity.

Students picked up after 1:25pm, will be charged a late fee of \$1 per minute. If you know you are going to arrive after 1:25 pm, please call the Director and let her know. If the Director deems that a parent has a pattern of late arrivals, their child’s enrollment at Redeemer Preschool & Kindergarten will be forfeited. Because of our state license exemption, we are held to strict hours for children to be in our care.

Morning Carpool will begin on August 19th.

Enter carpool line from the Hwy. 124 side of Zoar Church Road. Line will form along the curb (inside the orange cones). PLEASE DO NOT PARK IN THE CARPOOL LANE.

Once a month we will have Walk-In Wednesday. There will be no morning carpool. Parents should walk their child in and can get quick updates on their child’s progress.

DAILY SCHOOL INFORMATION continued...

- In order to move the carpool line quickly, please already have your child unbuckled, and their things gathered before carpool begins.
- When entering/exiting the building, please make sure that the door has closed behind you. Please do not prop the doors to the building open.

Supplies: A supply list for each class is available online at www.redeemerpreschool.com/enrollment

All students should have a change of clothes left at school (including socks and underwear). Also for 2's, please be sure your child has an appropriate amount of diapers and wipes in his/her backpack each day. 2's who are potty training, please wear pull-ups with adhesive sides (Huggies for example).

All Classes: It is okay for your child to bring a water bottle to school with them. Please fill it with water before coming to school.

Lunch: It is important to us that your child learns healthy eating habits. When packing a lunch for your child, please include a variety of healthy and nutritious foods. Please keep the following in mind:

- Your child needs to be able to eat his/her lunch independently.
- Pack your child's lunch in a sturdy lunch box/bag to prevent spills or food from getting smashed.
- If sending grapes or hotdogs, please make sure that they are sliced into bite-sized pieces or we will not give them to your child.
- Do not send knives in your child's lunchbox, but do send other necessary items like forks, spoons and napkins.

Parent Observations: Parents are invited to visit the school and observe their child's class. We request that you call the Director to schedule an observation in advance. Please be advised that visits will not be allowed until after the first six weeks of school in order to give the teacher and students a chance to establish rules, routines and procedures. We are very sympathetic to the separation anxiety that can occur between parent and child. Please remember that it can take 2-3 weeks for children to overcome their distress over leaving home. The teacher and Director will work with families to help make the transition as easy as possible. If we assess that a child is not making any progress with separation anxiety after adequate time, then out of love for and in the best interest of the child and their classmates, we may recommend re-enrolling at a later date.

Communication

All parents are required to sign up for Remind. This allows the school to communicate messages to the entire school. Instructions on how to sign up will be sent with registration information.

DAILY SCHOOL INFORMATION continued...

Communication continued: If you need to get a message to your child's teacher or the Director, please call the school office at 678-430-1400 and leave a voicemail if there is no answer or email school@redeemerpc.com. Please do not send a verbal or written message by your child or put a note in his/her backpack as these often do not make it to the teacher. We do not check backpacks on a regular basis.

Be sure to let us know if you have a change of address or telephone number. It is very important that we are able to contact you at any time during school hours in case of an emergency.

If your child gets hurt at school, the teacher will complete an accident report. If the injury is more serious than a scratch or "boo-boo", then the Director will call you and let you know of the accident. If an accident/incident report comes home, please sign and return the form to school.

Conferences: Parent/teacher conferences will be held for students in the 3's, Pre-K, and Kindergarten classes on the following schedule (dates are subject to change at the teacher's discretion):

- 3's- Late February or early March
- Pre-K - Late February or early March
- Kindergarten - November and March

Outdoor Time: Outdoor time is scheduled each day. If for some reason a child cannot play outdoors for prolonged periods of time, a parent will need to come pick him/her up prior to outdoor time. We do not have extra staff available to stay inside with children when their class is outside.

Please send appropriate outerwear for your child so that he/she will stay warm during colder months. If the temperature is less than 40 degrees classes will have an indoor play time. Closed toe shoes are also required at all times for safety on the playground.

Birthdays: We invite you to send in a treat for your child's birthday. Schedule birthday celebrations in advance with your child's teacher and let her know what your plans are so she can confirm there are no allergies to the treat you want to send.

Classroom Parties: Please see the "Classroom Parties Information" form in this packet. If a family does not celebrate a particular holiday and would prefer their child not to participate in the party, it is not a problem for him/her to be absent on the party day or picked up early prior to the party starting. Please check with your child's teacher to confirm the start time of the party.

Medical Information: *PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF HE OR SHE IS ILL.* Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

- Fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Any symptom of childhood diseases such as scarlet fever, chicken pox, measles or whooping cough
- Sore throat
- Croup
- Any unexplained rash or skin infection - hand, foot & mouth, boils, ringworm, impetigo, etc.
- Pink eye or other eye infection
- Head Lice - please notify the school immediately

DAILY SCHOOL INFORMATION continued...

We will notify you if your child is exposed to a communicable disease. Please let us know if your child becomes ill with a contagious disease such as Hand, Foot and Mouth, so we can notify the parents of his/her classmates. Children may not return to school after a communicable disease until all symptoms have disappeared. The school reserves the right to make decisions about the attendance of a child with a questionable contagious illness/disease based on information provided by medical sources such as the CDC and pediatric specialists.

No medication will be administered to your child by staff or the Director, unless the medication is needed in an emergency situation (i.e., asthma inhalers, etc.). If your child must bring emergency medication, a "Medical Information Form" MUST be on file. Contact the school Director to discuss your child's needs regarding emergency medication. Also, we cannot administer or apply over-the-counter items such as sunscreen and insect repellent. We ask that you apply these items before your child comes to school in the morning. Our teachers come in contact with items and children in the classroom and we do not want to risk exposing children who may be allergic to such items. If a child becomes ill at school, the parent will be asked to come pick him/her up. If any of the symptoms listed above are recognized at school, the parent will be expected to come pick up the child as soon as possible. We adhere strictly to the fever/vomiting rule – you must keep your child at home until he/she has been fever free and/or free of diarrhea or vomiting **for one full school day**. If it's determined during the school day a child is running a fever, the child cannot return to school until a full school day has passed from the time the fever is determined and the fever is completely gone without the use of fever reducers.. If a child throws up at school, the child cannot return to school **for one full school day** after the vomiting has passed.

Clothing: Children should wear sturdy, simple and comfortable clothing. Preschoolers get dirty. Children in **ALL** classes must wear closed toe shoes to school every day. Wood chips on our playground work their way into open toe shoes making it uncomfortable for the child. During cold weather, make sure coats, mittens/gloves, and hats are marked with your child's name. The outdoor classroom is considered a vital part of our curriculum and is utilized every day as long as the temperature is above freezing . Please bear this in mind when dressing your child for school.

FUNDRAISERS

No school can run on tuition alone. Fundraisers are VERY IMPORTANT to our program and help us keep annual tuition costs at a reasonable rate. The first three fundraisers described below take little effort and you can get started helping us right away! They are on-going throughout the school year and we encourage you to invite your friends and family to join in.

- **Boxtops For Education** - We participate in General Mills "Boxtops For Education" program. Save labels from specially marked foods. Place them in a bag with your child's name on it and put it in the black mailbox marked Box Tops across from the preschool office. Each label is worth ten cents to our school. Ask relatives, friends, neighbors, co-workers to save their labels for us also. Boxtops are collected year round. Look out for Box Tops contests throughout the year.



- **Publix Partner Cards** - We also partner with Publix in their "Publix Partners" program where our school receives back a percentage of purchases you make at their stores. In order for RPK to earn money, customers must register for a Publix.com account, sign up for the Program and then select Redeemer School for Young Children. Each time a customer shops at an eligible store, they can help earn money for their chosen school by entering their phone number in the PIN Pad during check-out. All purchases are eligible with the exception of: (i) gift cards, alcohol, lottery items, money services, postage stamps and prescriptions; (ii) purchases from Florida stores; and (iii) purchases from GreenWise Market locations; (iv) purchases made through Publix Delivery powered by Instacart and Publix Curbside powered by Instacart.



- **Kroger Plus Card** - The Kroger Community Rewards program is an ideal way to support Redeemer Preschool & Kindergarten. The program allocates funds to participating organizations based on the purchases that registered members have made at Kroger using their Kroger Plus card. Visit our website at redeemerpreschool.com/enrollment for instructions on linking your plus card to our school.



- **Professional pictures (fall and spring).** In late September and March, we schedule a professional photographer to come to our school and photograph each child. Students can also take sibling photos, all classes take class photos in the spring and Pre-K and Kindergarten students take cap and gown pictures. These make excellent gifts and are a nice memory to have of your child's preschool and kindergarten years.
- **Sweet Treat Friday:** Every Friday, students may bring a dollar to purchase various sweet treats during lunch.
- Announcements of additional fundraisers will be sent home with your child. Your support of fundraisers is genuinely appreciated and helps us to provide your child a fuller, richer school experience!

LIKE US ON FACEBOOK!

facebook.com/redeemerpreschoolkindergarten

REDEEMER PRESCHOOL & KINDERGARTEN | 2019-2020 SCHOOL CALENDAR

August 7th, 2019	Open House/Parent Orientation
August 12, 2019	First day of Preschool and Kindergarten (9:15 am -1:15 pm)
September 2, 2019	Labor Day Holiday – SCHOOL CLOSED
September 2019	Fall Picture Day TBA
October 10-14, 2019	Gwinnett County Schools Fall Break – SCHOOL CLOSED
October 23 & 24, 2019	EARLY RELEASE – Dismissal at 11:50am both days (Gwinnett County Early Release Days)
October 25, 2019	Fall Festival (details will be sent home)
November 6, 2019	SCHOOL CLOSED (Gwinnett County Schools Holiday)
November 25-29 2019	SCHOOL CLOSED (Thanksgiving Break)
December 17, 2019	Christmas Program (all classes)
December 20, 2019	Classroom Christmas Parties (details will be sent home by teachers)
December 23-January 3, 2020	SCHOOL CLOSED (Winter Break)
January 20, 2019	SCHOOL CLOSED (MLK Jr. Day)
February 7, 2020	Date Nite With Dad
February 13, 2020	Valentine’s Day Class Parties (details will be sent home by teachers)
February 14, 2020	SCHOOL CLOSED (Gwinnett County School Holiday – Inclement Weather Make-Up Day)
February 17, 2020	SCHOOL CLOSED (Gwinnett County School Holiday)
February 19-20, 2020	EARLY RELEASE – Dismissal at 11:50am Both Days (Gwinnett County Early Release Days)
March 30-April 3, 2020	SCHOOL CLOSED (Spring Break)
April 9, 2020	Classroom Easter Parties (details will be sent home by teachers)
April 10, 2020	SCHOOL CLOSED (Good Friday)
May 1, 2020	Mother’s Day Celebration
May 14, 2020	Spring Program & Graduation – 6:30pm (all classes participate)
May 15, 2020	Last Day of School – Year End Parties (details will be sent home by teachers)
	*All dates are tentative and subject to change.

To be completed by school office - REG. FEE PD. Date Application Received: _____ Date Registration Fee Received: _____

Amount Paid: _____ Method: Cash Money Order Check (#: _____) First Month Tuition Paid Date: _____



REGISTRATION FORM
2019-2020
REDEEMER PRESCHOOL & KINDERGARTEN
3750 Zoar Church Rd, Snellville, GA 30039
E: school@redeemerpc.com
Office: 678-430-1400 Fax: 770-979-9970



Please Print Clearly

Class Registering For (circle one): 3-day 2's 5-day 2's 3's Pre-K Kindergarten

Child's Name _____ Birthdate _____

What name does your child go by? _____ Gender: Male ___ Female ___

Address _____

City _____ State _____ Zip _____ E-mail _____

Home Phone # _____

Father's Name _____ Dad's Cell # _____

Dad's Work # _____ Occupation _____

Mother's Name _____ Mom's Cell # _____

Mom's Work # _____ Occupation _____

Does child live with both parents? Yes/No If no, list with whom the child lives with and describe custody agreement regarding either parent visiting classes or taking the child from school:

Did your child attend a school last year? Yes _____ No _____ If yes, where?

Names and ages of other children in your home: _____

Any evidence of hearing loss, vision difficulties, speech delays or developmental delays? Yes _____ No _____

If yes, please explain _____

Does your child receive any resource services or intervention including physical, occupational or speech therapy?

Yes _____ No _____ If yes, please explain _____

What primary language does your child speak? English? _____ Spanish _____ Other _____

What is the primary language spoken in the home? _____

Referred by: _____

Does your child have any allergies? Yes/No Does the allergy require an epipen? Yes/No

List Allergies _____

In what ways do you expect our program to help your child?

Is there anything about your child or family/home situation you feel we need to know, so we may better meet the needs of your child? _____

Does your family attend church regularly: Yes/No Name of Church _____

Religious Affiliation: _____

I am enclosing the required registration fee of \$_____. *I understand the registration fee is non-refundable and is not applied to tuition.* I agree to pay the monthly tuition of \$_____ by the tenth(10th) of each month (August-May) and an additional \$25 late fee if paid after the tenth(10th) of each month. *I understand the August tuition payment confirms and guarantees my child's registration for the beginning of school. Without receipt of this payment, Redeemer Preschool & Kindergarten reserves the right to relinquish my child's spot to another applicant. The registration fee will not be refunded under this or any circumstances.* I understand that if I must withdraw my child from the program, one month's notice is required and I will be responsible for paying one full month's tuition for any portion of a month in which my child attends. I understand that if I'm late picking up my child, I will be charged a late fee of \$1 per minute late after 1:25pm. All late pick up fees are due one week after late pick up charge is assessed. I understand if my check is returned from the bank, I will be responsible for paying bank charges as well as a \$25 fee. If a second check is returned, all future payments must be made in cash or money order. I also understand that nonpayment of tuition for 30 days past the scheduled due date, will result in the relinquishment of my child's placement at RPK. Tuition must be paid in full for the school year in order to participate in end of the year programs. RPK follows the Gwinnett County Public Schools calendar and does not makeup days due to inclement weather.

Parent Signature

Date

PARENT AGREEMENT

1. Yes/No I agree to read the ENTIRE ENROLLMENT PACKET and abide by all of the policies set forth by Redeemer Preschool & Kindergarten.
2. Yes/No I give permission for my child's individual photo, classroom photos and school activity photos to be used for school display, keepsakes and mementos.
3. Yes/No I give permission for my child's photos/videos to be posted to the RPK Facebook, Instagram, Remind or Webpage.

Parent's Signature _____ Date _____

Child's Name _____ Class _____

List previous schools attended, dates of attendance and age of class (i.e., 3-yr old class) completed:

Has your child ever attended a school or program designed for students who have academic or other needs (i.e., programs for the gifted, special learning, etc.)? If so, please describe:

Has your child ever been suspended, expelled, withdrawn, or received any disciplinary action from any school for any reason? Yes ___ No ___

If Yes, please attach full details, including name of school, year, and contact person for further details.

Has your child ever had any testing or counseling by a psychologist, psychiatrist, education consultant, or counselor? Yes ___ No ___ If Yes, a copy of the test results must be included as part of the enrollment application. Failure to disclose this information during the admission process could result in denial of enrollment or serve as grounds for dismissal of the student from school.

Redeemer School offers a smaller classroom environment but please be aware that we are not equipped to work with students who have emotional or behavioral difficulties. We ask that if your child is known to have a mild to moderate special learning need, please contact the school director prior to enrollment to discuss your situation in confidence. If the teacher and director deems that a student exhibits learning, emotional, or behavioral difficulties that are compromising the instruction of the entire class, we reserve the right to deny enrollment or permanently terminate enrollment.

Parent Opportunities

We love for our parents to be involved in the school. If you would like to volunteer in any of the capacities below, please check and we'll contact you at the beginning of the school year with more information.

I would be interested in helping with or learning more about:

___ Substitute teacher (paid position)

___ Assist in helping teacher with cutting things out or preparing things outside of the classroom

___ Participate on a parent committee to help plan special activities and fundraisers

THIS SECTION MUST BE SIGNED BY PARENT/GUARDIAN TO COMPLETE APPLICATION

By signing below, I verify that I have received, read, and agree to the information contained in the Redeemer Kindergarten and Preschool Handbook & Enrollment Packet.

Parent/Guardian Signature

Date

Authorization To Pickup Form

Redeemer's Policies on Student Pickup: Redeemer Preschool & Kindergarten will not release your child to anyone who you have not included on this Authorization for Pickup Form.

If regular pickup person changes: We ask that if your regular pickup person(s) changes on any school day and an alternative person on your authorized list will be picking up, please call the school office or speak directly to the teacher or director in order to make us aware of the change so we will know who to expect at the end of the day. Please do not expect your child to give the teacher a note (these often don't make it to the teacher) or please do not put a note in your child's folder/back pack as we do not check these each day. *However, even if you have not notified us of the change and someone from your authorized list comes to pick up, we will release your child to this person after verifying their picture I.D. without calling you first.*

If the pickup person is not on your authorized list: If the pickup person is someone not on your list, we will require a written note given to the teacher or director before the end of the school day with your signature authorizing the non-listed person to pick up. We cannot accept phone call pickup changes if it will be someone not on your authorized list. You will be notified immediately if someone not on your list comes to pick up your child and we have not received a written note with your authorization.

Picture I.D. required: Please notify the people on your list that a picture I.D. will be asked for by the teacher prior to releasing your child. This also applies to anyone you authorize in a written note to pick up.

All these precautions for releasing students are to insure the safety of your child and are not meant to cause intentional inconvenience for parents. We very much appreciate your understanding and cooperation with our policies on student pickup.

If changes need to be made to this list during the course of the school year, please come by the school office to complete a new form.

Student Name: _____ **Parent Name:** _____

I authorize the persons listed below to pick up my child from Redeemer Preschool & Kindergarten. *Please include names of both parents or guardians on this list.*

Regular Pickup Person(s):

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Alternative Pickup Persons(s):

Name: _____ Phone: _____ Relationship: _____

TUITION AGREEMENT FOR THE 2019-2020 SCHOOL YEAR

As the parents/legal guardians of _____ (student name), I/we agree to make tuition payments to Redeemer Preschool & Kindergarten according to the plan marked below:

- o Single Annual Tuition payment (5% discount off the annual tuition rate)*
- o 10 month payment plan with ten (10) payments due on the first of each month beginning on August 1st, 2019 and the last payment on May 1, 2020.

Agreement to either of the above tuition payment plans **DOES NOT include the Registration Fee.*

Please read the following carefully and sign at the bottom to indicate you have read and understand and agree to all of the following:

1. I have read the information enclosed in the school's Handbook and Enrollment Packet and I/we will abide by the policies and guidelines stated in the Handbook and Enrollment Packet.
2. I understand and agree that Redeemer Preschool & Kindergarten is a four hour program and is exempt from licensing by the Georgia Department of Early Care and Learning.
3. I understand and agree that tuition payments are due on the 1st of each month.
4. I understand and agree that the school will assess a late fee of \$25 for a tuition payment made after the 10th of each month.
5. I understand and agree that the school will assess a \$25 fee payable to the school for all checks returned by the bank for insufficient funds and that if two (2) of my checks are returned for insufficient funds, I will have to make all future payments with either cash or money orders.
6. I understand and agree that the registration fee is nonrefundable
7. I understand and agree that nonpayment of tuition for two (2) consecutive months will result in the relinquishment of my child's place at Redeemer School and that his/her records will not be forwarded to a new school until all outstanding tuition and fees have been paid.
8. I understand and agree that school is dismissed at 1:15 p.m. and late pick up after 1:25 p.m. will result in a charge of \$1.00 per minute for every minute after 1:25 p.m. and that if the director deems that I am habitually late (after 1:25 p.m.) that this will result in the disenrollment of my child in Redeemer Preschool & Kindergarten. .
9. I understand and agree that a thirty (30) day written notice to the director is required if my child will be withdrawing from Redeemer School. I understand and agree that failure to give this notice will result in the payment of tuition for the following month and that if my child is in Kindergarten his/her records will not be forwarded to the next school until my account is paid in full.
10. I agree that I will immediately notify the school director of any circumstances that will affect the timely payment of or amount due for my tuition.
11. I understand and agree that the absence of my child from class for part, or all of any month or months, does not reduce the tuition nor does it change the method of payment as outlined above.
12. I understand and agree that Redeemer Preschool & Kindergarten reserves the right to dismiss a child for reasons regarding behavior, emotional disturbances, and health reasons if deemed necessary by the director.
13. I understand and agree that in the event my child is asked to leave for any of the reasons above or for reasons outlined in the standard of conduct policy no part of the tuition paid for the month in which the child is withdrawn will be refunded.
14. I understand and agree that holidays, snow days, or any circumstances beyond the school's control that may result in school closings does not reduce the amount of tuition.

I/We have read the tuition agreement for Redeemer Preschool and hereby agree to its terms.

Parent/Legal Guardian Signature

Date

REDEEMER PRESCHOOL & KINDERGARTEN
STANDARD OF CONDUCT POLICY

We strive to create a positive classroom environment so that our students have a successful school experience. Individual and classroom behavior rules and expectations are discussed with the students, along with the consequences for not following them. When conduct/behavior problems arise, we provide a warning and, if continued, we address them calmly and directly, issuing the designated consequences for the behavior. Our goal is to help students achieve self-discipline and maintain positive self-esteem.

The following behaviors will result in crisis intervention and possible temporary or permanent suspension from school:

1. Continuous disruptive behavior which interferes with the learning environment of the student and others
2. Disrespect of others, school staff, teachers, or fellow students
3. Vandalism of school property
4. Physical abuse (fighting, kicking, biting, hitting, pinching, shoving, spitting, throwing objects at others)
5. Verbal abuse (use of inappropriate language)
6. Disregard of rules and regulations, written and requested
7. Persistent unacceptable behaviors or attitude
8. Possession of articles which might be harmful to the student or others

The following steps of discipline will be followed:

1. Counseling of student by teacher and/or school director.
2. Teacher phone call to the parent(s)/legal guardians.
3. Referral to the school director for observation, followed by a scheduled meeting with the parents, the teacher, and the school director to discuss a plan of behavior management.
4. If behaviors are crucial and ongoing and all interventions have been tried and the child's behavior(s) continue to disrupt the classroom or is potentially harmful to other students then the school reserves the right to dismiss the student from enrollment in the school.

If severely disruptive behavior occurs, the student will be removed from the classroom and the parents will be contacted immediately to come to the school to discuss the situation. Bullying behavior or behavior that intentionally harms another student and/or teacher physically will not be tolerated and will require that parents come to the school immediately to address the situation. The student will not be allowed to return to the classroom for the day, and depending on the severity of the behavior, may result in immediate suspension from school. If a child exhibits behavior that is deemed severely disruptive to the learning in the classroom or potentially harmful to other students by the school director, the school reserves the right to dismiss the student from enrollment in the school.

Please be aware that we are not equipped to work with students who have emotional or behavior difficulties. We ask that if your child is known to have a learning need, please contact the school director prior to enrollment to discuss your situation in confidence. If the school deems that a child exhibits learning, emotional, or behavior difficulties that we are not equipped to work with, then the school reserves the right to dismiss the student from enrollment in the school.

Here are a few ways you can help us with your child's behavior:

- Have a positive attitude about school and the teachers.
- Listen to your child talk about his/her day or ask questions to start a discussion.
- Find positive things to praise him/her about even if he/she had some negative things happen during the school day. He/she needs to know you still love him/her for the person he/she is even though you may not be happy with particular behaviors.
- Let us know about any family crisis such as an illness, death, move, separation, divorce, etc.
- Help your child attend school regularly and be punctual.
- Be sure your child gets enough rest and a good breakfast.

Redeemer Preschool and Kindergarten
Parental Consent Form For Emergency Medical Treatment
School Year: 2019-2020

I/We _____ of _____, hereby authorize
(Parents/Legal Guardians) (Address, City, State & Zip)

any aide, teacher, the school director, or employees of Redeemer Preschool and Kindergarten, to consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care, to be rendered to my child, _____ (Child's Name) under the general or special supervision and on the advice of any physician or surgeon licensed to practice in the state of Georgia, when the need for such treatment is immediate, and when efforts to contact me are unsuccessful. I agree that Redeemer Preschool and Kindergarten will not be held responsible for the cost of any medical treatment obtained by the authorization of this consent for my child. This consent form will expire on May 15, 2020).

Dated this _____ day of _____, 2019/2020

Parent/Legal Guardian

Parent/Legal Guardian

My child's doctor: _____ Phone #: _____

Allergies (be sure to include food, insect stings, etc.):

Special health conditions: _____

Emergency Contacts:

Father's Name: _____ **Work Phone:** _____

Home Phone: _____ **Cell:** _____

Mother's Name: _____ **Work Phone:** _____

Home Phone: _____ **Cell:** _____

Legal Guardian's Name: _____ **Work Phone:** _____

Home Phone: _____ **Cell:** _____

Other Emergency Contacts:

Name: _____ **Relationship to child:** _____

Work Phone: _____ **Cell or Home #:** _____

CLASSROOM PARTIES INFORMATION

Our school recognizes four holiday classroom parties during the course of the school year. *Each family will be asked to assist with at least one party for their child's class.* Parties are held during the second half of the school day (usually beginning at lunchtime). A fun meal, dessert, craft, and game are the most common activities organized by the parents for the party.

Please note: If your child is enrolled in the M/W/F 2 year old class and the holiday party falls on a Tuesday or Thursday, you may bring your two year old to the party. Please check with the teacher to find out what time the party will begin. Your child may not attend the whole day unless you replace one of his/her other days from that week with the party day.

Please identify below your 1st, 2nd, 3rd & 4th choices for helping with parties. We try to accommodate first choices; however, please be aware that we have to spread the help around all three parties so you might not get your first choice. Teachers will let you know which party they would like you to help with. In general, there will be at least two parents assigned to each party (depending on class size).

Parents are welcome to attend any party even if you have not been assigned to help. If a family does not celebrate a particular holiday and would prefer their child not to participate in the party, it is not a problem for him/her to be absent or picked up early on party day.

By assisting with and participating in the class parties, you are helping to make preschool/kindergarten a fun and exciting experience for your child and his/her classmates! We really appreciate all the parents do to make party days special!

Please identify below your 1st, 2nd, & 3rd choice for helping with your child's class parties:

Please order your choice 1-4. 1 being your first choice and 4 being your last.

_____ **Thanksgiving**
_____ **Christmas**
_____ **Valentines**
_____ **Easter**

I give permission for Redeemer Preschool & Kindergarten to share my phone number with other parents in the class.

Please do not share my phone number.

Name of Parent Helping _____

Child's Name _____

Parent phone number: _____

REDEEMER PRESCHOOL & KINDERGARTEN MEDICAL INFORMATION FORM 2019-2020

Child's Name: _____ Date of Birth: _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____

My signature above authorizes the release of information by the physician named below to Redeemer Pre-school & Kindergarten and to other emergency providers as may be deemed necessary by circumstances for the treatment of the above named child.

PHYSICIAN USE ONLY:

Allergies: Food, medicines, insects, plans: Yes _____ No _____

If yes, please explain and indicate any medication to be administered at school (including an Epi-Pen for severe allergic reactions):

<u>Medication Name</u>	<u>Reason for Medication</u>	<u>Dosage</u>	<u>Frequency</u>
<u>Method used to administer</u>			

Special Health Needs: (i.e. asthma, diabetes, seizures, or other health problems): Yes _____ No _____

If yes, please explain and indicate any medication that would need to be kept at school in the event of an emergency.

<u>Medication Name</u>	<u>Reason for Medication</u>	<u>Dosage</u>	<u>Frequency</u>
<u>Method used to administer</u>			

In my opinion, this child is healthy and able to participate in age appropriate preschool or kindergarten activities. _____ Signature and Date

