

## Our Redeemer's Preschool Policies for Parents

1. The preschool is open from 8:35-11:15 Monday through Friday mornings and from 12:25-3:05 Tuesday and Thursday afternoons. Our official start time for the morning sessions is **8:35** a.m. and for the afternoon session the start time is **12:25**. Pick-up time for the morning sessions is **11:05-11:15** and for the afternoon session it is **2:55-3:05**. Please note: There is no supervision provided outside these times. If you are running late please call the school office at 839-0772.
2. Our Redeemer's Preschool is open to children between 3 and 5 years of age. Children must be 3 by June 1<sup>st</sup> to attend the Monday through Thursday sessions. Our Friday enrichment program is open to children who are 4 years of age by June 1<sup>st</sup>. All children must be toilet trained.
3. For safety purposes, all children **MUST** be escorted to and from the classroom by an adult. Parents may wait with their children in the school lobby known as "The Gathering Grounds" **prior to 8:35 and 12:25**. Please be mindful of social distancing guidelines while waiting. At 8:35 or 12:25 your child's teacher will meet you and **escort the students** up to the classroom. If you arrive after the students have been brought up to the classroom, please check in at the school office and a teacher will meet your child at the top of the stairs. At the end of each session, (11:05 or 2:55), **students will be escorted** down to the **front doors** of the school. Parents may drive up and students will be dismissed directly to their waiting rides. This is a new procedure due to Covid19 and may be subject to change. Please make every effort to be on time for pick up. If you are running late, please notify the school office. 839-0772
4. Annual tuition is divided into 9 payments for your convenience with the first payment due in August. The last payment will be deducted from your FACTS account in April. If you have not already enrolled in the FACTS program, please do so as soon as possible. We will be unable to allow your child to attend preschool until you have set up that account. You may find information regarding FACTS on the school website or stop by the school office if you have more questions.
5. Each child should have a copy of current immunizations by the time of enrollment. Please turn in to Mrs. K as soon as possible.
6. Please send an extra change of clothes with your child as accidents do happen. Bloody noses, wet pants, vomiting, accidents at the art table are just a few of the many reasons for this policy. It is also very helpful if you have your child visit the bathroom before school.
7. Your child's name should be on all outer clothing. Please dress your child appropriately. We play hard and do messy activities. Dress clothes are not recommended. We will go outside to play as weather permits but will not go outside once winter sets in. We will use the school gymnasium during the winter months.

8. If a child becomes ill, the parent will be notified immediately. If mom or dad cannot be reached, the emergency numbers will be called. Please indicate who we are to call first, second and so forth on the blue Student Information sheet. If your child has vomited in the night, please do not bring him or her to preschool that morning. If your child has a fever or pink-eye, please do not send him or her to school. We will have a school nurse available to give guidance regarding Covid19 symptoms.
9. If your child has a handicap, allergy, emotional issue, speech/cognitive concerns or is receiving additional services for any of these please let us know what this involves and what his or her special needs are by writing it on the blue Student Information sheet.
10. **COMMUNICATION:** There will be two vital pieces of information sent home to you at the end of each month. One will be the monthly newsletter and the other will be the monthly calendar. These will be sent home in your child's backpack but will also be available on the school website. After September, the Friday Enrichment calendar will be online only.

**Monthly Newsletter:** will keep parents informed of activities such as Picture Day, holidays, class happenings, parental reminders, school-wide events etc.

**Monthly Calendar:** will inform you of the day to day themes and activities. It will also inform you of when it is your child's turn to bring snack.

11. When it is your child's snack day please bring 24 of one kind of snack. Please do not bring 12 of one thing and 12 of another such as 12 cookies and 12 doughnuts. Variety bags of chips are fine. Be careful of variety bags of animal crackers. Some are frosted, some sprinkled, some plain. This causes huge problems at this age level. Please have things pre-cut or pre-sliced as we do not have utensils for cutting. **Please do not bring cake, cupcakes or gogurts.** These items are extremely messy and we will not be able to wash 24 little faces. Also, please refrain from bringing any peanut or peanut butter type snacks. The drink, cup and napkins will be provided. If spoons are needed, please send them along with your child. We will try to arrange snacks around birthdays. You can expect to bring snack about three times during the year.
12. Show-n-Tell will be held once a month. It will usually be the first day of the new month beginning in October. **There is no make-up day for show-n-tell.**
13. Conferences with parents are welcome at any time during the year but are scheduled for all children in the spring. If you have any questions or concerns throughout the year, please do not hesitate to bring it to our attention.
14. The discipline policy is as follows: Any child acting inappropriately will receive a verbal warning. If misbehavior continues the child will receive a Time-Out at the teacher's discretion. Any parent whose child receives a Time-Out will be informed at the end of the session. We tolerate a large range of behavior at this age and try to be patient with students who are just learning "how to do school." We do reserve the right to remove a student whose behavior demands so much time that we cannot meet the needs of the rest of the students. We also cannot allow any behavior that is a threat to the other children. If your child is being picked on or hurt by another child but isn't telling us, please, please talk to us so we can address the situation.

Teacher Emails: Mrs. K [sknutson@orcsknights.org](mailto:sknutson@orcsknights.org)  
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