



Redeemer Lutheran Early Childhood Center
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Olathe, Kansas 66061
780-9912

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RLECC Motto: Sharing God's grace through Jesus Christ



Philosophy Statement:

The philosophy of Redeemer Lutheran Early Childhood Center, inspired by God's guidance from Proverbs 22:6, shall be to partner with parents so together the children may be nurtured spiritually, mentally, physically, socially and emotionally, through interactive play and in developmentally appropriate ways. In addition, through this partnership, we will carry out the Great Commission from Matthew 28:18-20 so that all might know Jesus Christ

Accordingly, the statement of purpose for Redeemer Lutheran Early Childhood Center shall be to:

- Expose and strengthen children and their families so their faith may grow in knowledge of their Savior and in love and service for Him;
- Help children to discover and develop their God given talents and abilities;
- Maintain high standards of early childhood education integrated with and related to the teaching of God's Word for the development of the whole child;
- Provide experiences and activities which will fulfill the child's basic needs;
- Provide nurturing guidance that allows the child to experience positive interaction while taking part in small group and large group interactive play activities; and
- Provide interests and experiences, which broaden the child's aptitude for future schoolwork.

We encourage parents to provide the primary training of their children, to have family devotions, and to take their children to weekly worship services. The Early Childhood Center exists as a secondary partner in the Christian and overall training of the children.

Mission and Ministry Statement:

Sharing faith and knowledge of God that all might know Jesus Christ and live lives of courageous witness in both word and deed.

To that end the members of Redeemer Lutheran Church believe the Early Childhood Center to be essential in carrying out God's command regarding the Christian training of children. Therefore, consistent with the mission statement, the Early Childhood Center provides Redeemer Lutheran Church opportunity to "... go and make disciples of all nations ... and teaching them to obey everything I have commanded you ..." (Matthew 28:18-20)

Congregational Support

Redeemer Lutheran Church views its early childhood program as an integral and important element of its ministry. Under the supervision of its Church Leadership Council, the Redeemer Lutheran Church's congregation obligates itself to support this ministry by:

- Providing the ministry of its pastor and director of Christian education to the children and their parents;
- Providing and maintaining facilities for the early childhood program including utilities and maintenance.
- Support RLECC budget up to 5% if it is unable to make financial commitments.
- Providing preschool families the opportunity to be a part of or use any special services the church has to offer such as Stephen Ministers, parish nurse, Bible studies, Hearts and Hands. etc.

As congregational members, the RLECC Committee directs the affairs of the school in the interest of students, parents and congregation so that the mission and ministry objectives of the congregation and the school can be met. The committee meets once a month and parents are invited to observe the proceedings. Look for meeting dates on the school calendar each month.

Admission Policy

Redeemer Lutheran Early Childhood Center does not discriminate in regard to race, color, religion, national origin, ancestry, physical handicap or sex.

Expectations

What Parents Can Expect From the Student

- Parents often wonder what is going to happen to their child at RLECC. What will he/she learn? Will all his/her problems be solved? How will he/she act? You might expect all, some, or none of the following things to be true for all, some, or none of the children. They are all "normal" behavior.
- A child may come home very tired and irritable or keyed-up the first few weeks. Parents are encouraged to give him/her attention quickly and put him/her down for a nap.
- A normally lively, outgoing child may be very quiet at the Center; he/she may sit on the sidelines. Parents need to not push the child. Allow the child to absorb the changes at his/her own pace.
- A child may pick up new language or behavior at the Center - some distasteful. Parents are encouraged to not blame it on the Center. These things may be learned in any play situation. Parents are encouraged to not make an issue of it, consider it a passing phase, relax and live through it.
- A child may come home covered with paint, but glowing about the wonderful time he/she had. Parents are encouraged not to scold about the spills and dress him/her in "mess-able clothes" - paint washes off!
- A child may suddenly not want to go to school. It is important to not jump to hasty conclusions, but look for the reason and talk it over with him/her and the teacher.
- A child may suddenly want the parent to stay with him/her again in the middle of the term. He/she may be looking for extra support and security. Look for reasons why and go along with the child for support and security.
- A child may come home very unhappy one day. Parents should console him/her, and help him/her to measure up to an unhappy moment. A day at RLECC is not always a completely happy situation; neither is life. Part of growing up is learning to accept frustrations.
- A child will not learn facts nor bring home finished products. The work the child brings home will be things that he/she has done him/herself with only minimal help from the teacher.
- Parents should NEVER sneak off. They should always tell the child when he/she is leaving.

What Parents and Students Can Expect of Teachers

- We will pray for students and their families.
- We will work as team members seeking to provide the best Christian and academic education possible.
- We will not lose sight of the individual child's needs even though we must work with groups of children.
- We will provide a good learning atmosphere in our classrooms.
- We will not take ourselves more seriously than we ought.
- We will laugh with you, not at you.
- We will be objective in our treatment of our students and not make inflexible decisions in the heat of anger or frustration.
- We will follow Christian principles based on balance of law and gospel.
- We will show enthusiasm and interest in students and be learners with our students.
- We will help our students learn to be responsible for their own behavior, work and choices.
- We will challenge our students to reach their highest potential.
- We will strive to remain calm and collected and to be fair.
- We will respect the student and his/her family and not put them down.
- We will show patience and courtesy.
- We will keep parents informed of things that are happening.
- We will put in extra time when necessary to meet the demands placed upon us.
- We will keep up with education research and be willing to update our methods.
- We will listen with an open mind to parent's concerns, problems or criticisms.
- We will practice what we preach in worship, Bible study, and giving habits, seeking to demonstrate that Jesus Christ is the Lord of our lives.
- We will make mistakes and will need understanding and forgiveness.

What Teachers Expect from Parents and Students

- It is essential for parents to take an active interest in their children's experiences. We hope that parents and RLECC teachers will complement each other, and as a team provide the best experiences and atmosphere for children. We encourage parents to look over and review with the child all papers/homework that is sent home.
- Parents are expected to attend parent meetings. These meetings will provide opportunities for interpreting the program to parents, for dealing with questions of philosophy, and for discussion of matters of concern to parents and RLECC teachers.
- All forms must be completed before the student may attend class.
- Parents are to see that children arrive to class on time and are picked up on time.
- Parents are to inform the RLECC, prior to the start of the class, should the student be unable to attend class on a given day.
- Missing work and Makeup Assignments: Once an absent student returns to school the student will take home and complete all missed work.
- Carefully read all information sent home and return any necessary forms, book orders, etc. in a timely manner.
- Clothing worn to school should be appropriate for school and school activities and should not interfere with the learning process.
- Items such as lunch boxes, jackets, hats, etc. should be clearly labeled with the student's name. Parents and students are encouraged to check with the Director for lost items at any time. Unclaimed items will be donated to a charitable organization at the end of the school year.
- Parents should encourage students to show pride in themselves by coming to school well groomed, healthy and rested.
- Parents are to insure the student receives proper nutrition (i.e., eating breakfast and/or lunch) prior to attending class.
- Parents should make sure that their child does not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds. This includes any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon (e.g., toy gun or knife)
- Parents are to contact the Director regarding any concerns regarding policies/procedures.

Enrollment Information

A completed registration form and registration fee are required to be enrolled at Redeemer Lutheran Early Childhood Center. Upon completion of the registration form you will receive your child's application forms. The application forms include: enrollment, family and social history, authorization for emergency care, medical records and parental permission for outings. The medical records form must be complete with all vaccinations and a doctor's signature. The authorization for emergency medical care form must be notarized with a notary seal applied. All forms should be turned in upon completion. Your child will not be allowed to stay in our care until all forms are completed correctly.



Tuition and Fees

RLECC operates as a self-supporting educational nonprofit agency of Redeemer Lutheran Church. The center is financed primarily by tuition receipts. In an effort to keep tuition to a minimum RLECC may have fundraiser events to help support its budget.

The registration fee covers all needed supplies and field trip expenses. The registration fee is non-refundable after May 31st. Monthly tuition will be collected August 15th through April 15th. Your child's place may be released to the next child on the center's waiting list in the event a tuition payment has not been made by the end of the month. Checks are made payable to Redeemer Lutheran Preschool, Redeemer Lutheran Early Childhood Center or RLECC. You may mail your check or have your child place the check or any other correspondence in our tuition mailbox located outside the office. Whenever you have information to share with your child's teacher or the Director, it is extremely helpful if you provide a written note.

Bad Checks

You will be notified in writing in the event a check is returned due to insufficient funds. You will have seven calendar days to bring your account current by payment of cash, cashier's check, or money order only. In addition to the payment, there will be a \$25 bad check fee. We will then continue to accept personal checks from you. If another check payment is returned RLECC you will be required to make cash or cash equivalent payments for the remainder of the school year.

Withdrawal Policy

During the school year, should you need to withdraw your child, a two (2) week notice must be given. If proper notice is given, payments for time beyond that two-week period will be reimbursed upon request.

Health and Safety

A physical examination, including all required vaccinations is required when a child is enrolled. If a child is absent due to illness, a note from the parent indicating the nature of the illness is requested upon the child's return to class. If a child should happen to become ill when school is in session, the child will be taken to the office and parents will be notified and required to promptly retrieve the child.

School personnel will not administer medications. Children having contagious childhood diseases such as chicken pox, measles, etc... must be completely well from the disease before being readmitted to class. By state regulation, your child should be fever free for 24 hours before returning to school. Also, if your child has colored discharge coming from the nose, severe redness in their eyes, diarrhea, or any other flu like symptoms they should not be brought to school without a note from their doctor. Please help your child learn personal hygiene skills.

All children enrolling at RLECC are automatically enrolled in the Redeemer Lutheran Church's prevailing insurance plan. However, this is secondary coverage to your own coverage. The premium for this plan is included in your monthly tuition. In case of an accident occurring on school property, upon your request RLECC will supply you with a claim form to be completed and submitted to the carrier.

RLECC will endeavor to reach parents in the event their child is involved in an accident. Parents are asked to notify the school immediately in case of any change in address or telephone number. If emergency treatment is necessary, we will attempt to contact you. In the event parents cannot be reached the Director or staff has authority to seek emergency treatment at parent's expense. Parents who prefer that we call a friend or a relative in case of emergency will make advance arrangements with the Director.

Our Curriculum

The curriculum will include simple Bible stories and prayers, free play, music and movement, outside play, and adult guided interactive activities to promote gross and fine motor development, visual-motor coordination, language stimulation and social and personal growth. Daily reports will come home and conferences will be available by appointment.

Classrooms

Depending upon enrollment, classroom size can vary between 4 to 8 children.

Snacks

Daily snacks will be provided. Information regarding your contribution will be provided the first week of school. Should your child's birthday fall during the year, you may let the teacher know that you would like to provide a special treat for that day.

9:00 – 9:25	Activity/One on One/Indoor Playtime
9:30 – 9:40	Bible Story/Calendar/Songs
9:40 – 10:00	Snack
10:00 – 10:20	Outdoor Playtime
10:20 – 10:40	Story/Circle Time
10:40 – 11:10	Inside Playtime/Interactive/Finish Project
11:10 – 11:15	Clean Up
11:20 – 11:30	Music and Movement
11:30 – 11:50	Outside Playtime
11:50 – 12:00	Room Ready for Nap
12:00 – 12:20	Lunch
12:20 – 2:00	Nap
2:00 – 2:20	Outside Playtime
2:20 – 2:30	Get Things Ready to Go Home

Keeping in Touch

It is important to us that we address any concerns or questions you may have. The Redeemer Lutheran Early Childhood Center's phone number is 780-9912. Please use this number whenever you need to talk with staff, to let us know if your child will be absent, etc. We may not be able to answer during class time, so please leave a message. If an emergency occurs during class time and you must talk to us immediately, please call the Redeemer Lutheran Church office at 764-2359. You may also find information about RLECC by getting on the web site for the church. Once on the website, a preschool or kid's day out heading will appear at the top of the page, click which link under the heading you need.

A school directory of addresses and phone numbers will be sent home within the first few weeks of school. If you do not want your information published, please inform the Director in writing.

Confidentiality

It is the policy of RLECC to maintain confidentiality in matters that relate to the student. Student progress, both academic and behavioral, will not be discussed with anyone other than the student's parent(s)/guardian(s).

Parent Grievance

The goal of all parties involved in a grievance should be to treat each other with Christian love and patience. A grievance should be resolved at the lowest level of authority. If a parent/guardian has a grievance, the teacher involved should first be consulted. If the grievance is not addressed to the parent/guardian's satisfaction, the Director should be consulted, followed by the RLECC Committee, Children's Ministry Team and Church Leadership Council.

Parent Involvement

Parents have the opportunity to become involved at their child's school in a number of ways. A VIP sign up sheet will be given out at the beginning of the school year for you to select where you feel your time and talents will be best suited to assist the school.

What is Needed?

Each time your child comes to KDO they will need to bring a nonperishable sack lunch. The lunch will need to include one item from each of the following:

1. Meat, poultry, fish, egg, cheese, cooked, dried peas or beans, or peanut butter
2. Two vegetables, two fruits or one fruit and one vegetable
3. Bread, bread product, or cereal

We will provide milk to drink; however, we do ask that you send a cup for them to drink from if they still require lids on their cups. We will also help the children brush their teeth, so please provide a toothbrush and paste. Your child will also be required to take a nap or rest. We will provide a mat and sheet that only they will use; however, we ask that you provide a small pillow and blanket each week. They may also bring a stuffed animal or cuddle buddy. Children will need to bring a change of clothes, diapers, and wipes. Please dress your child in clothes that are easy to handle. Please make sure anyone bringing or picking up your child understands these policies.

Opening and Dismissal Times

Doors will open at 9:00 a.m. for the morning classes and at 12:15 p.m. for the afternoon classes. We understand that circumstances arise when on occasion your child may need to be dropped-off early. Please make arrangements with the Director for early drop-off. There will be a minimum \$3.00 charged. Even though a fee is charged for early drop-off, it is still a privilege and should not be abused. Late pick-up also causes problems as the staff has very little time between classes. Children who are not picked up on time hinder the staff's ability to prepare for the afternoon and still have time for lunch. The late fee of \$.50 for every minute will be strictly enforced. At dismissal, if someone is not there to pick up your child he/she will be released to the director, and you will be considered late. You will sign out on a late pickup form and your fee will need to be paid at that time or the next school day. Please call if you know you will be late, this will relieve the director from making unnecessary phone calls. In the event someone not on your child's application form needs to pick your child up, please send a written note stating they have your permission to pick up your child. In emergency cases, you may call and give the Director permission to release your child to someone not on your application form. A photo ID from that person will be required before the staff releases your child.

Drop-off and Pick-up Policy

In order to insure your child's safety and also your peace of mind, we require an adult to bring your child into the building. Please park in a stall and walk your child into the building. Do not park in the drive-up lane and come into the building as this ties up the traffic flow. At dismissal, please park in a parking stall and come into the building to pick up your child. Parents are asked to wait outside the classrooms until the doors are opened at 11:30 a.m. or 2:45 p.m. Please DO NOT enter the classrooms early. When doors open you may enter the classrooms and retrieve your child. Parents or an authorized adult will need to sign your child out of class. Staff will not release students to siblings ages 15 and younger. Siblings over 16 must either be on the student's application form or have a written statement from you giving the staff permission to release your child to them. Exceptions to this policy will be made at the discretion of the Director (e.g., those with handicaps, other children ill in the vehicle, etc.).

School Cancellations

RLECC will be cancelled when the Olathe School District #233 cancels school due to severe weather. Listen to your radio or television for school closings. The Director may close the school in case of inclement weather developing after 7:00 a.m. or in case of funerals or other special events taking place at the church.



Classroom Management

Ages 12 months – 2.5 years

It is important for the school to maintain a safe and loving environment for all students. Through careful observation, the staff will work to intercede before a situation becomes out of hand and redirect the student's activities. Use of the word "No" will be limited and replaced with an explanation to the situation. For example: "I need to keep you safe and standing on a chair would not be safe. Let me help you down."

Ages 2.5 – 5 years

All students from time to time will misbehave. Redeemer Lutheran Early Childhood Center's first goal is to teach the value of good behavior and to show empathy towards others by practicing and reinforcing desired behaviors. It is important for students to realize the impact their behavior has on others. Our staff will first help students to make better choices and redirect or remind them of the rules. However, should undesirable behaviors occur, our staff disciplines students according to the six-step program of the Think Space, which was developed by Calvin and Carolyn Richert. Redeemer Lutheran Early Childhood Center encourages parents/guardians to follow the same program at home.

1. Calmly and patiently take – never send a child to the Think Space.
2. Allow the child to finish inappropriate behavior in the Think Space without guilt or repression.
3. Help the child to think about how to respond the next time: i.e. help them look forward to better choices in the future.
4. Instruct child to leave the Think Space when they are finished thinking and are ready to cooperate.
5. Look for a change of attitude, demonstrated by willing "cooperation."
6. Guide the child to repair damaged relationships and/or physical property as they exit the Think Space.

A Bible verse to guide parents/staff in disciplining: Proverbs 19:18: "Discipline your children while they are young enough to learn. If you don't, you are helping them destroy themselves."

Redeemer Lutheran Early Childhood Center regards discipline as a means of teaching self-control. When discipline problems arise, re-direction will be the teacher's first means of correction. Next, the teachers will follow the guidelines set forth in The Think Space by Calvin and Carolyn Richert. Parents will be informed of discipline problems. In the event a student deliberately and persistently disobeys the teachers and exhibits behaviors involving harassment, social misconduct, physical or emotional abuse to others, destruction of property and cannot be controlled; the student may be excluded from the classroom at the Teacher/Director's discretion. Procedures will then be followed according to the Disciplinary Action for Misconduct Form the parents are required to sign prior to their child attending Redeemer Lutheran Early Childhood Center.

Teacher Workdays and Recording Days

During days when the children are in attendance, the teachers are busy setting or cleaning up their rooms and filling out daily evaluation forms. Little time remains to make lesson plans, prepare items necessary for lesson plans, set goals, fill out conference forms, and plan special events held throughout the year. Teacher workdays are important to provide a quality program. Most workdays will be set up before school begins and during Christmas break, however, it is impossible for us prepare student evaluations at these times, so a couple of days during the year will be used for this purpose.

Safety and Security Procedures

Safety/security procedures/drills for situations as earthquake, fire, tornado or imminent danger will be practiced throughout the year on a regular basis. Oregon Trail Middle school is the meeting site in case of fire or tornado damage. For security measures, the interior entrance doors to RLECC will be locked at 9:10 a.m. Doors will remain locked during the day until dismissal times of 11:30 a.m. and 2:30 p.m. Visitors must check in at the school office before entering any classrooms.

Family Resources

RLECC has a selection of parenting materials (books, video's, etc.) available to check out upon request. The main church library is also available for parent use.

Playground Rules

1. No throwing or kicking rocks.
2. Keep kick balls on ground.
3. No pulling clothes.
4. No spitting.
5. No tackling or pulling onto ground.
6. No bad language.
7. No going into building without permission.
8. Go down slide feet first.
9. No throwing rocks onto slide.
10. One person going down the slide at a time.



Lutheran Grade Schools

The following area Lutheran Grade Schools are part of the 2,100 schools operated by congregations of the Lutheran Church – Missouri Synod.

Hope Lutheran Elementary School
6308 Quivira Road
Shawnee, KS 66216
Rick Hanebutt, Principal
913-631-6940
www.hopelutheran.org

Hope-Bethany Lutheran School
9101 Lamar Avenue
Overland Park, KS 66207
Sharon Fries, Principal
913-648-2228, ext. 122
www.bethanylutheran-op.org

Christ Lutheran School
11720 Nieman Road
Overland Park, KS 66210
Steve Vandemark
913-754-5888
Steve.Vandemark@clcop.org