



**2023-2024**

**PARENT HANDBOOK /  
OPERATIONAL  
POLICIES**

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# General Information

\*Changes made to the RECC Policy Handbook can be made at any time at the discretion of RECC. Changes affecting the current school year will be shared with parents in Brightwheel. Annually, parents are required to sign an acknowledgement of the current Policy Handbook.

## HOURS OF OPERATION

Monday	9:05 am - 2:00 pm
Tuesday	9:05 am - 2:00 pm
Wednesday	9:05 am - 2:00 pm
Thursday	9:05 am - 2:00 pm
Friday	CLOSED
Saturday	CLOSED
Sunday	Church Services at 9:00 am & 10:45 am

## ACADEMIC CALENDAR

RECC school year begins at the end of August/beginning of September and ends in May. The RECC School Calendar is LOOSELY based on the Alvin Independent School District's calendar with some additional closures. You will be notified of these dates and other closure dates as soon as they are known. The 4-day program consists of at least 120 school days and the 2-day programs each consist of a minimum of 60 school days. (with the exception of closures due to pandemic)

## ABOUT OUR PROGRAM

Our Redeemer Early Childhood Center (RECC) consists of a Mother's Day Out and Preschool/Pre-Kindergarten, and Kindergarten Program at Redeemer Church Manvel. We serve ages 12 months - 6 years old.

The programs are an extension of the Family and Children's Ministry at Redeemer Church. The program does not discriminate enrollment based on race, color, religion, sex, or national origin.

In our classes, emphasis is placed on developing each child's self-esteem, cognitive abilities, and creative potential. Well-equipped classrooms with learning centers are designed to help young children learn through discovery and play. RECC incorporates the Learning Without Tears curriculum, Frog Street Sing & Read Curriculum, and Thematic Units across

the program. Children also have Chapel/Music, STEM, & Language Development classes to enrich their learning.

Our program is developed around the enrichment of Christian values and love. Biblical teachings are non-denominational in nature, incorporated throughout the day, and topics are related to our curriculum themes.

## PURPOSE

The mission of Redeemer Early Childhood Center is to bring Christian day school to children and families in the nearby communities of Pearland, Manvel, and Rosharon. The mission of Redeemer Church is to Follow Jesus, Lead Others to Jesus, and to Change the World. RECC is part of this mission, and we hope to impact the community through teaching, connecting, and growing alongside your family.

## GOALS

- To encourage each child's expression of his/her feelings and needs in constructive ways
- To strengthen awareness of individuality, independence, and self-confidence
- To encourage each child to learn appropriate cooperation with their peers and teachers while maintaining his/her sense of independence
- To engage in large muscle movement and to provide opportunities to explore small muscle skills
- To explore various play and structured learning activities such as blocks, books, art, music, movement, and games; to sharpen observation, following directions, and communication skills while keeping the fun in learning
- To provide parental involvement as an integral part of the educational program for young children
- To provide each child with the opportunity to grow in awareness of the love of God and an awareness of our natural world

## STAFF

In addition to having experience working with young children, teachers employed by the Redeemer Early Childhood Center are required to participate in annual training that is specifically designed for early childhood educators. All staff members are required to maintain pediatric CPR and First Aid Certification and follow all State Minimum Standards for Child Care Licensing set forth by the Texas Department of Family and Protective Services.

RECC conducts a complete criminal background check, including FBI fingerprinting on all staff members. Per Church policy, all RECC employees are also required to complete Protect My Ministry training.

# Enrollment Information

## REGISTRATION

Current RECC students and their siblings have the first opportunity to register for class placement. Enrollment will then be opened to active Partners at Redeemer, followed by the general public. Students with delinquent account balances will not be eligible for re-enrollment.

Class placement is based on your child's age as of September 1st of the school year. Per State School District Guidelines, children enrolled in the PK-4/Kinder program must be four/five years old by September 1<sup>st</sup>. Students advance classrooms at the beginning of each school year similar to the yearly progression in elementary school.

Our Mother's Day Out Program is for 12mo. - 35 mo. 2 days a week (you may inquire about double enrollment if openings are available) while the PK-3 Program has a 2 or 3 day option; PK-4 can be 2, 3, or 4 days; and Kinder is 4 days. Additional openings are on a case by case basis.

Children currently enrolled in the program will be registered for the new school year on the same days they attended the previous school year. If you would like to change days, you will need to contact the director(s) by email during registration. You are **not** guaranteed the switch. Any change will be based on the availability after current student placements.

*If any class has limited availability the enrollment guidelines will be:*

### Seniority

Priority is given based on the seniority (number of years in the program) of the individual child registering. If two or more individual children have the same seniority, active Partners at Redeemer Church will receive priority. If the individual children have the same seniority, and are both Partners at Redeemer Church, RECC will conduct a drawing to determine the order of placement in the class and then on the waiting list.

### Siblings

For the purpose of first time enrollment in the program only, a sibling will be given the individual seniority of their oldest currently-enrolled sibling and then follow the same guidelines as stated above. After enrollment in the class, the sibling new to the program will begin to accrue their own individual seniority.

### Staff Children

In order to maintain a qualified RECC staff, teachers' children are exempt from the limited availability guidelines and will be placed in classes as necessary.

## ONLINE REGISTRATION PROCESS

Registration is done all online through our Brightwheel Childcare Management Software. You will be sent a link to all of the forms and document requests required for enrollment. This process will need to be done in a web browser and is easiest to view and access on a laptop or computer. Forms may be accessed on a mobile device, if necessary, in Safari or Chrome, but not in the Brightwheel App itself. If you need assistance, see:

<https://help.mybrightwheel.com/en/articles/5351554-complete-forms-with-brightwheel>

## REQUIRED REGISTRATION STEPS

A completed Online Registration Process through Brightwheel is required to secure a spot during registration. The following steps must be completed:

- **Registration Form** (Digitally Signed)
- **Parent Handbook & Operational Policies** (Digitally Signed)
- **Additional Consent Information** (Digitally Signed)
- **Tuition Agreement Contract** (Digitally Signed)
- **Payment of Non-Refundable Fees: Registration and LMT Deposit** (an invoice will be sent after receiving your registration form and should be paid through your Brightwheel billing account)

The following forms are required, but may be uploaded up to 2 weeks after securing your child's spot:

- **Vaccination Records\***
- **Physician's Health Statement\***

(\*current physician's health statement and updated shot records must be on file before your child can be in attendance at RECC)

## MAINTAINING SCHOOL RECORDS

Up to date information, including all forms and document requests must be completed in Bright-wheel. **No child will be admitted** to school until these records are current and on file for the office.

Your child's medical report and information may need to be updated during the school year. Please keep the school office informed of new immunization or current health information changes.

It is necessary that you **immediately** report any changes in telephone number (cell/home/work), address, email, or any other important data which affects your child. **This information is vital in case of an emergency.**

## IMMUNIZATIONS

All children enrolled in RECC must meet applicable immunization requirements specified by the Texas Department of State Health Services. A current immunization record is required at the time of registration for enrollment. Information about current immunization requirements, exceptions, and exemptions can be found online at <https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-minimum-state-vaccine>

RECC does not require proof of up-to-date vaccinations from our employees, but we recommend that all employees follow the immunization recommendations provided by the Center for Disease Control. The CDC recommendations are located at [www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf).

RECC does recommend an influenza & COVID vaccination but does not require employees to have it administered.

WITHDRAWING ENROLLMENT

Parents must provide at least Thirty (30) days signed **WRITTEN NOTICE** (can be emailed) to the Director in the event they wish to terminate enrollment or withdraw a student. Tuition will continue to be collected during the 30-day notice period, and after the 30-day notice period, the Student’s last month’s tuition deposit will be applied to the following month in order for RECC to attempt to fill the opening.

(Note: Registration Fees AND LMT Deposits are non-refundable)

**Tuition and Fees**

Days in Program	Ages Offered:	Once Yearly Registration & Supply Fee	+	Annual Tuition	OR	9 Monthly Payments
2 Days	One Year Olds: MDO Two Year Olds: MDO Three Year Olds: PK-3 Four Year Olds: PK-4	\$250		\$2,340	/	\$260
3 Days	Three Year Olds: PK-3 Four Year Olds: PK-4	\$250		\$3,510	/	\$390
4 Days	Four Year Olds: PK-4	\$250		\$4,680	/	\$520
	Five Year Olds: Kindergarten	\$250		\$5,355	/	\$595

ANNUAL FEES DUE AT TIME OF ENROLLMENT

Registration Fee

RECC requires a \$250 non-refundable Registration Fee to reserve a spot for the student each year. The Registration Fee is not credited towards payment of tuition, and applies for each student enrolled (with a max of \$625 for family sibling sets.)

Last Month’s Tuition Deposit

In addition to the Registration Fee, RECC requires a non-refundable last month’s tuition deposit (“LMT Deposit”) equal to one month’s tuition or 1/9th of the annual tuition to reserve a spot for the student each year. The LMT Deposit is credited towards payment of the Student’s last monthly installment of tuition for the academic year (May 2024) if installments are being made; or it will be deducted from the total annual single pay amount owed.

TUITION

RECC is intended to be a year-long commitment. Tuition is calculated for the entire year. You may pay in full for the year or, for your convenience, it may be broken down into nine monthly installments, due on the 1st of each month during the academic school year.

Credit is not given for a child's absence. This includes childhood illnesses, family vacations, and holidays.

SEE TABLE ON THE PREVIOUS PAGE FOR PRICING

In the event of a closure during the school year (for example: COVID):  
If a closure of a classroom or whole school exceeds 2 weeks, a partial refund of monthly tuition payment may be issued.

**All tuition invoices are due on the First Day of Each Month during the academic year.**

## LATE FEES

A **late fee of \$25** will be charged to your account for any tuition balance not received within 7 days of the due date. Then, if payment is not received within 14 days of the due date, the child may not attend school until the account balance is paid or payment plan agreement has been established in writing between the School and Parents.

Frequent late tuition payments may result in your child(ren) being withdrawn from RECC.

## FAMILY / SIBLING DISCOUNT

Families with more than one child in the program receive a \$90 per year or \$10.00 per month discount on tuition with each additional child enrolled. There is a maximum of \$180 yearly or \$20 monthly discount per family.

## PAYMENT PROCEDURE

### Brightwheel Billing

We manage our tuition and invoicing through brightwheel. You will be able to pay online, manage all your charges and payments in one place, see past statements, and easily pull tax reports. Plus, brightwheel has the highest levels of security and compliance in the industry, so your information will be safe and encrypted (PCI Level 1.)

Payers can set up their payment methods directly in their brightwheel account on the web or on the app. You must add one of the following:

- a bank account (\$0.90 fee per transaction)
- a credit/debit card (2.9% transaction fee)

Each parent contact can add as many payment methods as they would like and can view, modify, or use the payment methods they have added to their account as needed.

### Required Auto-Pay

Auto-pay is required unless otherwise agreed upon with the Director/Assistant Director, and an alternative payment method is determined.

### Alternative Methods

If a payer wishes to make other arrangements for payment (such as cash, check, cashier's check, or money order- additional processing fees will be added (\$10 per transaction).



# Arrival/Dismissal/Attendance

## SUPERVISION OF CHILDREN

**Children are to be supervised by and in the company of an adult at all times while they are on Redeemer Church property, including all buildings, play areas, parking lots, and walkways.** Parents or the parent's designee are to stay with their children while they are escorting them to and from their classrooms. Children must also be accompanied to the bathrooms. At no time may a child be in the building or anywhere on Redeemer Church property without direct supervision. **At no time, or for any reason, or for any length of time, may a child be left unattended in a vehicle in any parking lot or parking area.** This applies to **all children** including RECC children, siblings, and other children not enrolled in RECC that are in the parent's or parent's designated care.

Once the RECC student has been signed in by the parent or parent's designee and enters the classroom, the teachers assume the responsibility for the supervision of the child until the parent or parent's designee signs the child out of school and the child is released to the parent or parent's designee.

## SCHOOL ENTRANCE

Between the hours of 9:15 and 1:55, the outside doors to both buildings will be locked. A door bell is located by the main entrance double doors of Building B and outside the main office. For the security of our students and staff, all visitors entering the building must sign in at the RECC office in Building B to obtain and wear a visitor's pass during their time in the building.

## PARKING

Parking for parents and visitors is available in the church parking lot. Parents are responsible to keep children in hand, remembering that the parking lot is very busy during drop-off and pick-up times. Please do not enter the circle drive marked by cones for the safety of our students. Handicap parking is available if needed.

## ARRIVAL

Parents are expected to bring their children to school on time. Classes begin at 9:05 a.m. Classroom doors will be closed and children should not enter the classroom before 9:05 a.m. so that the teachers can prepare their classrooms for the day (they are not free to supervise students until 9:05 a.m., with the exception of staff children who may be already waiting in the room).

Please bring your child no later than 9:15 a.m. A child may feel uncomfortable about arriving after everyone else has become involved in play activities. Parents should not enter the classroom, unless specifically invited. Please do not linger after telling your child good-bye. If he/she is upset, the teachers will comfort your child and redirect them to the activities in the room to help them calm themselves and feel secure.

It is the policy of Redeemer Early Childhood Center that each child is escorted to and from his/her classroom by an adult. If you have more than one child in the program, please drop off your older children first. This allows students who have fewer separation issues to begin

their daily routine and provides for a safer and quieter environment for the little ones to be dropped off in their rooms.

## DISMISSAL

At the close of each day, a teacher will dismiss your child at the classroom door to the person authorized to pick them up. Please line up just as you do during morning drop-off to ensure a streamlined process for our teachers and students. **It is your responsibility to keep your child with you as long as you are inside the school or on church grounds.** This is for the safety and protection of your child after dismissal from the classroom.

Parents are expected to **pick up their children on time**. Classes end at **2:00 p.m.** Children picked up at 2:10 or later must be picked up in the office.

## LATE PICK UP FEES

If you know that you are going to be delayed, please notify the school immediately so that we can reassure your child. We are flexible and understand extenuating circumstances.

### **The charges for late pick up are:**

- \$5 for pick-up between 2:10-2:15; and \$1 for every minute after 2:15p.m.
- After three late pick-ups, the fees will double and will continue to double with each subsequent late pick-up.
- Habitual late pick-up may result in enrollment termination.

## AUTHORIZATION TO PICK UP A CHILD

If you wish to add a name to your list of authorized people to pick up your child, you must do this in your Brightwheel account or in the RECC office. The office will then notify your child's teacher to add the person to their classroom list. Classroom teachers are not permitted to accept changes to the list of authorized people directly from a parent.

A parent must formally notify the school office if someone other than the parent or person designated in Brightwheel is to pick up the child. This notification must be made to the RECC office and the office will notify the child's teacher. The designated person will be required to show proof of identity to the teacher at the door before being allowed to take the child.

If there is any question about who is picking up a child, the RECC office will verify the information by calling the parents at the numbers listed on their registration forms.

RECC and Redeemer Church staff may not be an authorized pick up person on any student's list unless they are an immediate relative of the student.

## Custody Situations

RECC will NOT get involved with custody disputes. RECC will follow a court order exactly as written. If your family has a signed court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the director's discretion. In the event that a custody dispute takes place at RECC, the Manvel Police will be called and asked to handle the dispute. If a custody issue creates a risk for our facility or staff, RECC has the right to terminate enrollment.

# Program Guidelines

## WHAT TO BRING:

- ◆ Backpack – Standard Size. No wheels/ metal frames.
- ◆ Lunch Kit
- ◆ Snack
- ◆ Non-spill Water Cup/bottle **filled with water** for snack & playground times
- ◆ Full Change of Clothes
- ◆ Jacket/Sweater for outdoor play in cool weather
- ◆ 1 & 2-year-old classrooms only: Nap Roll and Diaper Bag. \*Lovey/Comfort items are allowed for rest time (please label, RECC is not responsible for loss)

## Labeling Personal Belongings

All personal belongings must be labeled with the child's first name and last initial. This includes thermoses/water cups, coats, sweaters, rain gear, lunch kits, and diapers. RECC is not responsible for lost items.

## WHAT NOT TO BRING:

- ◆ Balloons (not allowed at any time)
- ◆ Candy, gum, or carbonated drinks
- ◆ Toys (unless it is something for show & tell)
- ◆ Expensive or sentimental jewelry/keepsakes
- ◆ Glass bottles
- ◆ Money or coins, or other small choking hazards
- ◆ Small items in pant pockets (a distraction and a choking hazard)

## DRESS CODE

◆ Children should dress in comfortable, washable clothing that allows for freedom of movement.

◆ Warm coats for cold weather are a must.

◆ Girls must wear shorts/bloomers underneath dresses or skirts.

◆ Non-slip shoes, such as tennis shoes, are the best choice for safety. All shoes worn must have backs or tightly fitting back straps. NO slides, flip-flops, or shoes with hard heels such as dress up shoes and western boots are allowed. (Cowboy boots may be worn only on Rodeo Day.)

If a child is wearing inappropriate clothing or shoes, we will use what is available in their emergency clothes, or the parent will be contacted to bring appropriate clothing and shoes to the school. Emergency clothing should be provided for all children. All articles of clothing should be clearly marked with the child's name.

Please remember to change your child's emergency clothing kept in the classroom to reflect the current weather conditions.

## MEALS / FOOD SERVICE

**Snack: Parent/Caregiver provided.** Our daily schedule includes a brief snack time. Please send a small separately packaged snack daily. A list of recommended snacks include: goldfish crackers, pretzels, cheerios, cheese stick, blueberries, trail mix, etc. Snacks should be a finger food, NOT a dessert, and not have any juice/liquid involved!

On occasion, parents may have the option to supply a “special” snack suggested by the child’s teacher in conjunction with the curriculum.

**Lunch: Parent/Caregiver provided.** Please send a nutritious ready to eat lunch with water, juice, or milk in a non-spill cup. (Capri Sun & juice box drinks are allowed in 3 & 4 year old rooms only.) Teachers are unable to refrigerate or microwave meals.

\*Since lunches are provided by the parent, RECC is not responsible for the nutritional value or for meeting the child’s daily food needs.

## PEANUT / NUT-FREE ROOMS

Peanut and Tree Nut products are typically allowed on campus; however, when necessary, RECC reserves the right to designate your child’s class as a peanut and/or tree nut free room. This means that no nut products would be allowed to enter a specific classroom. Parents will be notified, in writing, if a classroom is designated peanut and/or tree nut-free.

## POTTY TRAINING

Children in the 1 & 2-year-old classes must wear a diaper until successfully and fully potty trained at home. In the case of beginning potty training, the child must continue to wear a diaper or a pull-up at school.

Children in 3 year old rooms & older must be out of diapers. If a student is in the final stages of potty training and requires additional support for the *occasional* accident, pull-ups must be worn. In the event that the child regularly has accidents and does not use the potty, a conference with the director will be necessary to evaluate the situation.

Students in the PK-4/K program must not only be potty trained, but they must be able to perform self-hygiene when they are in the bathroom. Please work with your child to manipulate their clothing and practice wiping themselves before beginning PreK. Please know that the child can request assistance from the teacher/director if an accident occurs.

## CLASS CELEBRATIONS

### Parties

There are two official class parties each year, Christmas and the End-of-the-Year. Parents and teachers work together to coordinate the food and activities. Party foods may be provided by the parents and should be planned with attention to sensible nutrition and food allergies in the individual classes. There are several other small classroom celebrations throughout the year. Sign-up sheets will be posted outside your child's classroom. Parents can check with classroom teachers for specific details. **No balloons are allowed in the building at any time.**

### Birthday Celebrations

We celebrate birthdays during snack time or at the end of the day in the child's classroom. If you want to provide something special, cookies or another small individual treat that are easy for children to handle, would be acceptable. Please do not send large cakes or party favors. Your child's teachers will make this a special day for your child. Please schedule the date you will be bringing a special snack with your child's teacher. Summer birthdays can be celebrated on an alternate day.

\*Please do not send party invitations to school, unless you are inviting the entire class.

## SCHOOL PICTURES

Individual and group photographs are professionally taken once a year. If this is not

acceptable for your child, please notify the RECC office. You will be sent information before the scheduled date and ordering/purchasing will be offered through the photographer.

## PHYSICAL ACTIVITY

A child's participation in physical activity is critical to their overall health, development of motor skills, social skills, and maintenance of healthy weight. Daily physical activity promotes young children's gross motor development and provides numerous health benefits, including improved fitness and cardiovascular health, healthy bone development, improved sleep, and improved mood and sense of well-being. RECC will provide opportunities, both indoors and outdoors, for vigorous physical activity which engages every child during each school day through a variety of structured and unstructured activities. Weather permitting, all students will have a daily opportunity for outdoor play in the designated playground/recess/PE area on campus. This includes a minimum of 30 minutes for toddler/preschool age and 45 minutes for Kinder/school age. In the event of inclement or extreme weather, a large indoor space will be set up for students to engage both small and large muscles in active play.

Please make sure your child is dressed appropriately for developmentally appropriate physical activity each day as outlined in our school dress code above.

## FIELD TRIPS

Students enrolled in MDO participate in an in-house field trip. 4 & 5 year old PK/K classes (only) participate in 1 off-campus field trip. We contract with Alvin ISD to provide school bus transportation for the scheduled field trip. Parents may participate in the field trip; however, they cannot ride the bus. Arrangements should be made for younger siblings as they are not permitted on field trips. If you do not want your child to participate in the planned field trip, please plan to keep your child home for the day or, if possible, we will place them in another Pre-K class until their class returns from the field trip.

## TRANSPORTATION

RECC does not provide general transportation. The only exceptions would be for emergency care and as specified above for field trips.

## WATER ACTIVITIES

Students never have access to large bodies of water while in the care of RECC. Sensory Play / Water Tables are the only form of water activity that may be provided. This type of exploration generally only allows children to submerge their hands.

## ANIMALS

Animals and pets may not be brought to school unless approval is given from the Directors. Animals must meet requirements as specified by Texas Child Care Licensing. Parents will be notified if an animal is present.

# Discipline & Guidance

We believe that discipline is an important part of learning. Clear limits protect young children from emotional and/or physical harm. Discipline is based on an understanding of each child's needs and development.

Discipline will be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver should only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Discipline comes from the word Disciple. A teacher's role is to use positive guidance techniques (modeling and redirection, positive reinforcement) focusing in a supportive, loving manner on what the child can do. Time-out to *Reset* and, in some instances, a loss of privilege will be used when necessary. If a *Reset* proves to be ineffective and the child's misconduct continues, then the child will not be allowed to receive and/or participate in a designated privilege (A loss of a privilege may include, but is not limited to the following: a game, a special prize, a particular activity, etc.) If the privilege that is lost is part of a group activity, like a game, then the child will be presented with an alternative activity during this time.

## SUSPENSION / EXPULSION

Verbal and physical aggression, excessive biting, or continued misconduct will not be tolerated at RECC. When necessary, the parents of the child will be contacted and a meeting will be held with teachers/parents/director(s) to plan how to best meet the needs of the child in the school environment. If a problem persists, termination of enrollment may be necessary after all other efforts have been exhausted..

In the event of any major or continuing conflict with a family or child, RECC reserves the right to suspend enrollment for the current year and/or refuse registration for any subsequent year.

If RECC is unable to serve your family as intended, a meeting will be held to determine the best way we can come alongside your family and determine a solution; however, if deemed necessary, RECC reserves the right to terminate enrollment for any reason. In this instance, RECC would refund a prorated amount of the year's refundable tuition if paid in advance. Registration fees and the last month's tuition deposit are not refundable.

### ADJUSTMENT / ADAPTATION PERIOD

It is reasonable and expected that children may have difficulty adjusting to a new environment at the beginning of the school year, thus displaying increased negative behavior. However, students will be expected to acclimate and comply with age-appropriate RECC guidelines as established in classroom policies. A cadence of behavioral benchmark meetings will be communicated to parents if behavior is deemed unacceptable, with the expectation that improvement milestones are achieved within the first three to four weeks of the school calendar.

Students with notable needs and/or additional behavioral concerns will be evaluated on a case by case basis. While our staff are trained in child development and how to educate each child in a successful and professional manner, certain needs require more stringent care and expertise than our resources allow for. These needs can be better addressed by private or public school personnel who are experts in their field.

## Parent Involvement

### BRIGHTWHEEL

Our program has partnered with Brightwheel, the leading early education app, for parent communication, tuition billing, and more. It is highly reviewed, secure, and commended for its ease-of-use. You will be able to use brightwheel to sign in/out, message teachers/admin, view daily sheet reports, activities, photos, videos, calendars, etc. Everything you need all in one place!

### MEET-THE-TEACHER / OPEN HOUSE

A Student Open House/ Meet the Teacher will be held before the start of school. This will provide an opportunity for you and your child to meet your child's teachers and to become acquainted with your child's classroom, classmates, and their parents.

### RECC PARENT VOLUNTEERS

RECC is always thankful for parents and family members who are willing to donate their time, creativity, and enthusiasm for the children's special events and other various activities for the program. Volunteers may also support the teachers by helping with "out-of-the-classroom" activities such as cutting out pieces for craft activities and providing special treats throughout the year. If you are interested in being a family volunteer, please add your contact information and special talents to the volunteer binder by the office!

## PARENT NOTIFICATIONS

Parents are notified about program information via the Brightwheel App, monthly newsletters, emails from the office and classroom teachers, postings on the carts outside the classrooms, along with flyers and notes sent home with the children from the classroom teachers and the RECC office. General updates and reminders will also be posted on the Redeemer Early Childhood Center's Facebook page @redeemerRECC. We also have a private "Current Families" FB page for networking. It is our goal to keep all parents updated about the activities in our program.

## PARENT CONFERENCES

Parents may request a conference by contacting the teacher or the directors. We will then schedule a mutually convenient time to address your concerns. Please DO NOT try to conference with the teacher at the classroom door. This does not provide us with the time to give your concerns the proper attention as we are greeting each child and parent as they arrive and ensuring the safety of the children as we dismiss classes.

## PARENT OBSERVATIONS

RECC has an open door policy and parents are welcome to visit the school at any time without prior approval; however parents **MUST** check-in with the office before entering the classrooms for the purpose of observing their child in the classroom. This is for the safety of the children and staff.

# Medical/Health Policies

## ILLNESS & EXCLUSION CRITERIA

Your child's health is a matter of major importance to us. Precautions are taken at all times to safeguard the health of the group. This includes refusing to admit sick children into the class and isolating children who become ill during school hours. A COVID ADDENDUM will be added for further guidance, protocols, & policies if necessary any time during the year.

*Please keep your child home:*

- If he/she has a fever or has had one during the previous 24 hour period
- If he/she has been on an antibiotic for less than 24 hours
- If he/she has a consistent green/yellow nasal discharge
- If he/she has a constant cough
- If he/she is fussy, cranky, and generally not himself/herself
- If he/she has symptoms of a possible communicable disease
- If he/she has diarrhea or vomiting

**Your child must have had no fever and experienced no diarrhea or vomiting, all without the aid of medication, for 24 hours before they may return to school.**

**If your child was sent home from school with a fever, diarrhea, vomiting, or any contagious disease, they may not return to school the following day.**

**Parents should notify the school when children have a contagious disease so that other parents may be notified.** This includes but is not limited to head lice, chicken pox, staph infections, ringworm, flu, strep infections, and pinkeye.



Parents should notify the school if your child is experiencing a traumatic emotional experience, or any changes in your family that may have an effect on your child's behavior or emotions so that we can be supportive of their situation.

Children are required to wash their hands after toileting, before eating, and after outside play. Please follow through with these health habits at home.

## MEDICATIONS

**The school will administer medication only if the following procedures are followed:**

- The parent must complete the medication form provided by the school office. This form must be signed and dated by the parent/guardian.
- Both prescription and non-prescription medication must be in its *original container*. Medication is administered as stated on the label directions.
- The administration of medication will be documented and filed with the student's school records.
- Do not leave medication in the lunch box, backpack, or diaper bag. Medication must be taken to the school office where it will be stored in a safe place. Teachers have access to emergency medications at all times.

### Insect Repellent/Sunscreen

RECC uses **Off Skintastic for Kids** to repel seasonal mosquitoes; if this is unacceptable for your child, please contact the RECC office. If you feel your child requires sunscreen for outdoor recess, please apply it at home before school.

## VISION & HEARING SCREENINGS

All children 4 years old by September 1st of the current school year are required by the State Minimum Standards to have Vision and Hearing Screening. We screen all of our Preschool children. This is provided for you, free of cost. If you have any questions about the screening, please ask in the RECC office.

## BREASTFEEDING

Mothers wishing to breastfeed their children during school hours will be provided a seat in a comfortable place to breastfeed and may also provide breast milk for their child while in our care.

## MEDICAL EMERGENCIES / ACCIDENT / INJURY

All accidents & injuries are reported to the Director. Parents are notified and an incident report is completed. If there is an injury that requires a doctor's attention, the parent is called immediately. In case the parents or other emergency contacts cannot be reached, two staff persons will take the child to a doctor or a hospital.

If a child requires urgent medical attention, RECC staff will call 911 immediately and then call the parent. If the parent has not arrived at the school, a staff person will accompany the child to the hospital designated by EMS.

We will take all reasonable precautions to maintain the safety and well-being of our students.

# Emergency Preparedness

RECC practices monthly Fire Drills and quarterly Severe Weather Drills and Lock-Down Drills to ensure the safety of the children during this type of emergency.

During fire drills or evacuations, children will be relocated outside the building, in the southeast corner of the parking lot (Building A) or southeast corner of the parking lot (Building B) until the emergency is resolved. As required by the state, here is our complete Emergency Preparedness Plan:

## **Emergency Preparedness Plan**

In the event of an emergency, the Director, Asst. Director, or designated staff member will call the appropriate local authorities to notify them of the situation.

Upon the Director's or her designee's direction, all teachers will account for the children in their care and evacuate the building as practiced for a fire drill. The teachers must take their First Aid classroom bag, tablet, and paper print out with parent contact information.

### **Relocation to Building C if Building A and B are unavailable:**

- Our first goal would be to go to the Worship area/The Big Room of whichever building is safe first before relocating to Building C.
- Once at the designated relocation area, in the southwest back corner of the parking lot, the teacher will raise her tablet in the air to signal they have accounted for all children in their care.
- Upon the Director's or her designee's direction, the teachers will lead the children into Building C and have each class sit together with their teachers.
- Once the children are seated by classes, the teachers will once again raise their tablet in the air to signal they have accounted for all children in their care.
- RECC staff will begin calling parents once everyone is accounted for. The teachers will use Redeemer phones and personal cell phones if they are available. The RECC staff will notify parents of the evacuation and relocation of the students and will ask for them to be picked up immediately.

### **Relocation if the Building A, B and C are all unavailable:**

- Upon the Director's or her designee's direction all teachers will account for the children in their care and evacuate the building. One of our Specials teachers will be designated to any child who is mentally, visually or hearing impaired. We will relocate to the southwest corner of our parking lot.
- While in transit one teacher will walk in front of the line and one in the back with additional staff and administrative personnel along the sides of the line. Redeemer Church staff will also be used to monitor the lines and ensure the safety of the children while in transit.
- Once at the southwest corner of the parking lot, the teachers will raise their tablet in the air to signal they have accounted for all children in their care.
- In the event of this type of evacuation, the Manvel Police Department will be notified and will provide necessary assistance to ensure the safety of the children.
- If this is a problem that will affect our safety and we are not able to return to the building, Alvin ISD Transportation Department will bus us to Honores Cajun Cafe. Erica Hancock is our contact and her number is 281-489-7777. Her email is eat@honorescajuncafe.com
- Teachers will call each parent in their class to notify them of the emergency. All student contact and emergency information is located in the First Aid classroom bags.

### **Sheltering/Lockdown:**

- Along with responsibilities listed above, the Director or Designee will notify staff to move children to a designated safe area on the premises known to all employees in order to temporarily protect children and caregivers from situations such as tornado, volatile person on the premises, or a dangerous person in the area.

[Redeemer](#) | 18218 Highway 6 | Manvel, TX 77578 | 281-692-9711

[Barb Cell: 832-401-7480](#) | [Emily Cell: 434-401-7493](#)

### Bad Weather Closing

RECC will close when Alvin Independent School District closes due to bad weather. Please consult local radio/television stations for official word. You can also check the Alvin ISD website [www.alvinisd.net](http://www.alvinisd.net). RECC also reserves the right to make an independent decision to close if it is warranted.

## Important Information

### LICENSING INFORMATION & MINIMUM STANDARDS

RECC is licensed by the Texas Department of Family and Protective Services (TDFPS). We adhere to strict guidelines to provide your child with the best and safest environment possible. A copy of the minimum standards and licensing inspection report is available in the RECC office for review at any time.

Their website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and the local office number is 713-287-3238.

### Firearms

Redeemer Early Childhood Center, in accordance with the TDFPS licensing rule, does not allow firearms or other weapons on our premises. Law enforcement officials who are trained and certified to carry a firearm on duty are exempt.

### Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

### TEXAS ABUSE & NEGLECT HOTLINE / DFPS

The child abuse hotline is 1-800-252-5400.

RECC staff members are REQUIRED by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect, or exploitation.

Staff members are not required to notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on a child's body, and child hygiene/ neglect issues. More information posted on the RECC bulletin board.

### Protect My Ministry

Redeemer Early Childhood Center is committed to providing a safe environment for our children and staff. All ministries of Redeemer Church are conducted under the guidelines of Redeemer Church's Protect My Ministry Policy. All RECC teachers have been certified for

and will follow these guidelines. Should you have any questions, the director can provide you with more information.

## QUESTIONS / CONCERNS

We at Redeemer Early Childhood Center are pleased that you are a part of our school family. We are grateful for the opportunity to enjoy these early years with your child and you. By enrolling your child in RECC and signing the Handbook Policy Agreement Form, you agree to cooperate with and abide by our written and implied policies and rules. We do realize that questions and differences may arise and we ask that those be brought to the attention of the Director first. If you have ANY questions or concerns, please know that we are here to be of service to both you and your child.

## Church Services

**Redeemer Church** offers two contemporary worship services each Sunday:

- ◆ 9:00 am
- ◆ 10:45 am

Redeemer Church campus may offer fun and enriching activities for the children outside of school hours and throughout the summer. For more information, visit the church website at [www.redeermanvel.org](http://www.redeermanvel.org).