

# Redeemer Lutheran Church & School



## Parent Handbook - Preschool Addendum 2020-2021

The preschool year runs from **June 1st thru May31st**. Students are kept at the same classroom level the entire school year. Age/grade levels are determined by the early childhood director. The early childhood director may approve changes if special or professionally recommended circumstances occur during the school year.

Uniforms are required for our 2s-VPK classrooms during the calendar school year, August-May. Please note that embroidered logos are not a requirement for preschoolers. *Uniforms are not required during our summer program or for our infants & 1-YR class.* (Please see the, "Preschool Uniform Guidelines" document for details, available online and at the front office).

All parents, guardians, and authorized pick-up/drop-off adults **MUST** sign each student in and out each day. Attendance is taken daily for safety, financial and record-keeping purposes. It is the responsibility of the teachers to keep these records and the responsibility of parents to sign-in and sign-out each time the child is present on campus.

Instructional hours for the preschool (2s-VPK) start at **8:30am**.

Latest **drop-off** times are as follows.

***Any drop-off after these times are subject to being turned away for that day of care.***

**Infants & 1s** - 11:00am

**2s & 3s** - 9:30am

**VPK** - 8:30am (VPK students will be counted as tardy after 8:30am) no later than 9:30am

**Pick-up** of all preschool students is expected to occur no later than **5:30pm**. Late fees will be applied to your family statement after the first warning. Excusals will be determined at the discretion of the early childhood director. In order for any late fee to be waived, you **MUST** notify your child's teacher or the school office of any late pick-up. Late fees will also apply to half-day or part-time students if picked up any later than **12:00pm**.

Parents are to follow the guidelines of the, "Classroom Daily Needs" list as it pertains to their child's age group. This document covers all items that each student is expected to have at school each day. If items are not brought or replenished, you will be called to bring the item(s) needed or pick your child up for the remainder of the day.

**NO TOYS** are to be brought from home into the classrooms. Students are permitted to bring a blanket/pillow or stuffed animal for nap time only. All other times of the day, nap items are to remain in the cubby/hallway.

**No pacifiers** will be permitted in 2s-VPK classrooms.

All children entering the 3s-VPK classrooms **MUST** be day-time potty-trained.

