**Redeemer Lutheran Nursery School**

**2309 Route 70**

**Manchester, NJ 08759**

**Danielle Wagner, Director**

**(732) 657-0333**

**rlnsmanchester@gmail.com**

**Parent Handbook**



**Established in 1995**

**Continuing to minister and serve the children**

**of our community for over 25 years!**

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2309 Hwy 70 East

Manchester, NJ

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Danielle Wagner, Director

September 2023

Dear Parents,

Welcome to Redeemer Lutheran Nursery School!

We are so excited that you have chosen our program for your child. We cannot wait to get to know you better and learn of all the blessings God has bestowed upon your family.

This handbook has been prayerfully prepared for you to learn about Redeemer Lutheran Nursery School. Please refer to it often throughout the school year for information regarding curriculum, programs, and procedures. It is our hope that it will be helpful. If at any time you have a concern, please talk with me personally, with your child’s teacher, or with any of our staff who will refer your questions to the appropriate person.

This September, Redeemer Lutheran Nursery School will celebrate 27 years of serving the community. Your children are especially important to us. We are anticipating a wonderful school year!

Sincerely,

Mrs. Danielle Y. Wagner

Director, RLNS

**ABOUT REDEEMER LUTHERAN NURSERY SCHOOL (RLNS)**

**CONTACT INFORMATION:**

Office Phone: 732-657-0333

Email Address: RLNSManchester@gmail.com

Mailing Address: 2309 Hwy 70 East, Manchester, NJ 08759

**STAFF:**

Daniel Berteau, Pastor

Helen DeMario, Deaconess Emerita

Danielle Wagner, Director

Melinda Horvath, Head Teacher

**SPONSOR:**

Redeemer Lutheran Nursery School is sponsored by Redeemer Lutheran Church of Manchester, a member of the SELC District – Lutheran church Missouri Synod. The director, teachers, aides, and program are under the direction of the Redeemer Lutheran Nursery School Board and the Redeemer Lutheran Church Council.

**HISTORY, LOCATION, AND FACILITIES:**

Redeemer Lutheran Nursery School opened in 1995 as a service to bring Christian education to our surrounding communities. It has done this with great success for the last 25+ years. It is an integral part of the ministry of the Lutheran Church Missouri Synod and the National Lutheran School system of over 2,415 schools. Our school has 2 spacious classrooms, a large common room that can double as a classroom or gym, and a fenced in play yard. We have a secure facility that is always locked.

In 2019, we began our full-day program. In 2020, we offered a Full-Day Kindergarten. And, in Summer 2021, we held our first Summer Program.

**MISSION STATEMENT and EDUCATIONAL PHILOSOPHY:**

Our purpose is to provide children ages 2.5 through 6 years with a Christian based preschool program.

The goal of our program is to provide each child with educational and social opportunities in a Christian environment which will enable him or her to develop independence, self-discipline, a love of learning and an awareness of the great gifts God has given us.

An age-appropriate curriculum is designed to meet the needs of the child and encourage growth socially, emotionally, physically, intellectually, and spiritually. Included in the program will be activities in language arts, science, music, movement, reading and math readiness, art, cooking, and creative play. Christian activities will be incorporated in all areas of the curriculum and Jesus will be the focus throughout the year.

**Celebrating OVER 25 years of**

**serving the children of our community!**

**PARENT HANDBOOK**

**REDEEMER LUTHERAN NURSERY SCHOOL**

**Of Redeemer Lutheran Church**

**2309 Route 70 East**

**Manchester, NJ 08759**

**(732) 657-0333**

**rlnsmanchester@gmail.com**

 Redeemer Lutheran Nursery School is sponsored by Redeemer Lutheran Church of Manchester Township, NJ (Referred to as “RLNS”). Our purpose is to provide children ages 2.5 through 5 years with a Christian based preschool program. Our staff is comprised of a director, teachers and aides experienced in working with young children.

**LICENSING**

 Our school is licensed by the State of New Jersey Department of Children and Families. Children are admitted regardless of race, creed, color, sex, national origin, or religion. Our building has been inspected by health, fire and building authorities and meets all state and local requirements.

If for any reason the state determines to suspend, revoke or refuse to renew our license you will be notified in writing by us and by the state within 20 days of our notification to surrender our license with the reasons why the state made the decision.

**EDUCATIONAL PHILOSOPHY**

 The goal of our program is to provide each child with educational and social opportunities in a Christian environment which will enable him or her to develop independence, self-discipline, a love of learning and an awareness of the great gifts God has given us.

 An age-appropriate curriculum is designed to meet the needs of the child and encourage growth socially, emotionally, physically, intellectually, and spiritually. Included in the program will be activities in language arts, science, music, movement, reading and math readiness, art, cooking, and creative play. Christian activities will be incorporated in all areas of the curriculum and Jesus will be the focus throughout the year.

**STUDENT ELIGIBILITY**

 Although Christian activities are presented daily, children of all faiths are welcome to participate in our program. Classes are offered for children ages 2.5 through 5 years.

 A child must be 2.5 years old plus 1 day to be admitted to the program. A child must be 4 by October 1st to be in the Pre-K class. Children in the Preschool class will not be allowed to advance classes during the school year.

 All students must be self-sufficient on the toilet or really close. “Pull-ups” are permitted for nursery school students who are at the end of the toilet training process. Please have your child practice independent toilet skills, (pulling pants up and down, wiping, hand washing, etc.) before school begins. Your child must be physically able to manipulate the school facility.

#### CURRICULUM AND STAFF

 We endeavor to maintain the highest standard of early childhood education. Working in partnership with the home, our school nurtures each child in Christian faith in an atmosphere of love and care. The sharing of God’s love is Bible based and age appropriate, building a foundation for living as a child of God and sharing His love. A planned curriculum is used both inside and outside with challenging age-appropriate learning activities. The activities planned are to encourage large and small muscle control, language development, and reading and number readiness through art, science, music, dramatic play, manipulatives, audio and visual aids and other educational toys and supplies. The children are encouraged to actively participate and develop a positive attitude towards self and others. Trained teachers guide the children in many activities that aid and enrich their physical, intellectual, social, emotional, and spiritual growth. Our loving, qualified and experienced staff continues to receive training in early childhood education by attending workshops, conferences, and in-service training. Our staff per student ratio will not exceed the state recommendations.

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#### PARENT INVOLVEMENT

 We encourage parents to become active in our program and to attend as many special events as possible. If you have a special gift or talent that you would like to share with the children, please speak to our director. We are here to help not only the child, but the whole family. Your feedback about our program is important to us and helps us to excel at what we do best, loving and educating your child and family.

#### VISITING

 We encourage all parents to visit the school or participate in the program with their various talents at any time during the year. Parents are also invited to Orientation and any Parent Education Nights that are scheduled throughout the year. We have an open-door policy for all parents, and we welcome you to visit.

#### PARENT COMMUNICATION

 We will communicate with families directly through the Brightwheel app. An Orientation Meeting, Handbook, Parent/staff meetings, emails, newsletters, phone calls, our website, calendars, letters, Facebook, surveys, and bulletin boards may also be used.

#### VOLUNTEERS

 Volunteers are always welcome at RLNS. God has blessed you with many talents that will help enrich our program. Some ways to share your time and talents is to read to the children, share your love of music or tech experience, be a photographer or videographer for special events so parents who can’t be there can see the events.

 Volunteers are to report immediately to the teacher or administrator any observed inappropriate or abusive behavior. Volunteers are to maintain strict confidentiality when helping at school. Volunteers are expected to be free of any convictions of child abuse (sexual, physical, and/or emotional). Volunteers who are scheduled on a regular basis are required to have background checks and be fingerprinted. Volunteers will be role models for children in behavior, speech, and dress, and always exhibit a Christ-like manner.

**CHILD PROTECTION LAWS AND RELEASE POLICY** **(In addition to add-on document)**

 A copy of the “Information to Parents” statement is included with every student’s registration papers. Please read this information carefully. Parents must sign the enrollment form stating that they have received, read, and understood all the information on this sheet.

 ***It is the parent’s responsibility to inform the school if there is any relative or non-custodial parent legally prohibited from picking up the child from school. A certified copy of the court order must be submitted to the school. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.***

 It is a required procedure to inform your child’s teacher as to whom will routinely be picking up your child at dismissal time. Each child may be released only to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

**TUITION/FEES**

 **A $100.00 NON-REFUNDABLE Registration Fee is due at the time of registration**. This Registration Fee WILL NOT BE REFUNDED for any reason.

 Tuition is based on an annual cost and can be divided to fit your personal payment needs. (i.e. payment in full; weekly; bi-weekly; monthly; quarterly, etc.) Please discuss with the Director to make arrangements for a personalized payment plan at the time of registration of your child. A deposit of 10% must also be submitted with the registration fee at the time of your child’s initial registration. **This tuition deposit will be NON-REFUNDABLE AFTER AUGUST 1.**

 A **$20.00 LATE CHARGE** will be added to your tuition payment, for all payments that are more than 10 days late, unless prior arrangements have been made by calling the school office. Any account delinquent more than 30 days will be cause for the student to be dropped from our program. Please let us know if you are having difficulty with payments so arrangements can be made, and your child can remain in school. All outstanding balances must be paid by June 1. There will be no reduction in tuition for child(ren) absences, holidays, weather closings, or personal travel time. **PLEASE BE AWARE THAT YOU WILL BE RESPONSIBLE FOR THE ENTIRE SCHOOL YEAR TUITION, REGARDLESS OF EARLY WITHDRAWAL, UNLESS WAIVED BY OUR SCHOOL BOARD. (SEE WITHDRAWL OF STUDENT)**

 **ALL RETURNED CHECKS must be re-submitted to the Director with an additional fee of $35.00.** If for any reason you are unable to meet your financial obligation to the school, please speak to the Director to develop an alternative solution for payment. Please inform the Director one (1) month in advance if you are planning to withdraw your child from the program.

**WITHDRAWAL OF STUDENT**

 The school reserves the right to request the withdrawal of a student at any time for reasons consistent with the best interest of the child, the school and other students.

 If a parent withdraws a child from enrollment, thirty (30) day advance notice in writing should be given to the Director for our School Board’s consideration in releasing the parents from their balance of tuition payment owed. **PLEASE BE AWARE THAT YOU WILL BE RESPONSIBLE FOR THE ENTIRE SCHOOL YEAR TUITION, REGARDLESS OF EARLY WITHDRAWAL, UNLESS WAIVED BY OUR SCHOOL BOARD.**

Tuition will be NON-REFUNDABLE unless the school initiates the withdrawal.

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#### MULTIPLE FAMILY MEMBERS ATTENDING PROGRAM

 When two (or more) in a family are registered there is a 10% discount on the tuition of the second child, or subsequent siblings in the same academic year. A non-refundable registration is due for each child.

**LCMS MEMBER DISCOUNT**

 Members of any LCMS (Lutheran Church Missouri Synod) congregation shall receive a 10% discount on tuition. A non-refundable registration is due for each child.

**DRESS CODE**

 Please dress your child in comfortable PLAY CLOTHES that are easily manipulated by your child. Overalls, body suits, one-piece outfits, etc. are not recommended. For safety reasons, SNEAKERS and SOCKS should be worn to school every day or sent in with your child. All jackets, sweaters, outerwear, and personal belongings MUST BE LABELED WITH YOUR CHILD’S NAME. (A black laundry marker works well.) The school will not be responsible for lost items. Please send in a change of clothing in a gallon-size zip lock plastic bag for your child, in case of an emergency. Parents of children enrolled past 1 PM must provide a crib sheet & blanket for nap/rest time.

**ARRIVAL AND DEPARTURE**

 For 9 am classes, children should arrive no earlier than five minutes before the start of each session. This allows the teachers time to prepare the rooms before class begins. All children must be brought to their classroom door upon arrival and picked-up at the door at dismissal time. Please remember to sign your child in at the beginning of the day and out at the end of the day. Please be prompt. If you are unavoidably detained, please call (732) 657-0333. Your child will be supervised by a staff member until your arrival. If before or after care is needed, additional hours outside your schedule may be purchased at a rate of $10 an hour. Please use the parking lot to park and NOT the driveway. Enter and exit the lot in accordance with the ONE-WAY signs.

 Parents are responsible for the safety of their child when they are arriving, being picked up at dismissal, or when they are at a school sponsored function on school property. It is the parent’s responsibility to discipline their child if they are with them at a school activity.

**CLASS TRIPS**

 We hope to schedule at least two class trips during the school year. You will be notified in advance and a permission slip will be sent home for a parent’s signature. No child will be allowed to accompany the class without a signed permission slip in the teacher’s possession. **Parents must provide transportation for their child.** The only exception will be if an approved school bus is chartered for the trip. Trip fees will be charged to cover the cost of admission, if applicable. Special programs may also be held at school.

**LUNCH (Guidelines are provided in the Enrollment Packet)**

Any child attending classes full day or past 12 noon, will be required to bring a lunch from home. We are unable to refrigerate or heat-up foods at school so lunches should be ready-to-eat and your child should be able to serve themselves with little assistance.

**SNACKS/PARTY FOODS**

 The children will enjoy a variety of nutritious snacks and natural fruit juices each month. The children may, along with the teacher’s assistance, prepare their own snack as part of a lesson activity.

 For special holiday parties, a parent sign-up sheet of needed items will be posted. Your participation and help are always greatly appreciated.

 If you would like to celebrate your child’s birthday in school, please speak to your child’s teacher for food suggestions. No private party invitations may be distributed at school unless the entire class is included.

**CALENDAR/EMERGENCY SCHOOL CLOSINGS**

 Please review our school calendar when you receive it and mark your home calendar accordingly. Reminder notices will be posted before each holiday.

 Our program will be following Manchester Township school calendar. Additional days will be added to the calendar if we experience severe weather in excess of 5 days. In the case of inclement weather, our staff members will send a message in the Brightwheel app. If you do not respond, staff will call or text you to inform you if our school will be closed. You can also listen to the radio at WOBM (92.7 FM) or WJLK (94.3 FM) or njstormwatch.com. In the event of a delayed opening, we will open school at 10 AM.

**CONFERENCES AND PROGRESS REPORTS**

 Daily communication between parents and teachers is encouraged. Parent-teacher conferences will be held in January/February. Progress reports will be distributed at this time as well as at the end of the year. Any questions or concerns that you have should be discussed with your child’s teacher.

**DISCIPLINE POLICY (In addition to add-on document)**

 RLNS bases discipline on Christian Principles. Each child is a special child of God, loved and forgiven by Him. We model this love, forgiveness, and reconciliation with each other, child, and staff, in daily living. We also adhere to the state guidelines found in The Manual of Requirements for Childcare Centers. Manual can be found in the school office.

 The methods of guidance and discipline used shall be positive and consistent with the developmental needs of the child. First, the child will be shown the proper behavior, which is expected of them, and an explanation given about why their behavior is inappropriate. When necessary, a “time out” may be used. This means to temporarily separate the child from their present behavior. A minute for every year of their age is the norm and will take place in the classroom. For example, if a child is 3, then 3 minutes of time out is the maximum used.

 In extreme cases, a child will be removed to the office with the director until their behavior is no longer disruptive to the other children. The parent will be notified of this action. Director, teachers, and school staff **WILL NOT** hit, use abusive language, ridicule, humiliate, frighten, withhold food, isolate a child without supervision, or withhold emotional response or stimulation.

1. We try to be AWARE of the capabilities of children at this age so that our expectations for their behavior match their ability to perform.
2. We try to be REALISTIC about individual differences. One child may need to sit near a teacher at story time in order to listen. Another may safely sit within reach of the blocks and not be distracted by them when asked to listen. We use a preventative approach – we feel it is better to engineer situations so that acceptable behavior is most likely to occur, and confrontations can be kept to a minimum.
3. We try to be REASONABLE in our demands. When we ask the children to put away materials, we provide sufficient time and clearly marked spaces for everything and work with the children until they have caught on to our system.
4. We try to be CONSISTENT. This is probably rule number one for teachers and parents alike. What is acceptable behavior one day is acceptable another day; what is forbidden one day is forbidden another. Children are much more comfortable in predictable situations. If they can predict an adult’s reaction, they do not feel the need to test the limits constantly.
5. We try to be PATIENT. It takes longer for children to do things unassisted – putting on coats, for example – but children learn more if allowed to struggle a little with hard tasks.
6. We try to be FIRM. Children need to know that we mean what we say.
7. We try to be STERN when children are engaged in behavior that is harmful to themselves or to others, so that they have a very clear reading regarding behavior that will not be accepted.
8. We try to be QUICK TO PRAISE a child for improved behavior or for instances of behavior which we wish to encourage, such as helpfulness to another child, generosity, compassion, cooperation, etc.
9. We try to be FORGIVING. Each day is a new day, and yesterday’s mistakes should not cloud today’s atmosphere.
10. We try to be FAIR. We try to avoid favoritism, and to meet the needs of each child in as equal a fashion as we can.
11. We try to be JUDICIOUS in our use of words. The way a request is worded often affects a child’s response significantly. We say “It’s your turn to…” “I need your help over here to do…”, when we want all children to participate in an activity, and we avoid saying, “Do you want to….? Unless we mean to offer the child a genuine choice between “YES” and “NO.”
12. We try to ENCOURAGE the children to eat. We do not discipline children for soiling themselves or for failing to eat.

 To many parents, the words “discipline” and “punishment” are synonymous. We try to avoid this approach and to think of discipline in positive terms, to help children develop self-control. When a child does break the rules, he or she may be asked to sit on a chair for a short time “to think about the rules of the school”. Instead of trying to force a child to apologize, we give the child an example to follow by expressing “how very sorry we are that (whatever it was) happened,” and encourage children to settle their disputes and handle their problems through the use of words instead of through physical acts.

 It is useless to ask a child “Why did you do it?” because he is too young and inexperienced to understand his own reasons, but an understanding of how the child sees the incident may be gained by asking, “Tell me what happened”. It is also pointless to try to play detective and spend a lot of time ferreting out the details of what happened. If we do not have all the facts, we find it better to council all parties involved about following the school rules, rather than trying to establish blame. “He did it first” is not accepted as an excuse – it is up to each individual to follow the rules. We are careful however, to stress that these are school rules. We avoid general statements which might conflict with a parent’s rules.

**AT ALL TIMES, WE WILL DO OUR BEST TO EXHIBIT THE LOVE OF OUR SAVIOR, JESUS CHRIST.**

**EXPULSION (In addition to add-on document)**

 Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. Children who continually show aggressive and inappropriate behavior to classmates and/or staff may be expelled from our program.

 Children whose parents are more than two months arrears in tuition payment with no reasonable explanation may be expelled from our program.

#### BEHAVIORAL EXPECTATIONS OF PARENTS/GUARDIANS

 RLNS is a Christian organization that expects anyone who registers a child to accept the precepts of Christian living. This includes one’s own behavior in the school and during all school-related functions, whether or not held on RLNS premises. Behavior such as being disruptive, disrespectful, uncooperative, or other conduct that contradicts Christian living by the parent/guardian may be viewed as contrary to these expectations and the parent/guardian will be held accountable for their behavior. Following the example set forth in Matthew 18, the Director will first set a conference time with the offending parent/guardian to discuss the situation and possible consequences. Our prayer is that contrition, forgiveness, and reconciliation will resolve the matter. RLNS retains the right to dismiss the student(s) and family from the school, based on the behavior of the parent/guardian or to not accept re-enrollment of family for the next school year.

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#### PARENTS RESPONSIBILITY FOR CARE OF THEIR CHILD

 Please make sure that you **hold your child’s hand** when coming to or leaving the building. Your child’s teacher will greet you at the classroom door and welcome your child into the classroom. At this point we take over care and responsibility for your child. At pick up the teacher will dismiss the child from the classroom into your care. Please be vigilant in your supervision. We do not want any child harmed because of lack of supervision.

 When utilizing the before and after care hours, you will need to sign in and out with the staff in charge.

**SPECIAL PROGRAMS**

 A variety of special activities are planned throughout the school year. Classroom parties are planned for the major holidays: Fall Fest, Thanksgiving, Christmas, Valentine’s Day, Mother’s Day, and Easter.

 Special programs are planned for Christmas and at the end of the year along with our Graduation/ Closing Program ceremonies.

**FIRE DRILLS**

 Fire drills will be held at least once a month. Preparing the children adequately for a true emergency dictates that they NOT get coats, etc. before exiting the building. We want them to learn to respond instinctively to the sound of the emergency bell. All staff members receive fire safety instruction at the start of each school year. There will also be 2 practice Lock Down drills during the school year.

**EMERGENCY MANAGEMENT POLICIES AND PROCEDURES**

 Redeemer will be using the Standard Response Protocol to respond to emergency events that may occur at the school. We are always locked from the outside when children are in attendance. Every classroom can be locked from the inside and this protocol will be used during emergency drills throughout the year. There is a Ring Doorbell camera at the entrance to the school. Entrance is obtained through the Ring Doorbell and a buzzer system. Intercom system and video screens are located on linked mobile devices and in the Director’s office. If the person is unknown or looks questionable, we will ask through the intercom to state their reason for entry before opening door. We ask all parents not to open doors to allow entrance into the building. We want to keep the children in our care safe. In an emergency evacuation or lockdown when parents come to pick children up, they must sign their child out. Children will only be released to a parent or designated person on their release form. No exceptions will be made. The Director and/or staff will stay with all children until they are picked up.

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#### STANDARD RESPONSE PROTOCOL PROCEDURES

 Staff will be notified by the Director or designated staff member in charge. They will announce one of the four codes to all staff.

1. **LOCKOUT**

Is called when there is a threat or hazard outside of the school building.

* Staff will recover students and staff from outside the building, return inside, take attendance and account for all students in their care, be on alert and continue doing business as usual.

1. **LOCKDOWN**

 Is called when there is a threat or hazard inside the school building.

* Students move away from all sight lines and maintain silence.
* Staff will lock classroom doors, turn off lights, move out
of sight lines, take attendance and account for all students in their care, maintain silence, and wait for first responders only to open their door.

1. **EVACUATE**

Is called to move students and staff from one location to another, Director or person in charge will announce location.

* Students will leave all items behind, form a single line, take the hand of person in front and behind them and be silent and ready for alternative instructions.
* Staff will grab evacuation/emergency bag, lead students to evacuation location, take attendance and account for all students in their care. Listen for further announcements.
* Teachers will lead students out through the nearest fire exits to their designated area. Teachers will have evacuation bags and attendance books with them.
1. **SHELTER**

Is called for when need for personal protection is necessary for a severe storm, tornado, bomb, or hazmat conditions.

* Students and staff will move to designated safe areas, drop, cover and hold, and seal, in silence while waiting for the “all clear” call.

 The appropriate method will be used per the situation, and the Staff are trained in the appropriate responses for each individual situation. The procedures are:

1. Staff will inform students of method to use, will account for all students and occupants in their care, and use appropriate method.
2. During a situation, no one will be able to enter premises except for police. This includes parents/guardians.
3. Teachers will have evacuation bags ready at all times.
4. If emergency is to go beyond the end time of session:
* Parents will be notified by the director and office staff not to come to school until they are notified.
* We will combine classes if necessary, to help staff.

 Only the Director, or Acting Director, after being notified by authorities, may deactivate the emergency procedure.

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#### VACATING THE PREMISES

 If the premises become unsafe due to building conditions or other emergencies in our area, we may need to vacate the premises. The procedures for vacating our premises use the following guidelines:

Evacuation procedures are used

1. 911 is called to notify the police and Emergency Management of our situation
2. A Brightwheel Notice message will be activated to all parents/guardians by a staff member stating where to pick up the children
3. After all the children are accounted for, they will be escorted to the new location using Teacher and Police escorts

#### EMERGENCY MEDICAL PLAN

 Emergencies are handled by dialing **911.**  All staff are trained in adult/child First Aid and CPR. If a child appears to be ill or has a fever, your child will be isolated from the other children by waiting in the Director’s or Secretary’s office accompanied by a staff member. The parents will be called immediately to pick up the child. Medication is only administered to children in life threatening situations. A medical plan of action for each child will be on record in secretary’s office in a locked drawer.

* If a child requires emergency medical attention the following will be done:
	1. Teacher will stay with student.
	2. Assistant will inform the office of the problem. Assistant will keep other children distracted and calm.
	3. The office will immediately call 911 and the parents. If parents cannot be reached, we will then reach out to emergency contact person listed on the ENROLLMENT FORM. Director or staff member in charge will help teacher and assistant after obtaining the child’s file.
	4. If none of the above can be reached, the Director or Head Teacher will accompany the child for treatment. Medical forms and permission for emergency medical treatment, found in the child’s permanent file in the school office, will be taken to the Doctor or hospital.

**SOCIAL MEDIA POLICY**

Redeemer Lutheran Nursery School recognizes that access to technology in school gives students, parents, and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

 To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

* Students, parents, and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
* Misuse of social media can result in disciplinary action.
* Redeemer Lutheran Nursery School makes a reasonable effort to ensure students’ safety and security online but will not be held accountable for any harm or damages that result from misuse of social media technologies.

 We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal, or professional.

 We have created these social networking/media guidelines for you to follow when representing the school in the virtual world.

**Please do the following:**

**Use good judgment**

* We expect you to use good judgment in all situations.
* You must know and follow the school’s Code of Conduct and Privacy Policy.
* Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

**Be respectful**

* Always treat others in a respectful, positive, and considerate manner.

**Be responsible and ethical**

* If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
* Be open about your affiliation with the school and the role/position you hold.

**Be a good listener**

* Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
* Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
* Always be doing at least as much listening and responding as you do “talking.”

**Do not share the following:**

**Confidential information**

* Do not publish, post, or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Do not use your birth date, address, and cell phone number on any public website.

**Private and personal information**

* To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
* NEVER give out or transmit personal information of students, parents, or co-workers.
* Do not take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it is the most up-to-date or correct.
* Always respect the privacy of the school community members.

**Please be cautious with respect to:**

**Images**

* Respect brand, trademark, copyright information and/or images of the school (if applicable).
* You may use photos and video (products, etc.) that are available on the school’s website.
* It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
* Do not post pictures of others (co-workers, etc.) without their permission.

**Other sites**

* A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Do not blindly repost a link without looking at the content first.
* Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They serve a purpose and protect you and the school.
* When using Twitter, Facebook, and other tools, be sure to follow their printed terms and conditions.

**And if you don’t get it right…**

* Be sure to correct any mistake you make immediately, and make it clear what you have done to fix it.
* Apologize for the mistake if the situation warrants it.
* If it is a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

**Netiquette**

* Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
* Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
* Users should also remember **not to post anything online that they would not want parents, teachers, or future colleges or employers to see**. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.

**Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you’re at school; parent if you’re using the device at home) immediately.

* Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
* Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

**Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

**Examples of Acceptable Use**

I will:

* Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
* Treat social media carefully, and alert staff if there is any problem with their operation.
* Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
* Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
* Be cautious to protect the safety of myself and others.
* This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

**Examples of Unacceptable Use**

I will **not**:

* Use social media in a way that could be personally or physically harmful to myself or others.
* Engage in cyberbullying, harassment, or disrespectful conduct toward others–staff or students.
* Try to find ways to circumvent the school’s safety measures and filtering tools.
* Use language online that would be unacceptable in the classroom.
* This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

**Limitation of Liability**

Redeemer Lutheran Nursery School will not be responsible for damage or harm to persons, files, data, or hardware.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

* Suspension of volunteer privileges.
* Removal from positions of leadership within Redeemer Lutheran Nursery School.
* Removal of student from Redeemer Lutheran Nursery School.
* Additional consequences determined by Administration.

**FACEBOOK**

 The School shall have a Facebook page available online for school information. There will be NO pictures of the children attending this school shown on this page at any time without the signed consent of the parent/guardian. Messages about events taking place at school and school schedules may be posted on the page.

**EMAIL**

 Our Email address may be used to communicate with a parent and director or teacher. Email addresses of parents will not be shared with others without permission.

**WEBSITE**

 The school shall have a website that explains our schedules and program to the public. There will be NO pictures of our students on this site at any time without the signed consent of the parent/guardian.

**TEXT MESSAGES**

 A teacher or a director will use text messages to communicate with a parent when it is appropriate and at their request. Messages for school closings, reminders for events, or questions regarding a child will be sent through texting. If there is an injury to a child or a sick child parents will be contacted first by Brightwheel and followed up by phone if no response has been received.

**TELEVISION, COMPUTER & VIDEO PLAN**

 Television, computers, and videos shall not be used for more than 15 to 30 minutes at a time and not more than once a week. Only educational or informative videos, games or shows will be shown.

**HEALTH REQUIREMENTS (In addition to add-on document)**

 In accordance with local and state regulations, NO CHILD can attend school WITHOUT the required medical form completed by the child’s doctor. This health form and immunization records must be returned to the nursery school director BY THE BEGINNING OF SCHOOL.

 New Jersey now requires all preschool children to have a flu shot between September and December of the year they are attending.

 Please call the school if your child is home due to illness.

 A child who contracts any of the following diseases MAY NOT return to the center without a health care provider’s note stating that the child presents no risk to himself or others:

Respiratory Illnesses Gastrointestinal Illness Contact Illness

Chicken pox\*\* Campylobacter\* Impetigo

Strep throat E. coli\* Lice

German measles\* Giardia Lamblia\* Scabies

Hemophilus influenza Hepatitis A\* Shingles

Measles\* Salmonella\*

Meningococcus\* Shigella\*

Mumps\*

Tuberculosis\*

Whooping Cough\*

 The staff may NOT administer medication, including vitamins, to a student. The only exception will be for children who require life-saving medications. This medication must be in original packaging with a prescription label that is current **AND A FORM COMPLETED BY THE DOCTOR**.

 Hand washing is an integral part of our school day. Both staff and children are required to wash their hands upon entering school, handling food, using the bathroom, or after playing on the playground. Please practice good hand washing skills at home with your children. This is the most effective way of not spreading germs.

**Thank you for choosing Redeemer Lutheran Nursery School. It is our prayer that your child will have a wonderful year with us!**

Pandemic Policy for 2023-2024

Beginning on March 7, 2022, masks are no longer required here at Redeemer Lutheran Nursery School. This will be optional for staff, students, and visitors; anyone who feels comfortable wearing a mask will be encouraged to wear one and those that feel more comfortable not wearing one can go without a mask.

Please notify us if your child experiences any of the following:

\* Fever equal or higher than 100.4

\* Exposure to anyone who has tested positive for COVID-19

\* Tested positive for COVID-19

\*You are your child’s first line of defense against any illness. Please assess your child prior to bringing him/her to school each day and report in Brightwheel.

\*If your child has Covid-19 symptoms, they should remain home until symptoms improve; we also recommend he/she be tested for Covid-19.

\* If your child should test positive for COVID-19, he/she would isolate for 5 days, be fever free for 24 hours AND have his/her symptoms improve. Upon return to school on day 6, a mask is to be worn on days 6-10. If you get 2 negative test results at least 24 hours apart, your child may go without the mask.

\*If your child is being tested for Covid-19, please keep your child home until you receive the results of the test.

\*There are no quarantines imposed for close contacts, however, we would appreciate your cooperation in informing us if your child has been exposed outside of school.

\*We will be following our “Policy on the Management of Communicable Diseases”, which can be found in your Parent Handbook. You will be notified in writing if your child has been exposed to Covid-19, or any other communicable illness.

Please also be advised that we clean our classrooms and building throughout the day as well as with an (electro-static sprayer every night. We continue to do everything in our power to ensure that your child is in a safe and clean environment.

**\*\*This policy is subject to change at any time. State and/or local guidance, Executive Orders, rising COVID cases, etc. are a few of the reasons this could be altered without much notice. Please be aware and flexible in the event of a shift in policy. \*\***