

Policies

Safety Policies

Nothing is more important to the staff of the Redeemer Renaissance After-School Program than the safety and wellbeing of the children in its care. Therefore, the following procedures and policies have been established.

- Staff members will greet the bus each day.
- Staff will conduct regular fire and tornado drills.
- Our facility is "nut-free." Students will neither be served food containing nuts or nut oils, nor will they be allowed to consume nuts or nut products while on the premises.
- Children must be signed out to be released each day.
- For the child to be released, individuals signing children out must show a photo ID until RRASP staff knows those individuals.
- Children will only be released to individuals listed on the "Emergency Contact and Health Card."
- Redeemer Renaissance After-School Program Staff must be contacted if a student will not be in attendance.

Additional Pick-Up and Sign-Out Policies

- Children must be signed out from the Redeemer Renaissance After-School Program by 6:15 PM each day.
- There will be a \$10 fine for every 10 minutes late or portion of time thereof after 6:15 PM.
- The Redeemer Renaissance After-School Program Staff must be notified by 6:15 PM on any given day regarding a late pick-up. Otherwise an emergency contact will be called.

Behavior and Discipline Policies

The Redeemer Renaissance After-School Program strives to provide a warm and welcoming environment for students and families. Our expectation is that everyone in our community will behave in a respectful, responsible and caring manner toward one another. The following behavior and discipline guidelines have therefore been established.

- Any form of lewd behavior, bullying, aggression, violence, disrespect or foul language will not be tolerated.
- Clothing, toys, books or any other objects depicting, displaying or supporting any of the aforementioned will not be allowed
- Infractions will be dealt with as follows:
 - First Infraction: Student will receive a warning.
 - Second and Third Infractions: Student will be separated from other students and parents will be notified.
 - Fourth Infraction: Student will be suspended from the program for a period of one week. No tuition will be refunded.
 - If unacceptable behavior continues after the period of suspension, the student will be dismissed from the After-School Care Program of the Lutheran Church of the Redeemer. No tuition will be refunded.

Incident Weather and Emergency Policies

- If Fairfax County Public Schools are closed, the Redeemer Renaissance After-School Program is closed.
- If Fairfax County Public Schools open late on Tuesday-Friday, the Redeemer Renaissance After-School Program will be open normal hours of 3:00PM until 6:15 PM.
- If Fairfax County Public Schools open late on Monday, the Redeemer Renaissance After-School Program will be open from 3:00 PM until 6:15 PM.
- If Fairfax County Public Schools close early, the Redeemer Renaissance After-School Program will be closed. **Please make alternative childcare arrangements**
- In the event of an emergency or Shelter-In-Place event, every attempt will be made to communicate with parents via phone, email and website. Should a Shelter-in Place event extend beyond 6:15 PM, students should be signed out within an hour following the end of the event to avoid a late fee.

Tuition Payment and Withdrawal Policies

- Tuition is paid on the first of the month, one month in advance. The first month's tuition is due within two weeks of acceptance.
- There will be a \$20 late fee if the tuition is not paid by the fifth of the month, September through May.
- There will be a \$20 fee for any returned checks.
- It is strongly recommended that families use "Simply Giving" to have tuition fees directly withdrawn from a checking account.
- The Director of the Redeemer Renaissance After-School Program must be notified in writing by the first day of the month previous to withdrawing your child/children from the program to avoid being charged tuition for the month of the withdrawal.