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Welcome

Welcome to the Redeemer Renaissance After-School Program. Thank you for selecting us to meet your family's child-care needs. We are committed to providing a secure, warm, loving, and enriching environment for children in our program.

We look forward to an exciting year and are delighted to have your family join our family.

Respectfully,

Roberta Pittman,
Director

Program

The Redeemer Renaissance program is crafted around relationship-building, artistic and musical expression, intellectual development, academic support, and community outreach. Numerous arts and crafts projects, field trips and visits from guest performers and speakers have been planned. Tutors and homework help will be available. Students will also be invited to participate in community outreach activities such as food drives and a mini Walk for the Homeless.

Schedule

The schedule will vary from day to day and week to week. In general, on Tuesdays, Wednesdays, Thursdays, and Fridays students will start their time at Redeemer with supervised free play, followed by snack time, and a short whole-group activity. The whole-group activity will be followed by a special activity each day. These activities will include cooking, crafts, drama, and special programs. Students will always be allowed to opt out of the planned activities to read and/or do homework. Fridays will feature organized games and relays in the gym. Each evening will wind down with supervised free play. During our extended time on Mondays, we will include time for board games and book buddies.

Private Music Lessons

Private music lessons are available for some instruments at a cost of \$33 per half-hour lesson. Payment for these lessons should be made to Redeemer After-School Program. The lesson fee will be collected by Redeemer Renaissance Staff and is due each week. You can opt to have lesson fees directly withdrawn from your bank account. **Absence from the program is the only reason for cancelling a lesson.** For reasons other than illness or family emergency, Redeemer Renaissance must be notified of an absence at least 48 hours in advance of a lesson to avoid being charged for it. In the event of illness or family emergency, please notify the program as soon as possible. If the teacher needs to cancel a lesson, every attempt will be made to reschedule the lesson.

School Closings

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.** If you have a question about a developing situation (a developing snowstorm for example,) check our website, <http://afterschool.redeemermclean.org> and check your email. You are also invited to call Redeemer Renaissance at 703-356-3346 ext.113.

☞ The Redeemer Renaissance After-School Program will be closed on all holidays recognized by Fairfax County Public Schools. We will be closed the Wednesday before Thanksgiving and the Friday after Thanksgiving.

The Redeemer Renaissance After-School Program will be open on teacher in-service and preparation days.

Please refer to the calendar that follows.

Calendar

September 8, 2009	School Begins Redeemer Renaissance open from 3:00 PM until 6:15 PM
October 12, 2009	Columbus Day Holiday Redeemer Renaissance Closed
November 2, 2009 - November 3, 2009	Student Holidays Redeemer Renaissance open from 8:00 AM until 6:15 PM Parents must provide transportation.
November 25, 2009	Students Released Two Hours Early From School Redeemer Renaissance Closed
November 26, 2009 - November 27, 2009	Thanksgiving Holidays Redeemer Renaissance Closed
December 23, 2009	Students Released Two Hours Early From School Redeemer Renaissance Schedule TBA
December 24, 2009 - December 25, 2009	Redeemer Renaissance Closed
December 28, 2009- December 30, 2009	Winter Camp (Tentative) Redeemer Renaissance open from 8:00 AM until 6:15 PM Parents must provide transportation.
December 31, 2009	Redeemer Renaissance Closed
January 1, 2010	New Year's Day Redeemer Renaissance Closed
January 18, 2010	Martin Luther King Jr.'s Birthday Holiday Redeemer Renaissance Closed
January 29, 2010 - February 1, 2010	Student Holidays Redeemer Renaissance open from 8:00 AM until 6:15 PM Parents must provide transportation.
February 15, 2010	President's Day Holiday Redeemer Renaissance Closed
March 29, 2010 - April 1, 2010	Spring Camp Redeemer Renaissance open from 8:00 AM until 6:15 PM Parents must provide transportation.
April 2, 2010	Good Friday Redeemer Renaissance Closed
April 12, 2010	Student Holiday Redeemer Renaissance open from 8:00 AM until 6:15 PM Parents must provide transportation.
May 28, 2010	Students Released Two Hours Early From School Redeemer Renaissance Schedule TBA
May 31, 2010	Memorial Day Holiday Redeemer Renaissance Closed
June 22, 2010	Last Day of School Redeemer Renaissance open from 10:00 AM until 6:15 PM
June 23, 2010- June 25, 2010	Student Holidays Redeemer Renaissance open from 8:00 AM until 6:15 PM Parents must provide transportation.

Absences

If your child will not be in attendance on any day, please contact us. If you don't contact us, we will contact you.

Contact Information:

- 703-536-3346 ext. 113
- Director's Cell Phone: 703-343-3784
- afterschool@redeemermclean.org

Dismissal

Unless notified otherwise, students will be dismissed from the foyer through the glass doors closest to the playground.

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.** Children will only be released to individuals listed on the "Emergency Contact and Health Card," or otherwise designated in writing.

Children may be signed out from the Redeemer Renaissance After-School Program any time after they arrive, but must be signed out 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.

Using the Contact Information above, 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.

Food

Due to potentially life-threatening allergies, our facility is “nut-free.” Please do not send any nut products into our facility. **If nuts or nut products are brought into the facility, they will be confiscated.** A nutritious snack will be provided each day. Occasionally, children will prepare their own snacks during supervised cooking activities. Children will not be forced to eat, but they will be encouraged to taste the provided snack. Water will be provided to drink with the snack.

Clothing

Clothing depicting any form of lewd behavior, bullying, aggression, violence, disrespect or foul language will not be tolerated.

Children are requested to wear socks or white-soled shoes on our gym floor. Students may wish to carry a pair of socks in their back pack.

Field Trips

Our program will occasionally be enriched by field trips. These trips will not affect arrival or dismissal time. Before any off-site outing, a permission slip with the details of the outing will be sent home requesting parent/guardian permission for the student to participate. Please complete and return these forms within the allotted time.

Health

In an effort to reduce illness, children will be asked to wash their hands upon arrival, after toileting or nose-blowing, and before eating.

Children who show signs of illness must be kept home until they have been symptom free for 24 hours before returning to the program. If fever, nausea, diarrhea, or signs of contagious disease are present when the child arrives or develop during the program's operating hours, a parent or emergency contact will be notified. The student should be picked up within one half hour of being notified. Please notify Redeemer Renaissance if any family member has a communicable disease so that other families may be alerted.

If medication is required, it will be administered only with proper written authorization. Medication must be in the original container with a label designating the dosage, time medication is to be administered, and expiration date. Both prescription and non-prescription medication will require physician instructions and written documentation signed by a parent/guardian and doctor. Medication Consent forms have been included with your handbook.

If a case of head lice is discovered at Redeemer Renaissance, the Director will notify each family with a flyer and an email. Parents should monitor their children for head lice and nits. Children must be free of lice or eggs to attend our program.

Every effort will be made to prevent accidents, but in the event there is an accident, parents will be notified and a written report will be kept on file. In the event of a medical emergency, emergency personnel will be contacted immediately. Parents will also be notified. Authorization to contact the child's physician and seek medical attention is part of your enrollment agreement.

Safety

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, in addition to dismissal, health and behavior policies, the following additional procedures and policies have been established.

Staff will greet buses each day.

Regular fire and tornado drills will be conducted.

Children will be supervised at all times.

Doors will be locked from 3:30 PM until 6:15 each day.

Please call 703-356-3346 ext. 113 if you plan to pick up your child/children early.

If it is necessary to evacuate the building, students will be walked to McLean High School, and every attempt will be made to notify parents.

Shelter-in-Place

A Shelter-in-Place event is defined as any event wherein any governing body determines it is unsafe to leave the building in which you are housed. During a 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.

Child Abuse and Neglect

The staff of the Redeemer Renaissance After-School program has a moral and legal responsibility to protect children from abuse and neglect whether physical, verbal, emotional or sexual. We are required by the Code of Virginia Section 63.2-1509 to report any and all suspected cases of child abuse and/ neglect to the authorities. **For the safety the children, we will not release a child to an adult that seems impaired in any way.**

Behavior and Discipline

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.

Tuition and Fees

Tuition for the Redeemer Renaissance After-School Program is \$400 per month. 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.

Withdrawal

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.

Enrollment Renewal

Families currently enrolled in the Redeemer Renaissance After-School Program are guaranteed enrollment in the program throughout elementary school. Each January, families will be given the opportunity to re-enroll in the program. There will be a re-enrollment fee of \$50 per family.

Lutheran Church of the Redeemer

Information

The Rev. Dr. Robert Driver-Bishop is the Lead Pastor. Ann Shepherd is the Director of Christian Education. Tammy Koenig is the Director of the Redeemer Pre-School.

The garden surrounding the fountain near the playground is a memorial garden with interred cremated remains. You are welcomed to enjoy the garden, but please respect it.

Parking may occasionally be limited because of activities of the church. An activity schedule is available at the church website, <http://www.redeemermclean.org>.

Sunday Morning Schedule

Traditional Worship at 8:30 AM and 11:00 AM

Contemporary Worship at 9:45 AM

Christian Education at 9:45 AM