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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 snack time and a craft or organized activity, followed by play time. Activities will include cooking, crafts, drama, and special programs. Students will always be allowed to opt out of the planned activities to do homework. 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 \$35 per half-hour lesson. Payment for these lessons should be made to Redeemer After-School Program 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 You can opt to have lesson fees directly withdrawn from your bank account.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.

☞ 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

August 31, 2011	Redeemer Renaissance Picnic 6:00
September 6, 2011	School Begins
October 10, 2011	Columbus Day Holiday Redeemer Renaissance Closed
November 7 – 8, 2011	Student Holidays Redeemer Renaissance Open 8:00AM - 6:15PM
November 23, 2011	Students Released 2 Hours Early Redeemer Renaissance Closed
November 24 – 25, 2011	Thanksgiving Break Redeemer Renaissance Closed
December 23, 2011	School Closed Redeemer Renaissance Closed
December 26, 2011	School Closed Redeemer Renaissance Closed
December 27 - December 30, 2011	Winter Camp 8:00AM - 6:15PM
January 2, 2012	School Closed for New Year's Holiday Redeemer Renaissance Closed
January 16, 2012	Martin Luther King, Jr.'s Birthday Holiday Redeemer Renaissance Closed
January 30 - January 31, 2012	Student Holidays Redeemer Renaissance Open 8:00AM - 6:15PM
February 20, 2012	George Washington's Birthday - Presidents' Day Holiday# Redeemer Renaissance Closed
April 2 – 5, 2012	Spring Camp 8:00AM - 6:15PM
April 6, 2012	Redeemer Renaissance Closed
April 9, 2012	Student Holiday# Redeemer Renaissance Open 8:00AM - 6:15PM
May 6, 2012	Redeemer Renaissance Recognition Sunday and Recital (Tentative)
May 28, 2012	Memorial Day Holiday Redeemer Renaissance Closed
June 19, 2012	Last Day of School #N Redeemer Renaissance Open Early
June 20 -22, 2012	Redeemer Renaissance Open 8:00AM - 6:15PM#
#	Date subject to change if more than three school days are lost because of inclement weather. or other unanticipated events
N	Early release on the last official day of school.
June 25 - June 29, 2012 July 9 - August 17, 2012	Summer Camp 8:00AM - 6:15PM
August 29, 2012	Redeemer Renaissance Picnic 6:00

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
- 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.

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

Paul Opsahl is the interim Lead Pastor. Ken Brown is the Church Administrator. Tammy Koenig is the Director of the Redeemer Pre-School.

The garden surrounding the fountain near the Pre-School 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>.

Beginning September 18, worship will held at 8:30 AM, 9:45 AM and 11:00 AM on Sundays. This schedule may change to 9:00AM and 10:30AM during the summer months. Please consult the church website for more information.