

# Church <sup>of</sup> the Redeemer

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## PARISH DAY SCHOOL



# Handbook

2017-2018

Church of the Redeemer  
Parish Day School  
5603 N. Charles Street  
Baltimore, MD 21210  
410 435-9510  
[www.redeemerpds.org](http://www.redeemerpds.org)

# The Church of the Redeemer Parish Day School

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## I. MISSION STATEMENT

The Parish Day School of the Church of the Redeemer is a nonprofit day school operating within the framework and beliefs of the Parish as it conforms to the Episcopal Church, all of which serve the community at large. The Parish Day School education strives to promote spiritual, physical, intellectual, emotional, and social growth along with involvement of the child's family in the life of the school. A unique quality of the Parish Day School lies in its appreciation of individuality; as a community, the Parish Day School endeavors to cherish each child for himself or herself in a warm and nurturing environment.

*Adopted by the Parish Day School Board, May 17, 1999*

## II. STATEMENT OF PHILOSOPHY

Within the framework and beliefs of the Episcopal Church, we serve the community at large, welcoming diverse religions and cultures into the Parish Day School. In that same context, our education teaches the Christian faith and values, as espoused by the Episcopal Church, and honors diverse viewpoints through worship, outreach, and daily activities.

We believe that the early years are the most important in the development of children and that the family is a powerful influence in that development. Therefore, the Parish Day School works closely with the parents and encourages a close relationship between parents and staff. As a school community, we strive to guide the development of the children's attitudes, habits, and interpersonal relationships. We believe an education should promote spiritual, physical, intellectual, emotional and social growth.

We firmly believe that each child should be accepted as an individual. Growth in self-understanding and self-esteem is encouraged by promoting independence, initiative, and feelings of individual worth. We also feel it is particularly important that early learning experiences be joyful to allow each child to discover that using the mind is a source of pleasure. This innate eagerness to learn thrives in a warm, accepting, informal atmosphere: one which plays down competition, encourages internal motivation, and emphasizes mutual respect and trust among children.

*Adopted by Parish Day School Board, May 17, 1999*

## III. POLICY ON NON-DISCRIMINATION

The Church of the Redeemer Parish Day School admits students of any race, sex, national origin or religious affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students and does not discriminate on the basis of race, sex, national origin or religious affiliation in administration of its educational policies, admissions policies, financial aid programs, and all other school administered programs.

#### IV. ACCREDITATION

The school is fully approved by the Maryland State Department of Education. In the operation of our program, we follow standards required by the Maryland State Department of Non-public Preschools. We also follow the regulations of the Maryland State Department of Human Resources, Child Care Division, City of Baltimore.

Notification: To be in compliance with the EPA, please note that the Parish Day School has an accredited Asbestos Management Plan. Parents and staff are welcome to view this document at any time during school hours.

If you believe Redeemer Parish Day School is in violation of State child care licensing laws or regulations, you may file an official complaint. To file a complaint, contact the Baltimore City licensing branch at 410-554-8300. Complaints may be filed in person, or by telephone, or in writing by e-mail, fax, or letter. Anonymous complaints are accepted, so complainants do not need to identify themselves. Each complaint is investigated by the Regional Licensing Office. Upon completion of the investigation, a report of findings is created. This report is available upon request if the investigation confirms that the violation occurred, or if it cannot be determined whether or not the violation occurred.

#### V. SCHOOL PROGRAM

Each program is designed to meet the individual needs of each child. Growth in self-understanding is encouraged by promoting independence, initiative and feelings of self-worth. We feel it is particularly important that early learning experiences be joyful. We want the children to leave Redeemer Parish Day School having discovered that using the mind is a source of pleasure. This innate eagerness to learn thrives in a warm, accepting, informal atmosphere: one which plays down competition encourages internal motivation and emphasizes mutual respect and trust between the children.

Parents are urged to visit the school and participate in the program, both in the classroom and in school activities. They are encouraged to share professions, interests, and talents with us and to accompany classes on experience trips. In addition, parent/teacher conferences are scheduled once or twice, dependent upon the program in which the child is enrolled, during the school year.

#### VI. SCHEDULE

The 2/2 year old program runs from 8:45 to 11:30 on Mondays and Tuesdays, and the 3/2 and 3/3 year old programs run from 8:45-11:45 Wednesdays, Thursdays and Fridays. The school has morning sessions from 8:45 to 11:45, Monday through Friday for children ages 3 through 4, with the option to attend our extended day program, Lunch Bunch, until 2:45. The kindergarten and pre-first classes meet from 8:45 to 2:45 Monday through Friday.

The daily schedule provides opportunity for a wide range of activities and experiences both indoors and outdoors. There is a carefully planned curriculum designed to encourage the child's cognitive growth, as well as his or her physical, emotional and social development. Through supervised exploration and experimentation, the child is

free to come to know and accept his or her abilities and limitations as an individual and as a member of a group. The children are encouraged to learn about and understand their environment.

Although the daily schedule is flexible, there are planned blocks of time for work and play, creative activities, discussion, care of equipment, cleaning up, snack time, rest and story time. Activities, both directed and self-selected, are made available in the areas of language arts, mathematics, science, art, social studies and music. Beginning in the 3s, students attend additional "specials" classes in art, gym, library, music and values. The pre-k, kindergarten and pre-first classes also attend weekly science classes. A geography/world cultures class and Spanish are included in our kindergarten and pre-first programs. Once a week, beginning in the 3s, the entire school community attends a chapel service led by the Day School Chaplain. Computer time is provided for the older classes.

## VII. ARRIVAL TIME

The school program begins at 9:00 a.m. It is important for children to arrive on time each day. If your child must be late, please sign them in at the office.

### **8:00-8:30 Early Morning Drop-Off**

Redeemer Parish Day School provides early morning drop-off, beginning at 8:00 for an additional small fee. Children should be dropped off at Door #2 near the Little Playground.

Regular: \$3/day

Drop in: \$5/day

### **8:30-8:45 Complimentary Early Drop-Off**

Students (with the exception of the 2s and those enrolled in Early Morning Drop-off) may begin arriving as early as 8:30 and should be dropped off at Door #2 near the Little Playground where they will be supervised until 8:45.

### **8:45-9:00 Regular Car Line**

Students who arrive after 8:45 will go directly to their classrooms. Students in the 5/3s, Pre-k and Pre-first will be dropped off at Door #1. Students in the 2s, 3/3s and Kindergarten will be dropped off at Door #2 near the Little Playground.

In the event of inclement weather, signs will be posted guiding you to the Hale Auditorium drop-off location.

**Carpool drop-off will end promptly at 9:00.** Should you arrive after that time, please park in the school parking lot and enter through the double red doors where you will be buzzed into the building. Please stop in the Office to sign your child in for the day.

## VIII. DISMISSAL TIME

### **11:30 Dismissal – 2 Day 2s Classes**

Monday/Tuesday 2s classes will be dismissed at 11:30 **and will not be utilizing a car line.** Please park in the school parking lot and enter the building through the Parish Day School red double doors where you will be buzzed into the building to retrieve your child from the classroom.

### **11:45 Dismissal**

Our morning program dismissal procedures begin promptly at 11:45. Students should be picked up as follows:

Door #1: Pre-k and 5/3s

Door #2 : 3/2s and 3/3s

### **2:45 Dismissal**

Our afternoon programs begin dismissal promptly at 2:45. Students should be picked up as follows:

Door #1: Lunch Bunch and Pre-first

Door #2: Kindergarten

Please make every effort to be on time for dismissal. If you are going to be late for your carpool, please call the office. **Children not picked up on time will be sent to the office.** If you arrive after your scheduled dismissal time, please park in the school parking lot and enter the school through the Parish Day School red double doors to sign the visitor log and pick up your child.

If your child is going home with anyone not noted on the carpool log, please send a note or email to the school that morning or call the office before 11:00. We cannot permit children to go home with anyone else without proper notification. Please do not tell the teacher on morning duty; she is too busy greeting children. A phone call, email or note must come to the office.

Please do not play on the playground in the afternoon until all children have been dismissed and carpool is over.

**HANDHELD CELL PHONE USE IS STRICTY PROHIBITED DURING CAR LINE.**

## IX. TRANSPORTATION TO AND FROM SCHOOL

By August 21, the office should have a copy of your transportation form: names of drivers, daily dismissal arrangements, and the telephone numbers. Dismissal carpools begin operating on the first day of school. We ask your cooperation and patience during the first week as every member of our community becomes accustomed to dismissal procedures.

## X. SCHOOL POLICIES

### • DISCIPLINE POLICY

The Parish Day School maintains a positive approach to discipline, recognizing that discipline is teaching and guiding children's behavior. Our goal is to encourage development of each child's internal controls leading to socially acceptable behavior. Emphasis on reinforcement of positive behavior is encouraged. Respect for children and their feelings are of primary importance.

In order to support our goals, we concentrate on redirection of children's behavior offering positive alternatives to negative behavior. Teachers communicate with children concerning their actions, using language they easily understand, and give them an opportunity to express their feelings. We strive to set clear limits and establish and use rules consistently.

Communication between parents and staff members is important in our school so teachers may work cooperatively with parents. Conferences between parents and teachers are a major part of our program. It is the Parish Day School policy to provide a safe environment for every child. Teachers will discuss any unusual negative behavior with the Director. The Director may find it appropriate to suggest evaluation of a child and may provide resources and referrals if the situation warrants. In addition, the School reserves the right, in its sole discretion, to dismiss or suspend any student when, in the opinion of the School, his or her interests or the School's interests will be served by such action. The School's decisions on all discipline matters shall be final and binding for all concerned.

*Revised by the Parish Day School Board, March 24, 2004*

### • HEALTH POLICIES & ABSENCES

Deciding when to keep a child home can sometimes be difficult, but it is important to consider the health implications to the child and to other students and staff of the Redeemer Parish Day School, should a child be sent to school when he or she is not well. The following conditions usually warrant keeping a child out of school:

- A child with a fresh cold.
- A child with a constant runny nose, not caused by allergies.
- A child with a sore throat.
- A child with a fever; a child must be free of a fever for 24 hours before returning to school.
- A child with a persistent, severe cough.
- A child with pink eye.
- A child with looser and more frequent stools (diarrhea) and the stool cannot be contained in a diaper, or the child cannot reach the toilet in time.
- A child with an upset stomach who is vomiting; a child must have no vomiting for 24 hours before returning to school.
- A child with a diagnosed, contagious illness.

If your child will not be in school due to illness, please call the Day School office (410-435-9510) by 10:00 AM to report the absence. This is particularly important with diseases that require notification of parents of other children in the school. It is not necessary to call every day of the absence. A note is required when the child

returns to school following an illness that lasts more than three days. If the condition required a visit to a physician, the note should be signed by the physician; otherwise, a parent may write explaining the reason for the absence and the days missed. The Baltimore City Health Department requires these notes that are kept in the child's folder.

Our school requires that each child sent to school be allowed to go outdoors when the class does. We do not have the staff to supervise children who remain indoors. Please do not ask that your child be allowed to stay indoors during outdoor time.

- MSDE OFFICE OF CHILD CARE REQUIREMENTS – MEDICATION ADMINISTRATION

1. Medication, whether prescription or non-prescription, may not be administered to a child in care unless:
  - a. Parental permission to administer the medication is documented on a completed, signed, and dated medication authorization form, provided by the office, that is received at the center before the medication is administered; and
  - b. A licensed health practitioner has approved the administration of the medication and the medication dosage.
  - c. A prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home.
  - d. If the medication is by prescription, it is labeled by the pharmacy or physician with:
    - i. The child's name;
    - ii. The date of the prescription;
    - iii. The name of the medication;
    - iv. The medication dosage;
    - v. The administration schedule;
    - vi. The administration route;
    - vii. If applicable, special instructions, such as "take with food";
    - viii. The duration of the prescription; and
    - ix. An expiration date that states when the medication is no longer useable.
2. Topical Applications. A diaper rash product, sunscreen, or insect repellent supplied by a child's parent may be applied without prior approval of a licensed health practitioner.
3. Medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner's written instructions, whichever are more recently dated.

- NUT FREE POLICY

Due to severe allergies in the student body, peanuts, nuts, peanut butter and other nut butters, items containing peanut or nut products must not be brought to school. Snacks ordered by the Day School will not contain peanuts or nut products. Any non-nut butters (i.e. soy or sunflower) resembling peanut butter are also prohibited to avoid possible mix-ups. Any food brought into school by students for lunch, special snack, chapel food, or parties must be peanut and nut free. As a precaution, parents of students with food allergies of any sort must work with the classroom teacher to make sure that alternative snacks are available during special snacks and/or birthday celebrations. The faculty and staff have been educated about this issue and the policies and procedures for dealing with a reaction, including dispensing Benadryl or using an EpiPen.

*Adopted by the Parish Day School Board May, 2003*

- INCLEMENT WEATHER

In the event of inclement weather, the Parish Day School policy is as follows:

**If BALTIMORE COUNTY SCHOOLS are CLOSED; the PARISH DAY SCHOOL is CLOSED.**

If BALTIMORE COUNTY SCHOOLS open one or two hours late, the PARISH DAY SCHOOL will open at 10:00 a.m. Children may arrive at 9:45 a.m.; there will be no early drop-off options. Dismissal will be at the regular time. If Baltimore County Schools are not in session (due to professional days or vacation) you will be notified by the School Office via email and the website will be updated.

- EMERGENCY PROCEDURES

In the event of an emergency or potential threat, information and instructions for parents will be posted on the school website. Depending on the nature of the threat, a phone chain may also go into effect. If the Director gives permission for students to leave Redeemer in an emergency, students may only leave with a parent, guardian or driver who has been previously designated.

- SCREEN TIME

During regular school hours, Redeemer Parish Day School may use on occasion educational and age-appropriate interactive technology, through the use of apps, noncommercial video programming, streaming media and ebooks; or passive technology through the use of non-commercial videos or streaming media, to support our programs. Viewing restrictions are as follows: students may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week, with an occasional exception to this policy in the event of a special program or project; students may not view interactive or passive technology during a meal or snack; and media with brand placement or advertising for unhealthy or sugary food or beverages is not permitted.

## XI. BIRTHDAYS

Birthdays are frequently celebrated during school hours. Parents may send or bring in special refreshments for snack time, keeping in mind our nut free policy. Please discuss this with your child's teacher in advance so we do not run into conflicts. Unless the entire class is invited to a child's birthday party, please do not send invitations home through school.

## XII. APPROPRIATE CLOTHING FOR SCHOOL

Please have the children wear clothing they can fasten or handle themselves as much as possible. We suggest they wear simple play clothes that are appropriate for all classroom activities including art, gym and outdoor play. They should be free to use the equipment and supplies without worry of ruining nice clothes or being restrained because of slippery shoes. **Please send children in sneakers or other sturdy shoes appropriate for outdoor play. This is required footwear for school.** Safety is of great concern and proper shoes must be worn.

**PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.**

## XIII. AFTERNOON PROGRAM/LUNCH BUNCH

Eligibility: The Lunch Bunch program is an optional afternoon program and the eligibility is as follows: All toilet-trained children enrolled in the morning program for 3s and Pre-k are eligible to attend the afternoon program, on the days they have a morning session. In addition, children in the 3/3s may attend on Monday and Tuesday afternoons.

Registration: Students may be signed up to stay on a regular basis or on a drop-in basis. Children staying on a regular basis will be placed on a permanent attendance list. If your child is unable to attend on his/her regularly scheduled day, you may not substitute for another day.

Lunch: Each child is to bring his or her own lunch and drink. We encourage parents to pack a healthy lunch with small portions. Parents must provide plastic forks and spoons if needed. Please use a freezer pack should you feel the lunch must be kept cold.

**Redeemer is a nut-free school.**

Dismissal: Children will be dismissed at 2:45. They will be available at the first carpool pick-up at Door #1. **Please be prompt**, as staff members have after school commitments. If you wish, you may collect your child before this time.

Communication: If you need to contact the school for any reason, please try to do so during the morning hours. In case of an emergency, you may reach us in the afternoon at 410-435-9510. If you reach the answering machine, we will return your call as soon as possible.

Fee: Those signed up for specific days, on a regular basis, will be billed by the semester at the rate of \$24.00 per day (for the exact number of those days occurring during the semester that lunch bunch is offered). Because a space is reserved for your child, full payment by semester, is required. **Deductions may not be taken for days missed or**

**snow days.** The cost for children staying on an as needed basis is \$27.00 per day; drop-in invoices will be mailed in January, April and June.

#### XIV. CHAPEL

The Redeemer Parish Day School seeks, in its spiritual development and worship life, to celebrate each person of the school community as a child of God. We strive to know and to feel the presence of the Holy Spirit in all our school life and activity. We believe that young children bring a sense of joy and wonder to their spiritual experience and inquiry. We seek to nurture that natural approach, providing opportunity and encouragement for their spiritual exploration. Parents are always welcome to attend chapel with their children. Please contact your child's teacher for further information.

#### XV. LIBRARY

The Day School has a library which was designed and organized by parents and continues to be a valuable part of our program. It is staffed by co-chairs and volunteer parent readers for regular weekly class visits.

#### XVI. STAFF

The school is staffed by a director, administrative coordinator, classroom teachers and assistants, a chaplain, and music, art, science, Spanish, geography, values and gym teachers. These individuals are all trained in the field of Early Childhood Education and are approved by the Maryland State Department of Education. They are encouraged to continue their professional training. Teacher-pupil ratio is low and classes are kept small.

#### XVII. REDEEMER PARISH DAY SCHOOL ADVISORY BOARD

The Parish Day School is an extension of the educational, pastoral, and missionary programs of the Church of the Redeemer. It shall be operated under the control and supervision of the Rector, Wardens, and Vestry of the Church of the Redeemer and the Parish Day School Board. The Day School Board consists of the Rector of the Parish, the Chaplain, the Director of the Day School, two Vestry representatives, at least one parent representative and advisory members.

#### XVIII. PARENTS COUNCIL

The purpose of the council is to allow interested parents to become involved in an organized group. It provides an additional opportunity for staff and parent communication. There is a chairperson(s) and representatives from each class who are responsible in the following areas: newsletter, fund raisers (i.e. Fall Family Festival, Holiday Greens Sale, Winter Adult Social and school photographs), and evening programs -- both educational and social.

XIX. THE CHURCH OF THE REDEEMER RESOURCES

Parish resources are available for all Day School parents. Each family is welcome to participate in all activities and worship services announced. Updates on events and services happening at the church will be communicated in our electronic newsletter.

XX. QUESTIONS, PROBLEMS, SUGGESTIONS

Please discuss your problems and questions with your child's teacher no matter how trivial they may seem. All teachers encourage close relationships with their parents and are available by telephone after school hours or by special appointment. If you wish to speak with your child's teacher, you may call her at home or ask the office to have her call you. Conferences may be arranged directly with the teacher or through the office. The Director is available for conferences at any time during the year. Please do not discuss problems or questions during carpool.

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**\*NEW THIS YEAR- Please visit our website to read the Redeemer Parish Day School Handbook: <http://redeemerpds.org/parent-portal/summer-forms/handbook>**

**In order to satisfy the Office of Child Care regulations,** please sign the following form confirming that you have read the 2017-2018 Redeemer Parish Day School Handbook. Please return the signed form to the school by Monday, August 21.

I have read the 2017-2018 Redeemer Parish Day School Handbook.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_