

Redeemer

PARISH DAY SCHOOL

Handbook

2024-2025

Church of the Redeemer Parish Day School
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Baltimore, MD 21210
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www.redeemerpds.org

The Church of the Redeemer Parish Day School

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I. MISSION STATEMENT

To discover the unique worth and beauty of individuals in a vibrant environment that fosters strong connections.

To educate children through an experiential, process-based program that nurtures curious, confident learners who are joyful and kind.

To build an inclusive and equitable community, strengthening the School, Church, and Baltimore.

Adopted 2022

II. STATEMENT OF PHILOSOPHY & PURPOSE

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 based on 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 childcare 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 the violation occurred.

V. SCHOOL PROGRAM & LEARNING ENVIRONMENT

With the recognition that all children develop differently, Redeemer Parish Day School's program is designed to meet the unique needs of each student while reinforcing that we are all important members of a community. We are committed to providing an educational experience in a nurturing and safe environment that embraces a journey of discovery through exploration, risk taking, and an acceptance of the power of learning through mistakes. As members of a society greater than ourselves, we value the importance of cultivating a strong sense of character and an awareness and sensitivity towards others as appropriate to the age of the child.

It is the mission of the Day School to offer a balance between play and academics in an engaging, child-centered, and open-ended atmosphere. Using a child's intrinsic ability to explore through the five senses, our program emphasizes an authentic process that inspires growth. With ample indoor and outdoor space, our students are exposed to a variety of experiences, materials, and learning environments. Investigation, collaboration, creation, inquisitiveness, discovery, and questioning are fundamental to our daily routines. Our students thrive in an atmosphere that stresses kindness, safety and fun; impacting overall cognitive, social, emotional and physical growth. We guide our students to be effective communicators, problem solvers, and decision makers as well as productive and compassionate members of our community.

VI. SCHEDULE

The 2/2-year-old program runs from 8:30 to 11:45 on Mondays and Tuesdays, and the 3/2- and 3/3-year-old programs run from 8:30-11:45 Wednesdays, Thursdays and Fridays. The school has morning sessions from 8:30 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, pre-first, first, second and third grade classes meet from 8:30 to 2:45 Monday through Friday. Redeemer offers extended hours through 5:30 for students in the 3s through third grade.

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 enrichment (art/science), gym, library, music, and social emotional learning. Geography/world cultures classes and Spanish are included in our kindergarten, pre-first, first, second, and third grade programs. Once a week, the preschool and elementary divisions attend a separate chapel service led by the Day School Chaplain. Several times during the program year, the entire student body attends chapel services together.

VII. CARPOOL

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 park and bring them to the main door.

8:00-8:30 Early Morning Drop-Off (2s students are eligible upon turning 3)

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.

Those signed up for specific days, on a regular basis, will be billed by the month at the rate of \$4.00 per day (for the exact number of those days occurring during the month that early morning drop-off is offered). **Deductions may not be taken for days missed or snow days.** The cost for children staying on an as needed basis is \$6.00 per day and will be billed immediately.

8:30-9:00 Car Line Drop-Off

All students are encouraged to be dropped off via our carpool line. Protocols via our Brightwheel app will be required. Students will go directly to classrooms.

All students in our Elementary school, 1st-3rd grade, should be dropped off by 8:45 am via our carline.

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 main entrance and ring the bell. If your child is going to be late or leave early, please message the office via Brightwheel upon your arrival.

Arrival for Pedestrians

Students registered for Early Drop-off (8:00-8:30) may be walked to the small playground. Please enter through the gate and find a staff member to take your child's temperature and sign-in through Brightwheel. Please be sure the gate is always tightly latched.

Students arriving during regular carpool drop-off (8:30-9:00) may be walked to the main entrance of the school only. One of our regular carpool staff members will check the entrance on a regular basis. Please refrain from ringing the bell and be prepared to wait several minutes. Our staff is working simultaneously to unload our student body through our carpool line, and teachers are supervising classes. We appreciate your patience and understanding. **FOR THE SAFETY OF STUDENTS AND STAFF, PLEASE DO NOT ATTEMPT TO DROP OFF WALKERS IN THE CARLINE.**

The administration will be operating carpool drop-offs and pick-ups. We will not be able to return emails, meet a student or driver in the car or at the door, or answer phone calls between 8:30-9:00, 11:40-12:05 and 2:40-3:05. We appreciate your patience with this.

DISMISSAL TIME

11:45 Dismissal

Our morning program dismissal procedures begin promptly at 11:45.

2:45 Dismissal

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

Dismissal for Pedestrians

Please plan to arrive to the small fenced-in playground no earlier than 11:45 for our mid-day carpool or 2:45 for our afternoon carpool. **Please do not arrive earlier to check out your child.** Plan to access through the gate adjacent to the parking lot. Do not use the gate adjacent to the carpool lane. When you arrive, send a message via Brightwheel. A staff member will bring children to the playground between 11:55 and 12:00 for our mid-day carpool and 2:55 and 3:00 for our afternoon carpool. **Please do not request your child be delivered earlier than those times.** Ensure your Brightwheel app is ready for check-out. The playground must be vacated at noon to accommodate our afternoon programs.

If your child is going home with anyone not noted on Brightwheel, please send a note or email to the school office that morning or message us via Brightwheel app. We cannot permit children to go home with anyone else without proper notification.

5:30 Dismissal

For students attending RED, Redeemer Extended Day, parents and care givers should park in the school parking lot and go to the door under the awning near the Hale Auditorium for pick up.

Late Pick Up

We request you make every effort to be on time for arrival and dismissal. If you are going to be late for pick-up, please message us via Brightwheel. **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 come to the main doors.

For later pick up, families will be charged \$5 for every 5 minutes.

HANDHELD CELL PHONE USE IS STRICTLY PROHIBITED DURING CAR LINE.

VIII. SCHOOL POLICIES

DISCIPLINE POLICY

The Parish Day School maintains a positive approach to discipline, recognizing that discipline is teaching and guiding children's behavior. The school systemically teaches and reinforces social-emotional skills, and our goal is to encourage development of each child's ability to self-regulate, leading to socially acceptable behavior. Emphasis on reinforcement of positive behavior and learning through mistakes are encouraged. Mutual respect between all members of our community is of primary importance.

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 so teachers may work in partnership with parents. In-person conferences between parents and teachers are integral to the

development of the students, and it is the responsibility of the parents to actively participate, promoting the school home connection.

It is the Parish Day School policy to provide a safe environment for every child. Teachers will discuss any persistent negative behavior with the Head of School, and concerns will be shared with parents. The Head of School 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 July 2023

HEALTH POLICIES

Deciding when to keep a child home can sometimes be difficult, but it is more important than ever to err on the side of caution. Sending a sick child to school can create health implications for the child and to other students and staff of the Redeemer Parish Day School. If someone in your home or your child has the following conditions, they should not come to school:

- A child with a fresh cold.
- A child with a constant runny nose, not caused by allergies. Children with runny noses attributed to allergies will need documentation from their health care provider.
- 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 looser and more frequent stools (diarrhea) and the stool cannot be contained in a diaper, or the child cannot reach the restroom 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 contact the office by 10:00 AM each day your child is absent to report the absence and notify your health care provider. We also ask that you consult with your health care providers and Redeemer Parish Day School before your child returns to school.

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 instruction, whichever are more recently dated.
4. Additional information and paperwork pertaining to Medical Administration can be found on our website under the Parent Portal.

Community Health

If a student or staff member is experiencing symptoms or illness of any kind, they should not come to school. Parents are required to notify the school office via Brightwheel when a child is absent.

If a student becomes sick at school, the child will be taken to the office. Parents will be notified via Brightwheel and need to arrive within 30 minutes. To facilitate this process, it is critical that families confirm all contact information is up to date in Brightwheel and that a minimum of two emergency contacts are provided.

ATTENDANCE POLICY

Students are most successful academically and socially when they attend school and classes consistently and punctually. Please contact your child's teacher and the office regarding late arrivals, early pick-ups, or absences.

Excused Absences include illness or injury, religious observance, inclement weather, family emergency or special circumstances, and school visits.

Please make every effort to schedule dental, medical, or other appointments outside of school hours.

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 will make its own closure determinations.

If we declare a late start, the PARISH DAY SCHOOL will open at 10:00 a.m. Children may arrive via carpool line at 9:45 a.m.; there will be no early drop-off options. Dismissal will be at the regular time.

Weather closures and delays will be sent via our text alert system on the Brightwheel app.

EMERGENCY PROCEDURES

In the event of an emergency or potential threat, when appropriate, information and instructions for parents will be communicated through text alerts via the Brightwheel app. If the Head of School gives permission for students to leave Redeemer in an emergency, students may only leave with a parent, guardian or driver who has been previously approved.

SCREEN TIME

While limited, during regular school hours, Redeemer Parish Day School may use educational and age-appropriate interactive technology, using 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.

IX. BIRTHDAYS

The school will celebrate birthdays during the school year. Parents may send in nut-free treats to be shared with the class. Please contact your child's teacher in advance. **We ask that parents DO NOT request to visit the classroom to celebrate birthdays. It can be disruptive to the daily routine and difficult for children whose parents are unable to attend.** Unless the entire class is invited to a child's birthday party, please do not send invitations home through school.

X. APPROPRIATE CLOTHING FOR SCHOOL

Please have the children wear clothing they can fasten or manage 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. Every child is required to keep two sets of extra clothes, several masks, a pair of rain boots, and a raincoat at school. Rain pants are strongly encouraged.** Safety is of great concern and proper attire must be worn.

PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.

XI. AFTERNOON PROGRAMS: LUNCH BUNCH & REDEEMER'S EXTENDED DAY (RED)

Eligibility:

The Lunch Bunch program is an optional afternoon program, and the eligibility is as follows: All children enrolled in the morning program for 3s and Pre-k are eligible to attend the afternoon program. Children attending our 2s program are eligible to attend Early Morning Drop-off and Lunch Bunch once they turn three.

RED is an optional program after regular school hours for students in our 3s, pre-k, kindergarten, pre-first, first, and second grade classes.

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 in a disposable bag or Bento Box which should be cleaned nightly. 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.**

Snack: An afternoon snack will be provided for students staying until 5:30.

Lunch Bunch Dismissal: Children will be dismissed at 2:45. **Please be prompt**, as staff members have after school commitments.

RED Dismissal: The program ends promptly at 5:30. Parents and care givers may choose to pick up earlier than 5:30. Discounts will NOT be given for early pick up.

Communication: If you need to contact the school for any reason during the school hours, please email, call the office staff or message us via Brightwheel. 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.

Lunch Bunch Fees: Those signed up for specific days, on a regular basis, will be billed by the month at the rate of \$27.00 per day (for the exact number of those days occurring during the month that lunch bunch is offered). **Deductions may not be taken for early dismissal, days missed, or snow days.** The cost for children staying on an as needed basis is \$30.00 per day and will be billed immediately.

RED Fees: Those signed up for specific days, on a regular basis, will be billed by the month at the rate of \$20.00 per day (for the exact number of those days occurring during the month that RED is offered). **Deductions may not be taken for early dismissal, days missed, or snow days.** The cost for children staying on an as needed basis is \$25.00 per day and will be billed immediately.

XII. 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.

XIII. LIBRARY

The Day School owns and maintains a library media collection to support and supplement implementation of its curriculum.

XIV. STAFF

The school is staffed by a Head of School, an Assistant Head of School, Administrative Coordinator, classroom teachers and assistants, a chaplain, and music, art, science, Spanish, library, world cultures/geography, social emotional learning, and PE 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 ratios are low, and classes are small.

XV. REDEEMER PARISH DAY SCHOOL BOARD OF GOVERNANCE

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.

Membership on the Board shall consist of no more than fifteen Trustees, including ex officio Trustees. All Trustees other than ex officio Trustees and those appointed by the Rector shall be nominated by the Trustee Committee of the Board, and they shall be elected by the Board with the ratification of the Rector and Vestry.

- a. The Rector shall serve ex officio as a voting Trustee.
- b. The Head of the School shall serve ex officio as a nonvoting Trustee.
- c. No more than two Trustees shall be members of the Vestry and shall be appointed by the Rector.
- d. The remaining Trustees shall be a combination of between two and four parishioners of the Church who qualify as Voting Members under the Church's by-laws and between five and seven non-parishioners of the Church.
- e. All Trustees other than the Head of School shall be voting Trustees.
- f. No voting Trustee (other than the Rector) shall be an employee of the School or Church or the spouse, parent, child, or any other family relation of an employee of the School or Church.

XVI. 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 for events and connecting our community.

XVII. 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.

XVIII. 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 email her to set up a time to speak or ask the office to have her call you. Conferences may be arranged directly with the teacher or through the office. The Head of School is available for conferences at any time during the year. Please do not discuss problems or questions during carpool.

To satisfy the Office of Child Care regulations, please sign and upload this form to Brightwheel or send to kpoe@redeemerbaltimore.org by Thursday, August 1 confirming that you have read the 2024-2025 Redeemer Parish Day School Handbook.

I have read the 2024-2025 Redeemer Parish Day School Handbook.

Name of Child(ren): _____

Print Name: _____

Signature: _____ Date _____