

# RISEN SAVIOR ACADEMY

Parent Handbook





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## Introduction

Welcome to Risen Savior Academy! RSA is an arm of the outreach ministry of Risen Savior Lutheran Church. RSA and Risen Savior Lutheran Church are partnered together to serve your children and your family. We believe that parents are the child's first teacher. At Risen Savior, we will strive to assist you in the development of your child spiritually, intellectually, physically, socially, and emotionally.

## Mission

*Quality-Safe-Loving*

Risen Savior Academy exists to share the love of Jesus by providing children with a *Quality* education in a *Safe, Loving* environment.

## Contact Information

**Risen Savior Academy**  
**14605 59th Avenue East**  
**Lakewood Ranch, FL 34211**  
**(941) 756-7545**

### Director:

|             |              |                           |
|-------------|--------------|---------------------------|
| Maria Gines | 321-514-6424 | mgines@rsavioracademy.com |
|-------------|--------------|---------------------------|

### Teachers:

|                  |                     |                                   |
|------------------|---------------------|-----------------------------------|
| 2 year-old class | Diane Chiaravalloti | dchiaravalloti@rsavioracademy.com |
| 3 year-old class | Kelsie Rateni       | krateni@rsavioracademy.com        |
| VPK class        | Ashlyn Fulmer       | afulmerrsvavioracademy@gmail.com  |

**Administrative Assistant:** Cindy Shwaga (941)756-7545  
rsavioracademy@gmail.com  
**RSA School Board Vice Chair:** Cindy Mosser dancinzeke@gmail.com

**Pastor:** Caleb Free (941)302-6276

## **General Information**

### **Licensure**

Risen Savior Academy is licensed by the State of Florida, through the Department of Children and Families. Our license number is C12MAO354. Our facilities are inspected regularly by state officials, and our license must be renewed annually.

### **Operating Hours**

Risen Savior Academy is open Monday through Friday from 9:00am to 12:00pm. The extended Lunch Option will be available from 12:00 pm until 1:30 pm.

### **School Calendar**

We closely follow the Manatee County school calendar for closings and holidays. In the event that we observe a closing not observed by Manatee county, or remain open during one of the Manatee county closings, you will be informed of these changes in advance. See attached 2021 – 2022 Risen Savior Academy Calendar.

### **Nondiscrimination Policy**

Risen Savior Academy exists to provide spiritual growth and quality education to the children who attend. All children are welcome without reference to race, religion, national or ethnic origin, gender or ability. RSA is intended as a service for those families who desire early learning experiences for their children.

### **Staff and Personnel Qualifications**

All of our staff members—administrative staff, teachers, assistants, aides, and volunteers—meet or exceed the requirements of the FL DCF. All staff members have been carefully screened and interviewed, and background checks have been administered to ensure the

children's safety while in our program. The staff participates in continued education opportunities through meetings, classes, and conferences in order to grow in knowledge and skills of early childhood education and best practices. All staff are first aid and CPR certified.

### **Employee After-Hours Disclaimer**

While RSA encourages parents to actively engage in open communications we remind social media users that statements and opinions expressed in posted comments represent those of the party responsible for the posting and do not reflect the overarching views or goals of Risen Savior Academy. RSA does not guarantee that information posted by social media users is accurate, and disclaims any liability for loss or damages resulting from reliance on any such information.

## **Educational Program**

### **Curriculum**

Risen Savior Academy has adopted the HighScope Preschool Curriculum. This curriculum is based on the principles of active learning through direct, hands-on experiences with people, objects, events, and ideas. It is a play-based approach which facilitates the natural curiosity and emerging independence of young children and is aligned to the State of Florida's Early Learning and Development Standards.

### **Outdoor Play**

Research has shown the multiple benefits of daily outdoor play. All children will have at least 30 minutes of outdoor play per day, weather permitting. In the event the weather does not permit outdoor play, active gross motor play will take place indoors.

### **Snacks**

Please provide a healthy snack and unbreakable water bottle for your child daily. Both snack and water bottle must be labeled with your child's first and last name.

### **What to Wear**

Please have your child dressed in comfortable clothes that are able to get MESSY! Children will participate daily in ACTIVE learning through exploration of many kinds of materials. Opportunities for learning are endless when children are provided with many open-ended materials for exploration. Clothes and shoes should be suitable for these activities. Closed-toed shoes with a back are required. ***Please send an extra set of clothes, labeled and in a plastic zip-lock bag, to be kept at school in case of an extra messy day or an accident.***

## **Diapers and Toilet Training**

If your child is in diapers, please bring diapers and wipes to be kept and used at school. Teachers will collaborate with parents when it comes to toilet training. Together, they will discuss a plan that works best for each individual child.

## **Toys from Home**

Toys from home should only be brought in if there is an opportunity to share about something from home. Toys resembling weapons of any kind are not allowed in the RSA facilities.

## **Enrollment and Registration**

Risen Savior Academy requires that each child reaches the classroom age (2 years, 3 years, 4 years) by September 1<sup>st</sup>.

### **Enrollment Process and Priority**

Your child's enrollment is confirmed when Risen Savior Academy receives an initial enrollment form along with a non-refundable registration fee of \$250. Following an early enrollment opportunity for current families, enrollment will be accepted on a first come, first served basis.

### **Tuition and Fees**

Annual tuition is paid in full or in 10 equal monthly payments. Monthly tuition payments begin in August, and are always due by the 5th of the month. There is a 5 day grace period, after which a \$35 late fee is charged. A one-time, \$150 supply fee is due with the first tuition payment.

2 days/week: \$3300/\$3050      3 days/week: \$4500/\$4150      5 days/week: \$6900/\$6350  
2 Year Old Class-\$330 month    2 Year Old Class-\$450 month    2 Year Old Class-\$690 month  
3 Year Old Class-\$305 month.    3 Year Old Class-\$415 month.    3 Year Old Class-\$635 month

4 Year Old Classroom/VPK: Free

Optional Lunch extension: 12:00-1:30 PM-\$15 per day

### **Absences and Vacations**



Please notify the school by 9:00 a.m. if your child will not be in attendance that day. Tuition remains the same each month, regardless of attendance, staff in-service days, school holidays, or closures due to inclement weather. Risen Savior Academy is unable to hold your child's space in the program for extended vacations without payment of tuition.

### **VPK Attendance Policy**

Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (3) absences per month. Any absences beyond those require a written note from the parent for one of the following reasons: illness or injury of the child or the child's family member which requires hospitalization or bed rest, physician or dentist appointment, infectious disease or parasitic infestation, funeral service, memorial service, or bereavement upon death of the child's family member, compliance with a court order (e.g. visitation, subpoena), special education or related services for the child's disability, observance of a religious holiday or service, family vacation, not to exceed 5 excused absences per program year. **Please note:** Absences of 5 consecutive instructional days will be considered a withdrawal from the VPK program at Risen Savior Academy. Withdrawals from the VPK program will not be eligible for re-enrollment. Risen Savior will allow one documented 5-day absence during the 180 instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be date and signed by the child's legal custodial adult.

### **Drop Off and Pick Up Policies**

The program's operational hours are from 9:00am to 12:00pm. Classroom doors will open at 9:00 am for arrival. Doors will open again at 12:00 for pick up. Please make sure you are here to pick up your child at 12:00pm. After 12:10 you will receive a phone call. At 12:15 you will be charged a late pick up fee of \$10. It will be an additional \$10 fee for any portion of a 15 minute period thereafter.

### **Withdrawal and Termination of Enrollment**

Written notice to the Director is required AT LEAST 2 weeks in advance of withdrawal from enrollment. Tuition is required to be paid in full for the final month of enrollment, regardless of the child's absence or attendance. **Parents will sign a contract to this effect upon enrollment.**

Risen Savior Academy may terminate a child's enrollment for reasons of family non-compliance with the program's policies. Additionally, RSA may terminate enrollment if it is determined that they are not reasonably able to meet the child's needs. RSA will communicate with the families in an effort to resolve difficulties. Termination of enrollment is the last resort.

## **Grievance Procedure**

Risen Savior Academy is eager to meet the needs of families. **Please consult your child's teacher first if you have a concern.** You child's teacher will confer with you and, if needed, initiate a plan for resolution of the concern. In the event that your child's teacher is not able to resolve the issue in a timely way or to your satisfaction, please consult the Director. Within 1 week, the Director will confer with you to develop a plan for resolution of the concern.

## **Health Information**

### **Vaccinations and Health Records**

Prior to attendance, a current Florida Certificate of Immunization (Form DH680) and Florida Student Health Examination Form (Form 3040), which have been completed by a physician, must be submitted to RSA and updated if the expiration date falls during the school year.

According to the Department of Children and Families' regulations, each child must have a current Florida Certificate of Immunization (Form DH680) that has been completed by a physician on file at Risen Savior Academy. RSA must also have on file a current Certificate of Health Examination (Form 3040) from the child's physician. Your child's health and well-being are of primary importance to us. It is the parent's responsibility to make sure your child's health and immunization records are kept up to date. For our program to stay in compliance with state laws, if the expiration date is reached without an update provided, your child may not return to the program until these records are updated or a physician's waiver is obtained.

### **First Aid Procedures and Emergencies**

Risen Savior Academy is able to provide basic First Aid treatment in case of an accident or injury. Superficial wounds shall be cleaned with soap and water only and protected with a bandage. Ice may be applied. All educational staff is trained in First Aid and CPR techniques. An accident/incident report will be written for every accident or incident regardless of how minor. These reports will be signed and dated by the teacher and the parent, and kept for the records. Parents will be notified when they pick up their child if the child has sustained a minor injury.

Parents will be notified immediately if their child is injured seriously enough to require professional medical treatment. **Written permission from the parent to call a child's physician or refer the child for medical care in case of an injury shall be on file at RSA.**

In case of an emergency, the school will immediately call 911. Parents or an identified emergency contact will be notified immediately as per the notarized medical form in your child's file. ***It is very important to notify the Director of any changes on the medical form.***

### **Medication Procedures**

When prescription and/or non-prescriptions medications are required, the parent must fill out a Medication Administration Record. Staff will see that the Medication Administration Record is correctly filled out by using the Medication Administration Safety Checklist. The Medication Administration Record will be kept with the medication in the medication container and initialed by two staff members when administering the medication.

Prescription and non-prescription medication brought to the childcare facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name and contact information of the physician and/or pharmacy, child's name, name of the medication, and medication directions.

### **Illness Policy**

Please make sure that your child is in good health before bringing him/her to school. In order to protect your child and the other children in the program, please keep your child at home when they have symptoms of illness. Symptoms of illness that require a child to be kept home include, but are not limited to : fever, fever in addition to cold symptoms, difficult or rapid breathing, sore throat, headache, ear infection, vomiting, skin rash or sores, inflamed or swollen eyes, dark urine, gray or white stool, yellowish skin or eyes, or head lice. **A child must be free of all symptoms for AT LEAST 24 HOURS before returning to school.**

If your child has any stomach issues such as diarrhea or vomiting, please keep them home for 48 hours after symptoms have resolved.

A child who has head lice may return to school only after treatment has removed ALL lice, nits, and egg cases. The child will be checked for lice upon arrival at school before entering the classroom to ensure all lice, nits, and cases are gone.

Should a teacher feel a child is unable to function properly due to illness or shows any of the symptoms of illness while at school, the parent or guardian will be notified immediately and must make arrangements to pick the child up as soon as possible. Until the child can be picked up, they will be kept comfortable in an area apart from the other children and supervised by an adult. Any child with a temperature of 100.4 or above will be sent home. **Any child sent home with a fever will not be allowed back in school the following day. Children must be fever-free (without medication) for 24 hours before returning to school.**

In the event that a child has a contagious disease, they may not attend the program. RSA must be informed of the disease so notice of possible exposure can be given to all families enrolled and the local county health department. A memo will be posted for families to be informed. *The child's name will be kept confidential.* A doctor's note is required before the

child can return to school. Communicable diseases include, but are not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis.

Risen Savior Academy follows CDC and Florida DCF guidelines to prevent and respond to disease outbreaks such as COVID 19.

## **Hand Washing**

To help control the spread of illness, children (and teachers) wash their hands with soap and water several times a day.

## **Safety Procedures**

### **Reporting Child Abuse**

Risen Savior Academy staff are required by law to report any known or suspected child abuse or neglect to the Department of Children and Families central abuse hotline (1-(800) 96-ABUSE).

### **Building Security**

For the safety of our children, we take every precaution to monitor the doors that access our space, and we reserve the right to screen any visitors. Please contact any staff member if you suspect the presence of any unknown person in or near our facility.

### **Safety Drills**

In the event of an emergency situation, the children's safety is our main concern. RSA practices monthly fire drills, as well as some lockdown and tornado drills throughout the school year. In the event of a power failure, parents may be contacted to pick up their children if it is determined necessary to close the school.

### **Alternate/Emergency Pick-Up Location**

If for any reason we must evacuate the building and cannot re-enter, parents will be notified and the children can be picked up by the church garage (behind the building). If we need to leave the premises, the children can be picked up at Fire Station #5, east of the preschool, 15015 59<sup>th</sup> Avenue East.

## **Behavior Guidance**

## **Discipline and Guidance Policy**

Discipline and guidance at Risen Savior Academy will be implemented out of love for the children. Teachers and staff will guide children with positive reinforcement and redirect behavior when necessary. By using a calm, loving approach when addressing an issue, the teachers will show the children how to identify their emotions, gain control over them, and become problem solvers.

In rare instances when a child needs some physical space from others to keep from harming himself or others, a safe space is used as a “time out” area to give the child time to regain composure before beginning conflict resolution dialogue with the teacher and others. The child will remain in eyesight of the teacher or caregiver at all times and will not exceed the child’s age in time (i.e., a child who is 4 years old will not be in this area for longer than four minutes without being approached by the teacher to begin conflict resolution dialogue). Once the conflict has been resolved, the child will be invited to join the other children.

Under no circumstances will teachers or staff ever subject children to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited.

## **Persistent Challenging Behaviors**

We understand and expect children to occasionally exhibit disruptive behavior, but if a child becomes excessively disruptive, teachers and parents will develop a plan to address the problem and solve it. Disruptive behavior may be physical, verbal, or a direct refusal to participate in classroom activities. If a student is exhibiting continually disruptive behavior, the child’s parents, teacher, and Director will work together to come up with a plan to correct the behavior. If no improvement is shown after there have been multiple attempts to understand and solve the issue, the child may be asked to leave the program.

## **Expulsion Policy**

Risen Savior Academy strives to meet the needs of every child and family in the program. There may be instances where RSA can no longer meet the needs of a child/family or the family refuses to comply with policies and procedures of RSA. This may result in expulsion from the program. Circumstances for expulsion may include the following: RSA cannot meet the individual needs of the child with reasonable accommodations, parents do not observe the policies outlined in the Parent Handbook, non-payment of fees or consistently late payment of fees, consistently late pick up of children. Expulsion from the program will never be the first choice, but at times may be necessary.

## **Family Involvement**

## **Risen Savior Lutheran Church**

Risen Savior Academy is in partnership with Risen Savior Lutheran Church in serving families that are enrolled in our program. The mission of both Risen Savior Church and Academy is to grow in God's never changing Word in an ever-changing world. Our primary focus in everything we do is to share the love of Jesus with all the people in our community. We want everything that is done at Risen Savior to reflect Christ's love. If you are interested in learning more, please join us for worship at Risen Savior. If you or anyone you know would ever like to visit with our pastor, he would be happy to meet for any reason!

## **Parent / Teacher Communication & Information**

The primary source for communicating with parents/guardians will be through the BRIGHTWHEEL CHILDCARE TOOLS. The program is designed to strengthen relationships between home and school. Teachers will share observations with parents as well as photos, newsletters and reports. Parents are encouraged to use BRIGHTWHEEL to report any absence or concerns to the teacher.

## **Special Days**

You are welcome to bring a special treat for your child's birthday, or for any special occasion. These treats should be store bought. Discuss what you plan to bring with your child's teacher ahead of time in case there is an allergy in the classroom.

## **Conferences**

There will be an opportunity for parents and teachers to sit down and discuss the child's growth during the school year. These parent/teacher conferences are an important time for the parents and teachers to celebrate the development of the child.

## **Parent Involvement**

Parents are the child's first teachers. It is important that they have an interest in the growth and development of their child. There will be many opportunities for you to be involved in your child's education throughout the school year.

## Risen Savior Academy 2022 -2023 Academic Calendar

| August 2022 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

Aug 3-9 Teacher Training Days  
 Aug 7 Meet the Teacher Day 4-5:30 p.m.  
 Aug 10 First Day for Students

| September 2022 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    | 1  | 2  | 3  |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |
| 25             | 26 | 27 | 28 | 29 | 30 |    |

Sep 5 Labor Day - No School

| October 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

Oct 10 & 11 Picture Days  
 Oct 28 Fall Harvest Party

| November 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  |    |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

Oct 31 - Nov 4 Parent Teacher Conferences  
 Nov 11 Veterans Day - No School  
 Nov 21-25 Thanksgiving Holiday - No School  
 \*Nov 21-23 Hurricane make-up days if needed

| December 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 | 31 |

Dec 20 VPK Christmas Program & Party  
 Dec 21 RSA Christmas Programs & Party  
 Dec 22 End First Semester  
 Dec 23-30 Christmas Break - No School

| January 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

Jan 2-6 No School  
 Jan 9 Teachers Return  
 Jan 10 Students Return  
 Jan 16 ML King Birthday - No School

| February 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 |    |    |    |    |

Feb 20 Presidents' Day - No School

| March 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

Mar 13-17 Spring Break - No School

| April 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         |    |    |    |    |    |    |

Apr 1 Family Fun Fair  
 Apr 7 Good Friday - No School  
 Apr 9 Easter

| May 2023 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

May 24 Graduation Ceremonies  
 May 25 Last Day for Students  
 May 26 Last Day for Teachers

| Key                                    |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Teachers Report/No School for Students |  |  |  |  |  |  |
| First Day for Students                 |  |  |  |  |  |  |
| No School                              |  |  |  |  |  |  |
| Last Day for Students                  |  |  |  |  |  |  |
| Bible Study                            |  |  |  |  |  |  |
| FORSA                                  |  |  |  |  |  |  |

|            |          |
|------------|----------|
| Semester 1 | 90 days  |
| Semester 2 | 90 days  |
| Total      | 180 days |

Adopted 2/2/22