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# ***Welcome***

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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,

Linda McConnaughay  
Director

## ***Program***

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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. Homework help is available. Children and families will also be invited to participate in community outreach activities such as food drives and monthly community service projects.

## ***Schedule***

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The schedule will vary from day to day and week to week. In general, children will start their time at Redeemer with snack time and a craft or organized activity, followed by play time. Activities will include cooking, crafts, and special programs. Students will always be allowed to opt out of the planned activities to do homework. On days when the children arrive early and on Teacher Professional Days, extra activities and/or outings will be planned.

## ***Extra Resources***

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**Private music lessons** are available for many instruments at a cost of \$35 per half-hour lesson. Payment for lessons should be made to Redeemer After-School Program and is due each week. **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.

**Private tutoring** is available at a cost of \$70 per hour. Length of tutoring sessions can be established with input from parents and the tutor. Payment for tutoring sessions should be made to Redeemer After-School Program and is due each week. **Absence from the program is the only reason for cancelling a session.** For reasons other than illness or family emergency, Redeemer Renaissance must be notified of an absence at least 48 hours in advance of a session to avoid being charged for it. In the event of illness or family emergency, please notify the program as soon as possible. If the tutor needs to cancel a session, every attempt will be made to reschedule the lesson.

# ***School Closings***

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If Fairfax County Public Schools are closed for inclement weather, the Redeemer Renaissance After-School Program is closed.

If Fairfax County Public Schools open late, the Redeemer Renaissance After-School Program will be open normal hours of 3:00PM 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 904-556-7234.

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

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September 2, 2015	<b>Redeemer Renaissance Picnic 6:00</b>
September 8, 2015	School Begins
October 9, 2015	Student Holiday <b>Redeemer Renaissance Open 8:00AM -6:15PM</b>
October 12, 2015	Columbus Day Holiday <b>Redeemer Renaissance Closed</b>
October 30, 2015	Students Released 2 Hours Early <b>Redeemer Renaissance Opens at 1:00 PM</b>
November 2 - 3, 2015	Student Holidays <b>Redeemer Renaissance Open 8:00AM -6:15PM</b>
November 25, 2015	Students Released 2 Hours Early <b>Redeemer Renaissance Closed</b>
November 26 - 27, 2015	Thanksgiving Break <b>Redeemer Renaissance Closed</b>
December 11, 2015	Lutheran Church of the Redeemer Living Nativity and Concert <b>Redeemer Renaissance Family Dinner 6:15PM</b>
December 18, 2015	Students Released 2 Hours Early <b>Redeemer Renaissance Opens at 1:00 PM</b>
December 24 & 25, 2015	School Closed <b>Redeemer Renaissance Closed</b>
December 22 - 23 if there is sufficient enrollment December 28 - 31, 2015	<b>Winter Camp 8:00AM - 6:15PM (Closing at 3:00 on Dec. 31)</b>
January 1, 2016	School Closed for New Year's Holiday <b>Redeemer Renaissance Closed</b>
January 18, 2016	Martin Luther King, Jr.'s Birthday Holiday <b>Redeemer Renaissance Closed</b>
January 19, 2016	Student Holiday <b>Redeemer Renaissance Opens 8:00 AM – 6:15 PM</b>
February 4, 2016	Students Released 2 hours Early <b>Redeemer Renaissance Open 2 Hours Early</b>
February 15, 2015	Presidents' Day Holiday <b>Redeemer Renaissance Closed</b>
March 21 -24, 2016	<b>Spring Camp 8:00AM - 6:15PM</b>
March 25, 2016	<b>Redeemer Renaissance Closed</b>
March 28, 2016	Student Holiday <b>Redeemer Renaissance Open 8:00 AM – 6:15 PM</b>

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April 21, 2016	Students Released 2 Hours Early <b>Redeemer Renaissance Open 8:00AM - 6:15PM</b>
April 22, 2016	Student Holiday <b>Redeemer Renaissance Open 2 Hours Early</b>
May 1, 2016	<b>Redeemer Renaissance Recognition Sunday and Recital Service at 9:45AM; Recital at 2:00PM</b>
May 30, 2016	Memorial Day Holiday <b><u>Redeemer Renaissance Closed</u></b>
June 23, 2016	Last Day of School ;Students Released 2 Hours Early <b>Redeemer Renaissance Open 2 Hours Early</b>
June 24, 2016	Student Holiday <b>Redeemer Renaissance Open 8:00 AM – 6:15 PM</b>
June 27, 2016 – August 26, 2016	<b>Summer Camp 8:00 AM – 6:15 PM</b>
August 31, 2016	<b>Redeemer Renaissance Picnic 6:00 PM Redeemer Gym</b>

## ***Absences***

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

Contact Information:

- Director's Cell Phone: 904-556-7234
- [afterschool@redeemermclean.org](mailto:afterschool@redeemermclean.org)

## ***Dismissal***

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Unless notified otherwise, students will be dismissed from the foyer through the glass doors closest to the Chain Bridge Road parking lot.

Children must be signed out to be released each day. **For the child to be released, individuals unfamiliar to RRASP Staff must show a photo ID when signing children out.** 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***

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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.

## ***Electronics***

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Personal Electronics are generally not permitted at the Redeemer Renaissance After-School Program. Cell phones may, however, be used to call parents or teachers, but only under the supervision of a Redeemer Renaissance staff member.

## ***Clothing***

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Clothing depicting any form of lewd behavior, bullying, aggression, violence, disrespect, controlled substances 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 keep socks in their back packs.

## ***Field Trips***

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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**

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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 notification. 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 are available on the forms page on our web site.

If a case of head lice is discovered at Redeemer Renaissance, the Director will notify each family with 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***

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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 each day during hours of operation.

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***

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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***

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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/or 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***

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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***

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Tuition for the Redeemer Renaissance After-School Program is \$410 per month regardless of the number of days in session and/or in attendance. 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, August 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***

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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***

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Families currently enrolled in the Redeemer Renaissance After-School Program are guaranteed enrollment in the program throughout elementary school. Each December, 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***

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Sandy Kessinger is the Lead Pastor.

Bill Parks is the Director of Church Operations.

Tammie Koenig is the Director of the Redeemer Pre-School.

The phone number for the church is 703-356-3346.

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 in September, 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.