

# Resurrection Kids

## Christian School

Kids Day Out/Pre-school/Pre-K



A Ministry of:  
Resurrection Lutheran Church  
675 W. Vandament Ave.  
Yukon, Ok. 73099  
(405) 354-3721

**Kimberlee Ramsey**

Program Director

[kim@rlcok.org](mailto:kim@rlcok.org)

**Diana Ward**

Program Assistant Director

[Diana@rlcok.org](mailto:Diana@rlcok.org)

## Parent Handbook

## Table of Contents

<b>Resurrection Kids Philosophy</b> .....	<b>1</b>
Curriculum Goals	
<b>Hours of Operation</b> .....	<b>2</b>
School Hours	
After Care	
Welcome Visits	
<b>Yukon Public School Calendar</b> .....	<b>3</b>
<b>Financial Policies</b> .....	<b>4</b>
Absences	
Drop-Ins	
DHS Certification	
<b>Daily Information</b> .....	<b>5</b>
Sign in	
Snacks	
Lunch	
Rest Time	
<b>General Information</b> .....	<b>6</b>
Label belongings	
Toys from home	
Clothing	
Classroom Supplies	
Daily Active Play	
Parent/Teacher Conferences	
<b>Discipline Policy</b> .....	<b>7</b>
Biting Policy	
<b>Health &amp; Safety Policies</b> .....	<b>8</b>
General Health	
Administering Medications	
Immunizations	
Medical Emergencies	
<b>Safety</b> .....	<b>9</b>
Emergency Plans	
Court Orders	
<b>Classroom Structure</b> .....	<b>10</b>
Ocean Room	
Busy Bees	
All Stars	
Panda Bears.....	<b>11</b>
Pre-K	
Additional Curriculum	
<b>Tuesday/Thursday Kids Day Out</b> .....	<b>12</b>
<b>Additional Activities</b> .....	<b>13</b>
Chapel and Rise N Shine, Field Trips and Special Guests, Other Activities	

## **Resurrection Kids Philosophy**

Every child has the potential to learn and should be given every opportunity to do so according to their individual skills. We seek to provide an environment where students can explore, discover, create and communicate. We encourage a positive self-concept and continuous desire for learning. Our teachers are positive role models of good character, with Christian morals and values, committed to influencing and inspiring a child to be a productive student and citizen.

## **Curriculum Goals**

Through all experience assist the child in becoming aware of God's love.

Care about each child and communicate this through love and individual attention.

Strive to assist each child in developing positive feelings and attitudes about themselves and their world.

Offer children, age appropriate experience in art, music, reading, math, science and social skills.

Through various learning centers and group activities, offer opportunities for each child to explore their environment, develop skills, and stimulate creativity.

Provide structured activities to develop gross and fine motor skills.

Provide a curriculum of directed activities designed to facilitate the child's social development including self-expression, caring for one another, and cooperation with other children, good manners, self-control and a sense of belonging.

Provide weekly Bible time with simple verses, stories, truths and a classroom activity to tie it all together. We strive to teach scriptural truths and do not teach contrary to the beliefs and practices of Resurrection Lutheran Church.



## Hours of Operation

### School Hours

Kid's Day Out/Preschool/Pre-K: MWF 8:30am-4:00pm or 9:30am-3:00pm

Kiddie Korral / Explorers– TR 8:30am-4:00pm or 9:30am-3:00pm

Enrichment Hour: Daily 3:00pm-4:00pm

Drop off is **NO Earlier** than 5 minutes before class time (8:25am or 9:25am)

Pick up **begins** at 2:45pm and 3:45pm; additional charges will apply after 3pm and 4 pm and should be paid no later than the next school day.

Doors are unlocked for arrival and pick up times.

Please ring doorbell for access to the building during locked hours.

### After-Care

Extended care is for children who are enrolled in Resurrection Kids. A fee of \$5 will be charged for care from 4-5pm. After 5pm late charges will accrue at \$1.00 per minute.

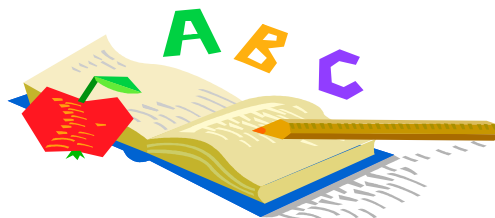
Full-time and drop-ins are welcome. Please contact the office for more information.

### Welcome Visit

An open house is scheduled for the Friday before the first day of school from 9:00-11am. Parents and students are encouraged to visit their classrooms, meet teachers and bring school supplies. You will receive your welcome letter and supply list in mid July.

### Yukon Public School Calendar

We follow the Yukon public school's calendar, with some exceptions. Watch Remind for updates. If Yukon schools are out due to holidays, meetings or BAD WEATHER, we will also be out. Calendars are available in our school office or you may download a current copy at [www.yukonps.com](http://www.yukonps.com)



# YPS Calendar

## Financial Policies

**Resurrection Kids is a Non-Profit outreach program. Our tuition and fees are used strictly for the program's operating expenses such as teacher's salaries and general program costs.**

**A non-refundable registration fee of \$100.00 per student is collected.** This fee must accompany your child's enrollment form, which reserves a space for your child. This fee helps us cover the costs of special crafts, scrapbook supplies and miscellaneous items.

**Tuition is \$22 (9:30-3:00) or \$27 (8:30-4:00) per school day.** Please make tuition checks payable to *Resurrection Kids* with your child's name and class on the memo line. Payment should be brought to the front office to avoid being misplaced. **Please do not send your payment in lunch boxes or backpacks.**

**\*Tuition is always due the first Friday of each month.\***

You will receive a **"Tuition Due"** statement monthly, please make note of the amount due as well as the due date. **A late fee of \$10** will be added to your student's tuition if not received by the due date. Additional fees of \$10 per week will accrue until tuition is paid in full. If tuition is 2 weeks overdue, and no payment arrangements have been made, your student will not be allowed to attend Resurrection Kids until account is paid in full (tuition + late fees).

*Bimonthly payments must be approved by the directors. A \$5.00 processing fee will be added to your monthly tuition.*

A fee of **\$5** will be charged for **Late Pick-ups** beginning at 3:00pm and again at 4:00pm. Payment for late pick-ups is expected by the next business day. Students will be placed in our Enrichment Program or after care depending upon available space and age of student. Please call if you will be late.

Parents/guardians are responsible for any returned checks; a **\$30 NSF fee will apply.**

### Student Absences

There is not a reduced rate for a child who is out of school ill.

If a child has an extended illness for 6 enrolled consecutive school days and has been under the care of a physician, you may contact the program director for a 50% credit for days missed. Please provide the director with a signed document from the child's doctor.

### Drop-Ins Welcome!!

**Please contact the office to ensure there is available space, via Remind or 405-354-3721.**

Registered students \$22 or \$27  
**Non-registered students \$30**

**Resurrection Kids** has maintained a **DHS license** for a one star part-day program since August of 2002. All parents/guardians are welcome to stop by the office to review our compliance records.

## Daily Information

### Sign in/out Sheets

A sign in sheet is posted near the door of every classroom. It is very important that you sign your child in/out daily with the **Correct Contact Information** for that day. We keep records of who is authorized to pick-up your child. In the event that you need to authorize an additional person, please contact the school office. You will be asked to provide your safety code. Children will **only** be released to parents/legal guardians listed on the enrollment form and/or individuals listed as emergency contacts on the enrollment form.

**ID will be required to release any child.**

### Snacks

Each class has its own policies regarding snack time. Teachers will inform you of these procedures at the beginning of the school year. If your child has specific food allergies, be sure to inform your teachers and agree on a suitable plan to avoid these items.

### Lunches

Send a labeled lunch with your child each day. Lunches cannot be heated or refrigerated at school. All students are encouraged to eat during lunchtime, but cannot be forced to do so. We ask that you do not send RED DRINKS, candy, soda or foods that may be difficult for your child to handle in a school atmosphere. Your teacher will be happy to recommend appropriate choices.

### Rest Time

DHS requires that each child rest on a covered, 2" thick PLASTIC KINDER MAT. Mat covers, (Baby Bed Fitted Sheets) will be removed daily so that mats can be wiped, sanitized and stored. Covers will be sent home at the end of each week for laundering unless needed sooner. All other "washable" items such as blankets and small pillows must be taken home each day.

In the afternoons, the entire program has "down" time. Children are not required to sleep, but they must make an effort to rest quietly without disturbing others. An age appropriate video (not to exceed 30 minutes) or soft music may be played for them during this time.

When infants are present, safe sleep procedures will be followed as per DHS regulations. A copy of regulation OAC 340:110-3-302b & 281.4b is available in the office.

*If after a reasonable amount of time, a child refuses to cooperate during rest time, we will request that the child be picked up early. A full day of school is not a set time, but how much time your child can handle.*

## General Information

### Label Belongings

Please write your child's name on everything they bring to school such as general supplies, lunches, sippy cups, backpacks, jackets etc.

### Toys from home

**Please do not allow your child to bring personal toys from home**, unless their teachers have requested them to do so. Bringing a comfort item for rest time is permitted, and even encouraged.

### Classroom Supplies

Each class has a supply list of general supplies: paper towels, markers, glue, tissue etc. Lists are available in mid July.

### School Dress

**Dress your child in durable play clothes and flat soled shoes, preferably with closed toes such as tennis shoes. Clothing should be suitable for inside and outside recess. Don't forget hats and jackets when the days get cooler.**

Pack a change of clothing for all children, including socks. All sorts of accidents can happen! Please respect the requests made by the teachers suggesting certain types of clothing or shoes for the classroom environment.

### Daily Active Play

Classes have outside recess on our playground. For safety reasons, we ask that all students wear flat, preferably closed toe shoes. **Please send hats & jackets on cool days.** During times of inclement weather students will have recess in the fellowship hall, but may take a walk outside or play under the portico to get some fresh air. If your child is recovering from an illness or has asthmatic problems, you may want to provide a note to excuse them from outside playtime.

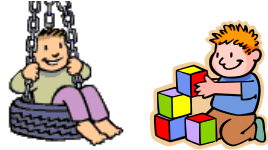
**\*\*Gun play is highly discouraged!**

### Parent/Teacher Conference

Please contact your teacher with any questions or concerns you may have about your child. It takes a community to raise a child.

Each classroom will offer conference times in late January.





## Discipline

A positive, welcoming atmosphere is maintained in the program. If there is a need to correct or redirect a child's behavior, the methods used are not humiliating, frightening or physically harmful to the child. Discipline is based on the child's level of understanding and directed toward teaching the child acceptable behavior. Personnel use safe, natural, and logical consequences to help children take responsibility for their actions. If a "Time-Out" or "Thinking Time" is used, their age is taken into consideration. (Ex: 1 minute per year of age.)

***If a child insists on behavior that is unacceptable, disturbing or harmful to others, parent(s) will be contacted and possibly asked to take their child home for the remainder of the day.***

## Biting Policy

Due to the seriousness of a bite injury, our program is required to enforce a strict policy that ensures the safety of all students and staff. The following school procedures are for children who bite another student or staff member.

**FIRST & SECOND INCIDENT:** Parents are notified and asked to pick up the child from school immediately.

**THIRD INCIDENT:** Parents are called and asked to pick up the child immediately and the child is *suspended from school for two weeks*. Parents may pay 50% of tuition to hold the student's classroom slot.

**FOURTH INCIDENT:** Parents are called and asked to pick up the child immediately and the child will be *expelled for the remainder of the semester*. Parents may pay 50% tuition to hold the student's classroom slot. Students will have the opportunity to return at semester change.

## Health and Safety Policies

### General Health

We emphasize good health habits such as hand washing, using tissues, dressing properly, healthy eating and exercise. Please do not expect our program to take care of sick children. If your child has a fever of 100 degrees or more, vomiting, diarrhea, earache, sore throat, mouth sores, skin eruptions (rash, boils, ringworm, impetigo), constant cough, red or runny eyes, runny nose with colored mucus, an acute cold, a respiratory infection, or just feels bad in general, **KEEP YOUR CHILD HOME!** Children should be free of all described symptoms for at least **24 hrs without the use of pain or fever medication**, before returning to school. Sending a sick child will only expose others. If your child becomes sick during the school day, you will be notified to pick up.

### Head Lice

Nit free is our goal; therefore, if we suspect head lice, we will contact you immediately. A child **MUST** be Nit Free for at least 48 hours before returning to school.

### Administering Medications

Secured storage and authorizations forms for medication, insect repellants and sunscreens are located in the office. A parent/guardian must sign an authorization for each medication to be given by designated personnel. The medication must be in the original container, clearly labeled with the dosage and time to be administered. A child prescribed an antibiotic, must have a full 24 hours of medicine before returning to school. It is best to apply sunscreens and insect repellent at home.

### Immunizations

State law **requires** written documentation that all children have received immunizations at a medically appropriate time before entering a daycare or preschool. Please provide the school with a current immunization record. The health department makes yearly visits to our school to check our records. If you have medical, religious or personal beliefs that prevent timely immunizations, please contact the school office.

### Medical Emergencies

In cases of poison exposure, serious injury or illness the following procedures are followed. Staff will call 911, administer first aid/CPR to the child, if needed, notify parent and notify proper authorities. Parents and health officials will be notified if there is a communicable disease (pandemic influenza) outbreak in the program.

## **Safety**

We make every effort to ensure student safety. Children learn how to use the playground equipment appropriately, practice hall safety and participate in fire and tornado drills. Building entry doors remain locked throughout the day, with the exception of our front door which is open during drop off and pick-up times. If you arrive and the door is locked, please use the doorbell to the right of our front doors to gain entry by a staff member.

## **Emergency Plans**

A brief description of our program emergency plan is below. A detailed plan is available upon request in the office. Emergency routes and safe spots are posted in all rooms.

## **Shelter in Place/Lockdown**

All personnel are equipped with emergency bags containing first aid and comfort items as well as folders with student's emergency contact information. If the children's safety is at risk due to a tornado or a human threat such as a shooter, classes will be instructed by the director to go to their safe spots and wait until the all clear is given.

Other conditions such as blizzard, ice storm, utility disruption, manmade disasters and chemical or industrial spills will be addressed by remaining in the classroom and making the children comfortable. In both cases parent/guardian will be notified by a Resurrection Kids staff member when the all clear is given or a decision to close school is made. Staff will adhere to appropriate ratios until all children are reunited with parent/guardian.

## **Evacuation**

Situations that require evacuation such as fire, terrorist threat, bomb threat, health concerns or anything creating damage to the building structure will be handled in the following manner. The director will first sound the fire alarm so classes will exit the building and go to their meeting location. Teachers will ensure they have their emergency bag, folder, class list and all children. While classes exit, the call is made to 911 by the assistant director. Once all students are out of the building and roll has been taken, the entire group will proceed to the Chisholm Trail Presbyterian Church, 801 W Vandament Ave, Yukon, Ok. After the group is secure inside the building, a Resurrection Kids staff member will contact the parent/guardian to pick up their child. Staff will adhere to appropriate ratios until all children are reunited with their parent/guardian.

**It is mandatory that lost or abducted children/suspected human trafficking be reported to the proper authorities. Parents will be notified immediately.**

## **Court Order**

So that we may better protect our students, a copy of any court order proving guardianship or restricting any individuals' access to your child should be included in your student's records.

Children will not be released to anyone who appears to be impaired. If another approved contact cannot be reached and we feel the child's life may be in danger we will contact DHS to assist with the situation.

## Classroom Structure



### **Starfish** (12 months by September 1)

M/W/F 8:30am-4:00pm or 9:30am-3:00pm Class ratio 1:6 max 12

Children may attend part-time (2 days a week) or full-time (3 days a week). Our young toddler class provides exposure to colors, music, story books, crafts, sensory and fine motor activities, and social skills. We have monthly themed units that are age appropriate for our littlest students. Ocean Room students receive a lot of TLC from our teachers, as well as opportunities to interact with peers.



### **Busy Bees** (18 months by September 1)

M/W/F 8:30am-4:00pm or 9:30am-3:00pm Class ratio 1:8 max 16

Children may attend part-time (2 days a week) or full-time (3 days a week). Our 2 year old class offers exposure to colors, shapes, the alphabet, and literature, music appreciation, counting and following simple instructions. The teachers also work with the children on age appropriate manners, self-control and sharing skills. This class offers monthly themed units expanding on the above early skills and provides a structured school day.



### **All Stars** (3 years by September 1) **Preschool**

M/W/F 8:30am-4:00pm or 9:30am-3:00pm Class ratio 1:12 max 24

Children must be actively potty training for this class, meaning; parents are working with their child at home, students try to notify the teacher when they need to go to the bathroom and they are attempting to wipe themselves. Of course, accidents are expected and pull-ups are welcomed. Potty training is a team effort. Thanks for your help at home. Children attend full-time; all 3 days. This class focuses on learning concepts such as colors, shapes, alphabet, name recognition, numbers, counting and following general instructions. The monthly units are based on various seasonal concepts, in addition to working on social skills, sharing, manners, and empathy for others. Children have many opportunities to use manipulative materials for tactile learning.



### **Panda Bears (3 years by September 1) Preschool**

M/W/F 8:30am-4:00pm or 9:30am-3:00pm Class ratio 1:12 max 24

Children must be potty trained for this class, meaning; they can notify the teacher when they need to go to the bathroom and wipe themselves. Of course, accidents are expected. Children attend full-time; all 3 days. This class offers readiness skills for Pre-K. The children will practice the alphabet, number recognition, colors, shapes, days of the week, months of the year, opposites, rhyming, left/right, following directions, using scissors, the pledge of allegiance and how to write their name. They are exposed to music/ art appreciation and social skills.



### **Pre-Kindergarten (4 years by September 1) Pre-K**

M/W/F 8:30am-4:00pm or 9:30am-3:00pm Class ratio 1:15 max 30

Only potty trained children may attend this class. Children attend full-time; all 3 days. This class offers readiness skills for Kindergarten. The children learn the alphabet, their telephone number, address, birthday, number recognition, colors, shapes, days of the week, months of the year, opposites, rhyming, left/right, following directions, using scissors, the pledge of allegiance and how to write their full name. They are also exposed to music/art appreciation and social skills. Students are well prepared for Kindergarten.

### **Additional curriculum**

All (MWF) classes will attend (2) 30 minute **Kindermusik** sessions per month (no extra charge). **Kindermusik** is dedicated to using the power of music to help children grow during the years most critical to brain development. Parents are encouraged to download the themed music and home materials each month from the Kindermusik website: [atschool.kindermusik.com](http://atschool.kindermusik.com) code: C37328

**Zoo phonics**, language arts curriculum will be used in our 3-4 year old classes. All classes will be learning the music and actions associated with **Zoo phonics**. Our goal is to give our students a fun way to learn the alphabet through music, actions and fun characters.

**All classes will participate in our raised gardening project.**

## Tuesday/Thursday Kids Day Out



**Kiddie Korral** (18-35 Months) by September 1 and preparing to potty train

Tues/Thurs 8:30am-4:00pm or 9:30am-3pm 1:8 max 16

Students in this class will be encouraged to potty train when ready. This will be a team effort between parent and teachers. Please let us know when you feel your child is ready. This is a class with structured learning and play time designed to give children and parents a break during the week. Activities are as follows: arts and crafts, shapes, colors, letter and number recognition, games, recess and music. Children can enroll in both programs, and have a fun, safe environment all week long!



**Explorers** (3 -5 years) by September 1 and potty trained (no exceptions)

Tues/Thurs 8:30am-4:00pm or 9:30am-3pm 1:15 max 30

This class will be an extension of our MWF pre-school and pre-K classes. Students in this class will work on their ABC's, numbers, months of the year, days of the week, colors, shapes and writing skills. Frequent activities in cooking and science will also be used to enhance student's science and math skills. This class will be a lesson plan based learning system. Students can enroll in both programs, and have a safe and fun learning environment all week long!

## Additional Activities

### Chapel

On Monday mornings all classes meet in the sanctuary for singing and bible stories. We use this time to learn about respect for Gods house, scripture, prayer and giving.

### Rise N' Shine

On Wednesday and Friday mornings all classes meet in the fellowship hall for music and motion time. Students exercise, sing, dance, learn nursery rhymes and silly songs and have an all around good time. This gives every child the experience of leading and speaking before a group. This 20 minute session closes with the flag salute.

### Field Trips

All classes (except Starfish) go on one local field trip; i.e. McDonalds, Express Ranch, Yukon Parks or CiCi's Pizza. If van transportation is required please note the following: Resurrection Lutheran Church's van transports passengers and requires all Resurrection Kids students to be secured in a federally approved child/booster car seat. We also require parents/guardians to install the seats in the van to ensure proper installation. All of our classes are required to have a child car/booster seat; if you do not have a car/booster seat, your child will not be able to travel in our van, but you are welcome to attend the field trip and drive separately.

### Special Guests

We like to bring the "Field Trip" to the children throughout the school year. A guest visitor is scheduled each month to enrich the children's learning experience. Guests in the past have included fire fighters, police officers, nurses, puppets, librarian, dentist, and Santa. If you work in a field that would be of interest to our students, please let the office know. We're always looking for something new.

### Other Activities

**School wide lunch and theme days:** Pizza and silly socks, Hot Dogs and crazy hats and Soup and Sandwiches on Pajama day.

**Service projects** to encourage a giving spirit

**Classroom Parties:** Fall Harvest, Thanksgiving, Christmas, Valentines and Easter.

**Christmas Program** for parents and friends in December.

**Graduation Program** in May for students going to Kindergarten.

