



“Leading the Way in Educational Childcare”

Parent Handbook

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Philosophy, Principles and Goals

Program Philosophy

The Renaissance Schools' team of educated, well-trained, and experienced professionals embrace the opportunities to allow children a safe, secure, loving, and enriching early childhood program. Our programs are open and welcoming to children of all abilities and cultural backgrounds. We strive to ensure that our activities, lesson plans, and interest area enhancements are designed to support and reflect the cultural, language, and unique interests of each child. Our structured educational programs are supplemented with other activities that target the physical and emotional enrichment of the children within our care. Through our programs we strive to give children the foundation they need to build self-esteem, to encourage exploration, and to reach higher levels of learning.

We respectfully understand the importance of investing in our team of educators to ensure they are constantly furthering their knowledge and learning in the early childhood industry. Our program does this by having ongoing support, offering continuing educational opportunities, professional development, formal and informal coaching, and training. In addition to staff support and training, we understand that helping children be the best they can be starts by having a partnership between parents and educators. We firmly believe through constant communication we maintain partnerships with our families through daily communication, family teacher conferences, and consistent family involvement opportunities. We want parents to understand that when they become a family within our program, they are allowing us to join into their support system.

Program Principles

Our school was established based on creating an environment that feels like an extension of your family. When families join our program, we want them to feel as if their child will be taken care of as though you, the guardian, was still with them.

Program Goals

Our goal is to be a recognized leader in providing the best quality childcare. Known for our exceptional educational programs, extra measures for health and safety, talented teams, state of the art security, and family-oriented relationships. In addition, we hope to support children in their active explorations, to help them grow into well-rounded, self-confident, caring, independent, and competent individuals.

Accreditation

The Renaissance Schools are nationally accredited through the National Early Childhood Program Accreditation (NECPA). The NECPA Commission is dedicated to cultivating high quality early childhood programs across the country through “Encouraging Quality and Recognizing Excellence.” The NECPA Standards were derived from the National Health and Safety Performance Standards, which were developed by both the American Academy of Pediatrics and the American Public Health Association. The NECPA Standards measure quality in the areas of adult/child interaction, health and safety of the physical environment, staff framing, and the relationship between administration, parents, and the community.

Being a nationally accredited school means that we not only meet our elite state-mandated requirements, but we push our program and our teachers to ensure that we have the best childcare program we can offer. By pursuing NECPA accreditation, it allows our facility to provide the most innovative programming and standard for the families in our care. Less than 10% of the childcare facilities within our nation are accredited because it requires facilities to surpass the regular state-mandated regulations.



Policies and Practices

Tuition / Enrollment

Enrollment Process and Parent Orientation

Once a family chooses to join the Renaissance family, they will be required to fill out an enrollment application and pay the annual registration fee to pre-enroll. In addition, completion of other forms required by the state will complete the enrollment paperwork. A child may not begin our program without the completion of all required paperwork, as this holds pertinent information and is important for your child’s safety while in our care.

During your family’s enrollment with the Renaissance Schools, information provided at enrollment may change or need to be updated. It is the responsibility of the parent to report to the office any change of address, telephone numbers (mobile or work), place of employment,

list of emergency contacts, special needs accommodations, and medical information (including immunizations). Families are responsible for keeping their form of payment and immunization records up to date and are required prior to enrollment.

Prior to the family's start date, a parent orientation meeting will be scheduled between the child's guardian and a director from the administration team. This meeting will be used to establish communication between the parents and administration, review our program's policies and procedures, give first-day tidbits, give a tour of our program (if one has not been already given), ensure all the required paperwork has been completed, and allow the parents the opportunity to meet and speak with their children's teacher.

Hours of Operation

Our programs are open from 6:30 am to 6:00 pm. The building may not be entered until the listed time to ensure proper staffing for supervision of children. Our programs will always have at least two staff members present at the program during operational hours, even during times of low enrollment and/or attendance.

School Closure Days

The Renaissance Schools are closed in observance of the following days:

- New Year's Day
- Martin Luther King Day (Professional Development)
- Good Friday (Professional Development)
- Memorial Day
- Juneteenth (June 19th)
- Independence Day (July 4th)
- August Professional Development (Date will be announced at the end of July)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving (Professional Development)
- Christmas Eve (only open from 7:00 am to 1:00 pm)
- Christmas Day

When a holiday falls on a Saturday, the school will be closed the previous Friday and if a holiday falls on a Sunday, the school will be closed the following Monday. Your tuition rate remains the same during holiday weeks. There are no refunds or make-up days given for holidays.

Absences and Attendance

All children must arrive in their classrooms by 10:00am To maintain state regulated teacher/child ratios, we respectfully request a phone call or a message through Procure to our office if your child will be absent or arriving after 10:00 am due to a doctor's appointment. If your child is absent due to a contagious illness, please let the administrative team know so other families can be alerted to look for symptoms in their own children.

If your child is enrolled in our after-school program, we request that you contact our office if your child will not be in attendance for transportation from your child's elementary school. Our drivers must confirm your child's absence before leaving the school site. Notifications from parents by 1:30 p.m. will eliminate any confusion by the public-school staff and/or by our program staff.

Weather Policy and Emergency Closings

To best meet the needs of working families, the Renaissance Schools will make every effort to remain open for our regular operating hours. We recognize that there may be times when the severity of the weather could create hardship for our employees, and in those instances our regular operating hours may be adjusted. If a decision is made to adjust operating hours for a program, the following communication outlets will be used:

- Procure message/alert will be sent to parents.
- The Renaissance School Facebook page.

In the event of a school-based emergency (such as a main water break, power has gone out, fire, etc.) in which closing is necessary, we will make an effort to ensure every parent is notified. If our administration team is unable to contact each parent/guardian, the emergency contacts listed on your child's information card will then be called.

Tuition is not prorated or discounted in the event that our program must open late, close early, or is closed for the entirety of a day.

Family Referral

The best compliment we can receive from our parents is the referral of family or friends to one of our programs. To give back to those families, we are thankful to offer our family referral program.

- The family referral must be written on the enrolling family's enrollment application.

- A tuition credit of the newly enrolled family's weekly tuition will be given to the referring family. Tuition credits will be posted following four consecutive weeks of enrollment.

Financial Responsibilities

The Renaissance Schools use an automated processing payment system, called Tuition Express. This means all families, including private pay and subsidy families, will be required to have either an ACH or credit-card on their account for payments. Tuition Express will process each Tuesday at 10:00am and will charge the balance on your family's account.

Acceptable forms of payment for tuition and other fees include:

- ACH:
 - No convenience fees attached.
- Credit Cards:
 - A 2.75% convenience fee will be added to the total amount being charged.
- Cash
 - Cash must be paid at the front desk of your child's program before Tuition Express is processed on Tuesday at 10:00am.
 - Please be sure to receive a receipt from the administration team member upon payment.
- Bi-weekly or Monthly Charges:
 - Your family must utilize the Tuition Express website (www.myprocare.com) and make a payment onto your family's account prior to the automatic processing on Tuesdays.
- All weekly tuition payments are due on Tuesday at 10:00am of each week.
- Account statements and tax summaries are available upon request or on your family's account on the Tuition Express website.
- A 10% off family discount is given to the oldest child's weekly tuition.
- All subsidy co-payments will be charged on the first business day of each month.
- All subsidy charges will be charged the following week after posting to your family's account.

Non-sufficient Funds

A fee of \$35.00 will be charged to your family's account for each NSF occurrence. When more than one NSF occurrence happens within a 12-month period, payments will be required in either cash, money order, or credit/debit card.

Late Pick-Up Charge

We understand that unforeseen emergencies may occasionally result in delayed pick-ups from the school. In such cases, we kindly request that you provide a courtesy call to your child's program if you anticipate being late. A fee of \$35.00 per child will be applied immediately, along with an additional charge of \$1.00 per minute until the child is picked up. For instance, if the pick-up occurs at 6:15 pm, there will be a \$35.00 charge and an additional \$15.00 for the extra minutes, totaling \$50.00 per child for the late pick-up. Please be prepared to settle this fee at the time of pick-up. It's important to note that three instances of late pick-ups will result in the termination of enrollment. Your understanding and cooperation are greatly appreciated.

10 Hours/Day Policy

At The Renaissance Schools, we understand the importance of maintaining a balanced and healthy environment for children in our program. To prevent children from becoming overly exerted during extended days, we have implemented a maximum attendance limit of 10 hours per day.

Should a child exceed this time limit, we will issue a warning, followed by a \$10.00 fee per child for every additional 10 minutes beyond the 10-hour mark. Consistent violations of this policy may result in the termination of services. We appreciate your cooperation and understanding in ensuring the well-being of all children in our care.

Annual Re-Registration Fee

An annual non-refundable fee will be charged prior to August 1st of each year per your enrollment agreement. If enrollment occurred between May 1st and August 1st, you will not be charged a re-registration fee for that year. Our annual re-registration fees are used towards school upkeep and educational supplies. Our re-registration fees are \$50.00 for a single child or \$100.00 for the family.

Annual Tuition Increases

Our tuition structure and rates will be reviewed on an annual basis. Any change to tuition rates will be accompanied by a 30-day written notice. Tuition rate increases are specifically earmarked to cover program expenses and annual teacher salary increases.

Annual Vacation Week

After a family has been in attendance for one year, the family may use a one-week tuition credit.

- This credit may only be used for a week that the child was not in attendance for the week in its entirety (Monday-Friday).
- Vacation requests should be made in a written form at least one week in advance.

Program Changes and Disenrollment

All program changes and enrollment withdrawals must be provided to the director in writing.

- When there is a program change for your child that results in a different weekly tuition rate, the changes to your account will be made accordingly.
- A two-week written notice must be submitted to the director for any program change or disenrollment.
- If your child is disenrolled due to non-payment, the child will not be permitted to return to any Renaissance location until the balance due is paid in full, including a new registration fee.

Termination of Services

Enrollment with our program can be terminated for voluntary or involuntary reasons.

For voluntary withdrawal, families must provide a written intent to withdraw to the director at least two weeks prior to your intended last day of care. Failure to submit a written notice of withdrawal will require your family to pay the difference for the two weeks of tuition.

In some instances, our program may need to initiate the withdrawal process. Enrollment can be terminated with or without notice for the following reasons:

- **Behavior Management:** Any behaviors that are harmful to children or staff within our program may result in termination (determined on a case-by-case basis). All efforts will be made through parent partnership, team planning, and intervention to keep children in care. However, the safety of the group will be the priority. Some of these behaviors or actions may include, but are not limited to, excessive biting, injury to peers and staff, not following safety protocol, violent/aggressive behavior, and/or intentional damages to school property.
- **Financial Obligations:** Repeated late payments, accounts that are more than two weeks in arrears, returned/uncollected checks, excessive fines/fees that become delinquent, or

failure to maintain copays will result in termination of services. Any terminated accounts with an outstanding balance will be subject to additional collection fees, including but not limited to, small claims court fees, attorney fees, and garnishment fees. These fees will be billed and added to the delinquent account.

- Inability to meet an individual's needs: If a child has special needs or requirements which we cannot adequately meet with our current staffing patterns (with moderate adjustments), may result in termination of services.
- Inconsistent Attendance: The Renaissance Schools only offer full-time care for our families. If families partake in Title XX subsidy and are not meeting the required attendance days, they could be subjected to termination.
- Required Documentation: Failure to submit required state and school related documentation can result in termination of services. The administration team will make efforts to notify and collect the missing paperwork.
- Inappropriate Parent Behavior: We reserve the right, at any time without prior notice to discharge, withdraw, or remove from the premises any child, parent, relative and/or individual that poses a threat or compromises the operations of our program. We will not compromise the safety of our program.
- Inappropriate Relationships or Communication with Renaissance Employees: Parents and/or guardians of children enrolled within our programs are expected to always maintain a professional and respectful relationship with the teachers and staff members. It is imperative to avoid any behavior that may be perceived as flirtatious or inappropriate. All communication between parents and teachers should be related to the child's well-being, development, and educational progress. If any parent and/or guardian violates this policy, it will result in immediate termination of the child's enrollment.
- Involvement within Custody Disputes: We choose not to get involved in child custody/divorce matters. This includes, but is not limited to, testifying in court, and providing attendance records, or other school documents. Any attempt in school or staff involvement in these situations will result in termination of enrollment.

Health and Safety

Arrival and Departure Procedures/Security

Our program requires parents, legal guardians, or any authorized individual over the age of eighteen to use their family's personal keypad code to enter the building. We ask that families be sure that the doors close securely behind you and your child. In addition, we request that your code is not shared with others and to please refrain from holding the door open for others. After entering the building, we ask that you walk your child to their morning classroom.

For safety reasons, you must personally walk your child to their classroom and ensure you greet the teacher to verbally ensure the teacher checks the child into their classroom. This is a great time to communicate with your teacher about your child. Our teachers are prepared to make the transition during drop off a smooth and nurturing time for both you and your child.

When departing from the program, we ask that you greet your child's teacher to verbally ensure the teacher acknowledges the child's departure from the program. Additionally, this is the time to discuss your child's day, any supplies needed for your child, or to answer any questions you may have.

Finally, children are not allowed to be unattended at any time within the parent's care. This includes, but is not limited to, while in our parking lots, our lobby, or throughout our building.

Release of Children

At the time of enrollment, you will receive a Child Information Card. This card will allow you to list those authorized to pick up your child and those to be contacted in case of an emergency. Children will only be released to the authorized individual specified on the child's information card. Our teachers and administration team have the duty and authority to ask for identification of any person entering the building with whom they are unfamiliar. During a situation when an unauthorized individual is picking up your child, written or verbal notification from the parent must be received by the administration team. Our team will require a photo identification from the person picking up, and we will escort them to your child's classroom. We ask that any changes regarding your child's authorization pick-up list or emergency contacts are properly updated on their child information form.

If a parent, guardian, or authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent that person from leaving with the child, including offering to call another contact person. While we cannot legally withhold a child from their legal guardian, we will not hesitate to call the local authorities if we feel that child is in danger. Any persons faced with this problem will report immediately to the director or administration team and authorities will be contacted, if necessary.

Parking

Please do not leave children unaccompanied in vehicles or leave your vehicle running unattended while dropping-off or picking-up a child. Leaving children unattended is against the law and very dangerous. In addition, children must leave our parking lot in proper car seats and child restraints depending on the age and size of your child. If children are found

unaccompanied in vehicles or seen leaving our parking lot not following the child restraint law, the proper authorities would be notified immediately.

Child Abuse & Neglect Policies and Procedures

The Renaissance Schools are committed to providing a safe and nurturing environment where children are educated in a fun and relaxing atmosphere. All Renaissance team members are mandated reporters and are required by law to report any suspicion of physical, emotional, or sexual child abuse or neglect to the Oklahoma Department of Human Services Child Welfare. It is not up to our staff members to evaluate, deny, or confirm said abuse. In addition, our team members are not trained to investigate, but only to report. Those who fail to report according to our state childcare licensing regulations can be held accountable under the law. The parent or guardian of the child may or may not be contacted at the time a referral is called in to child welfare. The reporting of suspected child abuse and/or neglect is strictly confidential, and our staff are required by law to share his/her involvement or action regarding a reported claim. We cooperate completely and fully with the authorities in their investigation of potential neglect or abuse.

Supervision

The Renaissance School are committed to protecting the children within our care. We believe children must be adequately supervised at all times whether inside or outside. Observing children's play and anticipating what may happen next will allow staff to predict children's needs, to identify risks (and therefore minimize injury), assist with difficulties which arise, and intervene when necessary. Careful planning of the environment, classroom resources, play experiences, routines, and staff movements are all also important elements of effective supervision. In addition, our teachers have a child supervision record throughout the day that maintains a name to face account for all the children in their care on thirty-minute intervals and during each transition. All children are monitored by sight and sound at all times.

Our programs are equipped with monitoring systems in the classrooms and on playgrounds. If needed, a member of the administration team can substitute in a classroom to maintain supervision and classroom ratios.

Non-Smoking Campus

The Renaissance Schools understand the harm that secondhand smoke can have on children. Therefore, under no circumstances will there be smoking (including cigarettes, e-cigarettes, vapes, etc.) on all company property, including indoor and outdoor areas, or company vehicles.

This always applies to any person on Renaissance Schools property. Disregard for this policy could create serious health concerns for children with allergies or asthma.

Accident or Injury Procedures

In the event a child is injured, the teacher will assess the area to ensure it is safe. Once the teacher has determined the area to be safe, a visual assessment of the child's injury will be completed including the location and severity of the injury. Basic first aid will be administered by the trained teacher in the classroom. An incident report will then be completed by the classroom teacher after the assessment and initial treatment of the child. This incident report will be sent through Procure to the parent/guardian and will include a picture of the injury, if needed.

All injuries that arise concern with school administration will require a phone call to the child's parents to decide if any action additionally needs to be taken, such as medication needed for comfort, observation, or a phone call to the child's medical provider. Our administration team will use the phone numbers and emergency information listed on your child's information card.

Each child should have a signed transportation release on file (located on your child's information card). If parents/guardians or other emergency contacts cannot be reached for emergency purposes, The Renaissance School administration team has authorization to transport to our local Emergency Room at Stillwater Medical Center for treatment. The need for Emergency Room transportation will be determined by the director on site at time of incident.

In case of a critical care situation, our staff will immediately call 911. If a child is not breathing, we will begin to render CPR.

School management must notify their licensing specialist from the Department of Human Services within 24 hours of:

- Any injury to a child that requires treatment by a medical attendant.
- Any child that is admitted to a hospital as a result of an injury while in our care.

Illness Policy

The Renaissance Schools carefully provide the most sanitary environment possible within group care. We hope that you will partner with us as much as possible to limit exposure by keeping your child at home, as necessary.

To stop the spread of communicable diseases, The Renaissance School has an illness policy that we request each family strictly follow. Our programs are required to post if there are any communicable diseases diagnosed and reported to our administration team.

Each morning children will have a health screen completed on them including assessing:

- Changes in usual behavior or appearance.
- Taking the child's temperature using a thermometer if there are changes in the child's behavior or appearance.
- Skin rashes or itchy skin.
- Complaints of not feeling well.
- Other signs or symptoms of illness.
- Reported illness or injury to child since last day of attendance.

Children who exhibit the following signs or symptoms of illness are required to be picked up or remain home until they are symptom free for twenty-four hours, unless a licensed physician has cleared your child of being contagious:

- Diarrhea (Three loose stools within a day)
- Vomiting
- Temperature of 100 degrees or higher
- Skin rash other than a localized diaper rash
- Severe coughing
- Lethargic or loss of appetite
- Evidence of head lice
- Evidence or suspicion of any communicable disease
- Any complaints of unexplained or undiagnosed pain

Any child that becomes ill at school will be immediately sent to the office for isolation and prevention of the spread of any communicable illness. Parents, guardians, or an authorized individual is notified of the child's illness and asked to pick up the child from school.

Prior to bringing your child back to the school, please ensure:

- Your child is free of fever, vomiting, diarrhea, or other related symptoms of illness for a full 24 hours without the use of symptom reducing medications.
- If an antibiotic treatment is required, the child must have received the antibiotic treatment for 24 hours prior to returning to the school.
- For non-contagious infections / illnesses/ complaints (such as ear infections, teething, etc.) the child may return to care within the 24-hour waiting period only if the child has

been diagnosed by a doctor and is accompanied by a doctor's written statement deeming the child to be safe.

In the event of seasonal and pandemic flu or any other communicable diseases, we will report illnesses to the Center for Disease Control.

Medication

To protect your child, our program will only administer medication that is properly dated and labeled for your child. The following is a list of medication requirements that need to be checked before bringing medication into the school office for your child:

- The medication is prescribed to your child.
- The medication is in the original container with a prescription label in place.
- The medication was prescribed and dated for this specific illness.
- The dosage and frequency and expiration date are listed on the prescription label.
- Information on the medication, including possible side effects.
- A proper measuring tool is provided.

A medication authorization form may be obtained at the front office desk. This form must be completed for each medication your child will need. A new medication authorization form must be completed with each arising illness. This form must be completed in its entirety and turned into a school administrator. These administrators will be responsible for checking expiration date of the medication and disbursing it to the appropriate classrooms. Medications may not be left in the classrooms by parents and will only be administered if checked in to the front office.

- Your child must receive at least one dose of the medication at home prior to being administered at school.
- Medication brought in a baggie or in an already measured syringe will not be distributed to a child under any circumstances. Pharmacies will provide parents with two medication bottles if it is explained that the child will need an additional prescription bottle for childcare.
- Medications cannot be shared between siblings.
- Over-the-counter medications will be administered in accordance with the labeled instructions unless otherwise authorized in writing by a licensed physician.
- All oral over-the-counter medications that do not specify a dosage amount, must be accompanied by a physician's note. The note should reflect dosage amounts and suggested times the medication should be administered.

- Our program will not be responsible for giving time sensitive medications; this includes breathing treatments, allergy medications, topical medications, and any other time sensitive medications.
- Oral medications will be administered at midday only.
- Epi-pens and any other life-threatening medication will always be kept on your child's teacher.
- The Renaissance Schools may give children any medications, whether doctor prescribed or over the counter, sunscreens or bug sprays that parents provide.
- Our program is not responsible for providing any medication, bug spray, or sunscreen to any child who attends.

Daily Activities

Sample Daily Schedule

8:00-8:30 Arrival and Table Toys
 8:30-9:00 Family Style Breakfast
 9:00-9:30 Morning Group Time
 9:30-10:00 Learning Centers
 10:00-10:30 Morning Outside Play
 10:30-11:00 Art Project/ Sensory Play
 11:00-11:30 Music and Movement
 11:30-12:00 Family Style Lunch
 12:00-12:30 Quiet Time / Story Time
 12:30-2:30 Naptime
 2:30-3:00 Table Toys
 3:00-3:30 Family Style Snack
 3:30-4:00 Learning Centers
 4:00-4:30 Afternoon Outside Play
 4:30-5:00 Sensory Play / Table Toys
 5:00-5:30 Music & Movement
 5:30-6:00 Saying Goodbye!

Through our NECPA accreditation, classroom schedules are not suggestions, but must be followed within the classroom in its entirety. Children thrive on having consistency and understanding what their expectations and day will look like. Classroom schedules can be found on the Classroom Information Board found either inside or outside your child's classroom. We recommend parents to apply a similar routine, such as meal and rest times, when the child is at home to keep it consistent for the child at both home and school.

Diapering Procedures

Diaper Changing takes place every hour. The changing table is clean and sanitized after each diaper change. Following our NECPA standards, surfaces are sanitized with a three-step system including a soap, rinse, and a two-minute bleach water sanitization period. After a child's diaper is changed, the child's hands are washed, the changing table is sanitized, and the staff then wash their hands.

Potty Training Procedures

To ensure that potty training is being done consistently at home and at the center. We have developed the following guidelines:

- Teachers will discuss with parents when they believe a child is showing signs of being ready to start potty training. Communication is key when a child starts potty training as parents and teachers work cohesively during this time. In addition, parents will receive a copy of our potty-training pamphlet, which includes our potty-training policies which will help parents be successful with this process.
- Unauthorized persons are not allowed in the toileting area.

Naptime

We have a daily scheduled rest time from 12:30-2:30pm for our children enrolled in our Toddler through Pre-Kindergarten classrooms. We believe that young children need to rest their bodies and minds. During naptime, we have a quiet time with soft music and provide a cot, sheet, blanket, and an environment encouraging and conducive to rest. Children are encouraged to bring a favorite blanket, pillow, or stuffed animal from home to offer comfort during rest time. For those children outgrowing naptime, alternate quiet activities will be provided after a scheduled quiet rest period.

We respectfully request that children are not picked up or dropped off during naptime, as we want our children to have full opportunity to receive their midday rest. If you need to pick your child up for a scheduled appointment or for other reasons, please contact your program's administration team for assistance.

Good Hygiene Practices

Good hygiene practice is a very important part of group childcare. We will make every effort to ensure that our environment is clean and sanitized. We use a three-step bleach water solution

for sanitizing toys and equipment. Our guidelines comply with the nationally recommended standards set forth by the Center for Disease Control and The American Academy of Pediatrics.

To control the spread of infection, hand washing, and sanitation procedures have been implemented into the daily routines. Our teaching staff will set forth a positive example of proper hand washing practices. We request children and teachers wash their hands upon arrival to the classroom, at key transitions during the day, before and after mealtimes, and after using the bathroom. We believe hand washing is a true key to decreasing child illnesses.

All children are expected to arrive at school clean, well-groomed, fingernails trimmed, and in clean clothes. If the school administrators feel that a child's hygiene is not of a positive nature, the parent will be contacted to correct the situation.

Infant Policies

Breastfeeding Support

Since breastfeeding had been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding mothers need ongoing support from childcare providers to provide their milk for their babies, our program subscribes to the following policy:

- Breastfeeding mothers shall be provided with a place to breastfeed or express their milk. This place could be in the child's classroom, or in a private area.
- A refrigerator/freezer will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the school refrigerator, clearly labeled with their child's first and last name and the date.
- Sensitivity will be shown to breastfeeding mothers and their babies. Our program is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive.
- Staff shall be trained in handling breast milk. Our infant teachers will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers.

Cloth Diapers Policy

The Renaissance Schools choose not to use cloth diapers within our programs. If families choose to use cloth diapers at home, the child must be brought in disposable diapers at drop off.

Safe Sleep Policy

Providing infants with a safe place to grow and learn is very important to our program. For this reason, The Renaissance School has created a policy on safe sleep practices for infants up to one year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). All staff, substitute staff, and volunteers at The Renaissance School will follow this Safe Sleep Policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time. Infants will never be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used without a physician note since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they are asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front to back, they can remain in whatever position they prefer to sleep.
- When an infant unexpectedly falls asleep during another activity (ex: mealtimes, story time, in bouncer, or swinging), the infant will immediately be taken to a crib and laid down on their backs to sleep.

Sleep Environment:

- Our Program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
 - Crib slats will be less than 2 3/8"
 - Infants will not be left in bed with drop side down.
 - Only one infant will be placed to sleep in each crib. Siblings, including twins, will be placed in separate cribs.
 - The crib will have a firm, tight-fitting mattress covered by a fitted sheet and will be free from blankets, loose bedding, toys, and other soft objects.
 - To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.

- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Necklaces of any kind are prohibited on our Infants.

Supervision:

- When infants are in their cribs, they will always be within sight and hearing of a staff member.
- A staff member will visibly check on sleeping infants frequently at least every 15 minutes.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time (no more than 15 minutes at a time) in swings and bouncer/infant seats when they are awake.

Training:

- All Renaissance School infant teachers will be trained in safe sleep policies and practices.
- Safe sleep practices will be reviewed with all infant teachers each year. In addition, training specific to these policies will be given before any individual is allowed care of infants.
- Documentation that staff have read and understand these policies will be kept in each individual's file.
- All staff, substitutes, and volunteers at The Renaissance School will be trained in CPR and first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

Nutrition

Meals Provided

Our program recognizes good nutrition is vital to children's physical and mental development. We encourage the development of good eating habits that will last a lifetime. We serve breakfast, lunch, and snacks that are nutritionally based and appetizing for young children.

Our menus are created to meet the requirements set forth by the Child and Adult Care Food Program (CACFP). While following the CACFP guidelines, please check with your individual program if they currently participate in the CACFP program. If your child's program qualifies for the CACFP program, then they will adhere to the following:

- Gerber gentle formula can be provided for any child under the age of 1.
- Children ages 12-23 months will be served unflavored, whole milk with breakfast and lunch.
- Children ages 2 and older will be served unflavored 1% milk with breakfast and lunch.
- We serve 100% juice for snack.
- We focus on providing fresh fruits and vegetables and focus on providing the recommended serving sizes for each food group in each meal.
- A whole grain item is included at least once a day in our meals.
- Our meats are low in fat, focusing on lean protein, while avoiding processed meats.

Additional Nutrition Policy criteria are below:

- Staff members are not allowed to withhold food as a punishment or provide unhealthy food as a reward.
- We only display food-related materials if it promotes healthy eating.
- A monthly menu is posted for parents to see. The program director can assist parents/guardians if they are interested in learning more about the nutritional information of foods served.
- These policies will be reviewed by staff each year as well as providing food preparation training. The policy will regularly be reviewed both in word and in practice to make sure it is enforced.
- We respectfully ask that food from home not be brought to school. The only exception to this is for religious purposes and then we request that you limit:
 - High sugar snacks.
 - Processed foods.
 - Foods that are high in fats, sugar, and salt.
- Food may not be stored in children's cubby.
- Infants will be fed per the schedule that parents provide to the staff.

Meal Substitutions/Replacements

The Renaissance School will accommodate and substitute most meal items if to religious and dietary preferences. All that we need to accommodate is a physician's note stating the items that are restricted and a recommended preference. Any milk preference besides whole milk (One year old children) and 1% milk (Two-year-olds and older) are required to have physician notes.

Family Style Dining

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. In all ages, teachers will eat with the

children to model the behavior that is desired. The teachers will also consume the same food items and beverages served to the children. Children will learn social skills, language, fine motor skills, math concepts, and order of objects through family style dining. In two-year-old classrooms and older, children will be asked to help serve themselves, clean up, and must ask to be excused from the table.

Most children are eager to participate in these “grown up” table activities as it offers a level of personal success. One of the benefits is that children learn to eat more slowly and carefully by watching their teacher and peers. Another benefit is that picky eaters often try new foods when seeing their peers or teacher eating the foods. In addition, screen time is prohibited during meals and snacks which enhances the social opportunities to dining and offers teaching staff opportunity to discuss table manners and etiquette.

Birthdays and Celebrations

Our program would feel privileged to be included in celebrating your child’s birthday. Birthday and holiday treats must be store bought and must not include any nut ingredients. Additionally, balloons must not be brought into the program due to safety concerns. Please make teachers aware when treats are to be brought in, and make sure to bring in enough for your child’s entire class. Your program’s administration team can help give proper head count of children and any allergies that may exist. Please discuss your plans with your classroom teachers in advance. If you are unable to attend the party, you are welcome to send party needs and our teaching staff will ensure that your needs will be met.

Communicating with Families

Open Door Policy

The Renaissance School promises to provide the kind of care and education you want for your child. We feel that you should be involved every step of the way, so we encourage parents to stop in for a visit, peek in or check out your child’s involvement in their class setting. Visits can include lunch with your child, a snuggle time preparing for scheduled rest or the opportunity to play with your child. Some classrooms also have windows in the classroom to allow you to “peek in” without being noticed. It is our goal to provide open and frequent communication with you as we partner to ensure your child’s success. In addition, your school’s administration team is available at any time for questions, concerns, or to hear about how your family is enjoying our program. A scheduled appointment with your school management is an effective way to assure that you will have the administrator’s undivided attention during your meeting.

Procare

We know how tough it can be being away from your little one all day, especially in the early years. At The Renaissance school, we utilize an app-based communication system to allow parents and guardians to have the most intuitive childcare communication experience. With Procare, you can feel connected to your child and their education at your fingertips. Teachers use Procare for recording and tracking daily events and activities in the classroom and managing administrative tasks.

With Procare, parents can:

- See a real-time feed of activities throughout the day.
- Watch your child's day unfold with snapshots and videos delivered right to your mobile device.
- Stay in touch with your teacher and strengthen school learning with activities at home.
- Leave notes for your teacher when your child is sick or running late.
- Ask questions directly to your child's teacher.
- Receive immediate emergency information through text message for school closures, delayed openings, etc.

Daily Communication

Teachers are available during drop-off and pick up to answer any questions or concerns that may arise, although these are the busiest times in our schools. A scheduled parent, teacher, and director meeting can be arranged if needed. We also recommend using Procare for any questions or concerns to be addressed. The teacher will answer the questions as soon as they have a chance in their day.

Grievances & Resolutions

All concerns should be addressed as soon as possible. Often, a parent's concern can be an opportunity for program improvement. It is usually best to discuss a concern directly with the person who can address the situation. In some cases, the teacher would be the person who can help find a resolution. In other cases, it may be the Program's Director or Assistant Director. Parents are encouraged to make an appointment with the appropriate person to openly discuss the matter of concern so that we may work together toward resolution. If the administration team at your program is not able to resolve the concern to your satisfaction, please feel free to contact our Owner and Regional Director, Taylor Gigoux, through email at taylorgigoux@renkids.com

Parent-Teacher Conferences

Each family is invited to participate in a conference with the classroom teachers to discuss their child's achievements and development. These conferences are held on two consecutive nights bi-annually, typically in October and April of each school year.

Conferences are set up to offer you an opportunity to view our assessment of your child's development and an opportunity for our teaching staff to share with you your child's strengths. We encourage parents to take advantage of these scheduled opportunities to visit with your child's teacher. Two weeks before the parent teacher conferences, a sign-up schedule will be posted outside your child's classroom. We ask all families to schedule a time to discuss your child's achievements and developments during available conference times. Childcare services will be offered in the evenings of the conferences to enable all to attend.

It is also important to note that a parent may schedule a meeting at any time with their child's teacher. Likewise, a teacher may schedule a meeting with parents if they have concerns or issues. The staff strives to keep open communication with all parents.

Classroom Information Board

Located either outside or inside each classroom, you will find a classroom information board. It contains your teacher's biographies and information sheets, the weekly lesson plan, and the classroom's daily schedule.

Program Evaluation

We value your input regarding the care your child receives at our schools. In our effort to continually improve, we will conduct an annual survey as one of our means of evaluating our program. In addition to this survey, we will solicit your feedback by way of informal conversations and parent conferences.

Monthly Calendar & Newsletter

The school's administration team creates monthly calendars and newsletters that are posted in our entryways at the beginning of each month. The newsletters will contain news, updates, and upcoming school events. Copies can be found at your program's front desk.

Renaissance School Website

The Renaissance School website can be accessed by visiting www.renkids.com. The website contains valuable information such as our history, how to contact us, and much more.

General Policies

Clothing

To foster independence and self-help skills, we ask that you send your child to school in clothes that they can manage independently. Active indoor and outdoor play is a regular part of our day, so we ask that you please dress your child in clothing that is suitable for running, climbing and other vigorous activities, and that is appropriate for the weather. Your children could work with messy materials, such as paint and sensory items, so please dress your child in clothes that can easily be laundered.

Extra clothing should be kept in your child's cubby. Occasionally, children may experience a mishap during an activity or toileting, that requires a change of clothing. Our school keeps a supply of extra clothing on hand, but we respectfully request that each child has at least three pairs of weather-appropriate clothing from home. This eliminates embarrassment and uncomfortableness which sometimes can happen when borrowed clothing is used. All extra clothing should be labeled with your child's name. If your child is sent home in our extra clothing, please make sure it is washed and returned the following school day.

Soiled Clothing will be placed in a plastic bag/sack and placed in your child's cubby with your child's name and date. Although we do not rinse or "dump" soiled clothing, we will make every attempt to make you aware of soiled clothing so that it can be sent home for proper washing.

Home Toys

Toys from home should not be brought to school. We take every opportunity to ensure that our classrooms are equipped with fun, developmentally sound, and stimulating toys and equipment. Many times, toys from home can create conflict between children and cause sadness if a toy is lost or broken. To prevent these incidents, we respectfully request all toys be left at home. On occasions, some classes incorporate Show & Share days as part of their weekly group times. Please talk with your child's teacher to see if their classroom participates in Show & Share days.

Biting Policy

Biting can stem from a magnitude of reasons such as frustration, lack of communication, teething or even excitement.

- Ways to help at home:
 - Not using biting in play or interactions with your child.
 - Helping talk your child through their frustrations at home, such as “I can see that you want brother’s toy and that makes you sad, but let’s go find something else to play with until he’s done.”
 - If a bite occurs at home, simply say “Ouch,” and begin consoling the person bitten instead of focusing on the act of biting. In addition, please do not joke about the bite. Sometimes children can seek the attention of the bite if it is used as a joke.
- The Renaissance School’s biting policy is as follows: If your child has 4 attempts or 2 latches in a day, or any combination of the two, they will be sent home for the remainder of that day. If a bite draws blood, the child will be sent home immediately.
 - If your child is being sent home for biting, please do not try to hyper-fixate on the behavior. If they are hearing consistent talk about biting, this may cause your child to seek out attention they got by repeating the bites. We truly believe sending the child home for the day allows them to refresh their day and for them to feel successful at school.

Children Running out of the Classroom Policy

At our program, the safety and well-being of every child are of utmost importance. If a child successfully leaves the classroom without proper authorization, the following procedures will be implemented:

1. **First Occurrence: Warning**
 - Parents will be promptly notified of the child's unauthorized departure from the classroom and what precautionary methods were put in place to prevent.
 - A formal warning will be issued, emphasizing the significance of preventing such incidents.
2. **Consistent Second Occurrence: Program Termination**

- If the child continues to exhibit a pattern of leaving the classroom without authorization, and this behavior persists on a consistent basis, the child may be terminated from the program.
- The decision to terminate will be communicated to the parents, along with an explanation of the specific incidents leading to this outcome.

We believe that collaboration between parents and our staff is essential to address and rectify such behavior, ensuring the overall safety and well-being of each child.

Outside Employment of Renaissance Teachers

The Renaissance School does not endorse or endorse any employee for private care services. If a parent engages an employee for private care, The Renaissance School will not assume liability for care provided outside of our regular business hours or beyond our program's premises. Furthermore, the work schedule of a Renaissance employee should not be affected by providing care for a Renaissance child outside of our program.

Disaster Preparedness

The Renaissance Schools have a disaster preparedness plan posted in each classroom and in our office regarding information on how to proceed if faced with the following emergency situations:

- Serious injuries or illnesses
- Poison exposure, including toxic substances
- Outbreaks of communicable diseases
- Natural disasters, including tornados, blizzards, floods & earthquakes
- Fires, including wildfires
- Man-made disasters, including chemical and industrial accidents
- Human threats, including individuals with threatening behaviors, bomb threats, and terrorist attacks
- Lost or abducted child
- Disruption of utilities, including loss of electricity, gas, or water
- Other natural man-made disasters that could create structural damage to facility or pose a health hazard

Parents can ask an administration member for a copy of this descriptive plan.

Non-Discrimination

The Renaissance Schools adhere to a strict non-discrimination policy in the provision of services to their clients and in its employment practices. Our programs provide care to children between the ages of 6 weeks and 10 years without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, gender identity, family structure, disability or special needs, child's toileting ability, medical condition, or any other consideration made unlawful by federal, state, or local laws. Given the diversity of the families and communities we serve, it is incumbent upon us to recognize and appreciate the characteristics each child brings to our programs. Our hope is to build programs that are responsive to the wide range of individual learning styles and needs in our classrooms – programs that truly celebrate and value the individuality of each child.

The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a childcare setting, as well as the parents/guardians served. Our programs will conduct an individualized assessment of the needs of a child and family and engage in an interactive dialogue with parents/guardians, caregivers, and medical professionals. Collaboratively, we will identify reasonable accommodations and safely integrate the child into the program, given each individual's capabilities, and to give the family full access to and participation in our programs to the extent feasible.

Confidentiality

To protect the rights of your child and your family, children's records are only available to the school's administrators, authorized staff with The Renaissance School, OKDHS Child Care Licensing, and the child's parent(s) or legal guardian(s). Confidential or sensitive information will only be shared with employees of the program on a need-to-know basis to care for your child most appropriately and safely.

Any information regarding a child, a child's family, or other matters discussed with center management or staff will be held in the strictest confidence. Confidential information includes, but is not limited to, names, addresses, phone numbers, disability information, custody agreements, and health related information.

Family Code of Conduct

One of our goals is to provide an appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of The Renaissance

School employees, but also of each family member or adult who enters our school. We require all adults to conduct themselves in a manner that fosters this ideal environment.

The actions that hinder a positive environment are, but are not limited to, the following:

- Swearing or cursing
- Threatening of employees, children, or other parents
- Physical or verbal punishment of your child or other children in the school
- Smoking
- Confrontation interactions at the school

The law authorizes our programs to deny access to a parent or other adult if the behavior of that person poses a risk to the children or employees.

Notice of Policy Changes

The Renaissance Schools ensure that each family enrolled in our programs receives a parent handbook. This handbook is subject to change without notice. Updated policies will be distributed to families. Parents can access an updated parent handbook at any time on our website.

Curriculum

A Day at Renaissance

Lesson Plans

Lesson Plans are created each week for each age group of the school program. The lesson plans are theme-based and developmentally appropriate for each age level. Our lesson plans are created using the Oklahoma Early Learning Guidelines. Teachers create these lesson plans to ensure they capture the interests, skills and abilities of the children enrolled in their classroom based on everyday classroom observation as well as scheduled developmental screening, regular formalized assessment, and formal and informal family input. Each lesson plan reflects planned art, gross motor, fine motor, group songs, and extracurricular events of the day. Lesson Plans offer teachers a game plan for each scheduled day of learning.

Lesson plans are reviewed and approved by the program's Curriculum Coordinator before they are implemented in the classrooms to ensure each room has a comprehensive and developmentally appropriate learning experience. Completed plans are also available for parents to review, and parents are encouraged to extend the learning experiences into the

child's activities outside of the school. This home/school connection allows for sharing and exposure of children's home environments and culture to their classmates and peer families. These activities allow for sharing and discussion around children's interests inside and outside the classroom. If a family speaks a language other than English at home, we want to partner with parents to incorporate the family language within their child's classroom.

By planning and having structured objectives that support well-rounded learning, our teachers are free to focus on educating children, incorporating fun and focusing on their individual interests.

First Day Expectations

Young children can be quite anxious about new experiences, especially starting at a new school. Although our teachers are trained and prepared to make your child's adjustment as smooth as possible, here are some helpful things you can try at home to make the transition easier:

- Schedule a tour to allow your child the opportunity to see the environment and classroom prior to their first day in our program.
- Talk to your child about our school in a positive way! Tell your child about what their day will look like, so they have an idea of what to expect.
- Listen to your child's feelings about going to school and encourage them to feel good about this new experience. Please share any concerns or fears that your child may have with their teacher, so that he or she may pay special attention to these issues right from the start.
- If you feel sad when you leave our program the first few times, please try to hold your tears until your child is out of sight. Many of our teachers have had that experience and can understand how you feel. While it is hard not to show your emotions, it is best for your child to know that you are happy about them coming to school.

Expectations of my child's adjustment period may include:

- **Separation Anxiety:** At the time of drop off, your child may be clingy and unwilling to separate from you. Our teaching staff will quickly be available to assist you with this situation. It is extremely important that your child sees you leave the class and that they have an opportunity to tell you goodbye. This will instill a sense of security and expectation for your child.
- **Change in Behavior:** During the adjustment time you may find your child's behavior change. They might feel less secure, sleeping patterns change or alter, and eating

habits may change as well. Although changes could occur, they will be temporary as the child adjusts to their new environment.

- Talk with your child: Please take every opportunity to tell your child about school, that when you leave you will always return, and that you will miss them but express your love for your child. The more “at ease” you feel with your child’s classroom and school, the more your child will feel at ease about their new school.

Items to bring on your child’s first day:

- Infants
 - Diapers & Wipes
 - Breastmilk and/or formula
 - Enough clean bottles to get your child through the day.
- Toddlers:
 - Diapers & Wipes
 - Sippy cup (optional)
- Early Preschool – Pre-K
 - Diapers, pull-ups, wipes, and/or underwear. Whichever applies to your child’s potty-training stage.
 - Cup with lid (optional)
- All Ages
 - At least three pairs of weather-appropriate extra clothes
 - Naptime pillow/blanket or stuffed animal (optional and does not apply for children under the age of one).
 - Proper outerwear for outdoor play

Parents should consider this process as part of the required documentation for the child to attend our programs.

Positive Behavior Practices

Behavior Management

The Renaissance Schools implement the conscious discipline approach to discipline with our children. Conscious discipline, developed by Dr. Becky Bailey, is a research based comprehensive social and emotional intelligence classroom management program that empowers both teachers and children. Children’s feelings about themselves and their self-worth reflect the adults’ expectations, attitudes, and feelings toward children. Teachers must provide a caring, supportive, structured environment, allowing children some responsibility for

the daily program by participating in the creation of establishing clear rules and expectations for the classroom, along with established boundaries for acceptable and unacceptable social behavior.

- Classroom policies regarding behavior will be developmentally appropriate for each age group. Children unable to meet classroom behavioral objectives will be encouraged to meet as many as possible with continued motivation and support from teachers. Our goal is to use positive reinforcement for positive behavior. Teachers will provide clear rules and expectations for the children, which will include verbal and visual cues.
- Teachers phrase things in positive terms to let the child know what they may do. For example, “Feet on the floor,” or “Gentle touches.”
- Behaviors that are not helpful to the classroom family environment will be documented and addressed using various positive guidance techniques appropriate to the developmental and social needs of the child and group. These techniques may include, but are not limited to redirection, reflection, problem solving, providing choices, provision of a safe place where children may elect to go to regain self-control, natural and imposed or prearranged consequences, and in extreme cases, removal to the director’s office.
 - Redirection encourages children to use their energy in a positive and appropriate way. For example, a child running in the “library” area of a classroom may be redirected to the gross motor or a more physically active interest area of the classroom.
 - Reflection allows children to discover and verbalize their own emotional reactions and triggers to various situations. Teachers encourage children to explore their feelings with “I am...” and progress to “I feel...” statements.
 - Problem solving is teacher-guided situational exploration. Many times, in problem solving, children will be encouraged to consider the consequential results of their actions, developing empathy for others. Teachers empower children to consider alternate actions in future situations.
 - Providing choices allows a child to express independence through choice while achieving classroom or group objectives and taking personal responsibility for actions at the same time. In these instances, two positive choices would be provided, such as jumping or skipping to one’s cot. In this way the child chooses the action but the objective of getting to the cot is met.
 - Parents will be informed at all times of any behaviors that persist or are detrimental or hurtful to the child or group. Parents and staff may initiate conferences at any time to discuss concerns. Parents should view these conferences as opportunities for concerned, caring, supportive dialogue.

Part of the success of Conscious Discipline is the classroom structure that facilitates and encourages independence. Each classroom is designed with interest areas that reflect the critical areas of child development. Children are allowed and encouraged to make choices for themselves regarding the areas where they will play, the experiences they will encounter, and the peers with whom they will interact. Conscious Discipline allows children to create solutions, feel empowered and be accountable for their own behavior. Both teachers and children respond, rather than react, to life events.

The Renaissance Schools forbid the use of corporal punishment, harsh language, bullying, or threats.

Children displaying chronic disruptive behavior which has been determined to be unsettling to the physical or emotional well-being to his/her self, or that of another child may require the following actions:

1. Parents will be contacted about the incident through phone call and its severity and to allow the parent to encourage the child to make better choices.
2. Initial Consultation with the parents/guardians to define the issues and develop goals in creating approaches toward problem resolution.
3. Second consultation if the initial plan fails and the problem persists.
4. Suspension if the problem persists without any progress. Suspension time may vary from a few hours, sent home for the day, to termination of enrollment.

We ask you to support us by role modeling positive behavior with your child in a similar way at home. We encourage parents to refrain from inappropriate language or restricted discipline measures.

Child Assessments

Assessments

Our teachers plan their lessons for both individual children's needs and whole group learning opportunities. Teachers have been trained in observation and in analyzing these observations for what they reveal about the child's development, knowledge, skills, and interests. Assessments can be both formal and informal, happening on a daily, weekly, monthly, and school season basis and takes both anecdotal and requested activities into account as contributing factors to child development and future classroom focus. Large and small group objective-based classroom activities are planned based on assessment and observed developmental achievements and opportunities.

Classroom Placements

During the enrollment process, a program administrator and parent will discuss the child's age, birthday, previous childcare experience, and developmental factors that will have an impact on classroom/developmental selection at the time of enrollment. Any specific requirements for your child shall be clearly defined in writing and discussed with the administration before enrollment.

Once a child is placed in a class level, the teachers will begin evaluating the child's development, personality, and sense of security they are feeling or experiencing. Ongoing teacher and parent communication will be intact to ensure that we are able to provide the easiest adjustments. To ensure the continuity of care, we aspire to limit the number of teachers your child meets each day. We want children to establish relationships with teachers and have consistency at school. On average, a classroom could have three teachers come into the classroom each day, the lead teacher, the breaker, and the afternoon teacher.

Transitions

We find that at certain times during the school year, a shift in enrollment, developmental progress or personality matter requires us to evaluate our class groupings and possibly re-assign students to better serve a positive classroom environment. We will offer parents/guardians advance notice of a classroom change and discuss the transition process to ensure parents agree with this transition. In addition, we will allow children to have a transition period to help ease into this new classroom. Through our experience, we have some children who transition easier when having a short transition period, while other children might require a longer period. Teacher and parent communication is extremely important during any transition time in a child's life.

Developmental Screenings

Developmental screening is a brief method completed by a parent or caregiver to quickly identify a child's progress through foundational early childhood developmental milestones. A child's development can be measured by how a child speaks, moves, behaves, and relates. Skills such as smiling, waving, and talking are developmental milestones. Results from developmental screenings indicate which children would benefit from a full evaluation and assessment. Some areas that are being assessed are vision, speech/language, hearing, and/or special health care needs. Children who receive early intervention services generally do better in the long term than those identified later. Upon completion of the screening, we will meet with you to discuss the findings and whether a referral to another agency for further evaluation is necessary.

Children aged birth through five years old will be required to have at least one screening per year. These screenings will occur within the child's initial 90 days of attendance at our program or in October on the annual schedule.

Physical Fitness

Physical Activity

Physical activity is an important aspect of a child's day. Our program strives to give children as many opportunities as possible for active time. Staff are encouraged to join children in physical activity and are not allowed to withhold or use physical activity as a punishment. Should children with disabilities be enrolled, they will be given an equal opportunity to be physically active.

Outdoor Play

Outdoor play is an important part of The Renaissance School curriculum, and we consider the outdoors an extension of the indoor classroom. Our playgrounds, equipment, materials, and activities are also available to enhance the children's play experience. Children go outside at least twice each day, weather permitting. Our playground is designed for age and developmentally appropriate play. Daily playground checklists ensure that all equipment is in safe, good working order and the grounds are clear of harmful items.

If your child is not well enough to play outdoors, he or she is not well enough to attend school. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, pants, boots, gloves, hat, etc.).

In warmer weather, parents are encouraged to provide sunscreen (medication form must be filled out). Children are also encouraged to drink plenty of water to replenish body fluids. Typically, the length of time spent outside is reduced, and often the children wait to go outside until late in the day or early morning when the sun is less intense.

The Renaissance Schools follow the following guidelines regarding outdoor play:

1. Outdoor play is never used as a form of discipline and/or restriction for inappropriate behavior.
2. We follow the same child/teacher ratio outdoors as we do indoors. Teachers are to monitor and assist children engaged in outdoor play.
3. We limit the number of children on the playground by class scheduling; this will ensure that too many children are not on the playground at any one period.

4. Children in our care are expected to play outdoors and alternate arrangements cannot be made for him/her.

The following restrictions or guidelines apply to extreme weather conditions during outdoor play times:

1. When temperatures reach the 100-degree mark, outdoor play will be discontinued.
2. When temperatures fall below 36 degrees, outdoor play will be discontinued.
3. Outdoor Play will not take place while there is falling precipitation.
4. During Spring/Summer seasons, all parents are encouraged to provide sunscreen for their child. Our teaching staff will apply sunscreen prior to outdoor play. A medication form must be completed and left at the front office before it enters the classroom. Sunscreen should be labeled with your child's name and checked to ensure it has not expired. Expired sunscreen cannot be applied to children. A new medication form must be signed and will be used for up to a six-month period. We request when sunscreen is not in use, it is returned to parents.
5. We believe all children should be properly hydrated prior to outdoor play, during outdoor play and at the end of outdoor play. We request a clean water bottle or sippy cup is brought in each day to be used for water consumption before, during and after outdoor play. (This is optional but requested especially during warm outdoor play days.)
6. We also encourage children to wear light colored and loose-fitting clothes during the summer months to ensure more comfort while playing in increased heat conditions.

Screen Time

The Renaissance School provides an activity-focused early learning environment. We believe children learn best through active participation, firsthand experiences, interactive conversation, and exploration. Our programs follow the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to deficient performance in school, overweight children, and the establishment of poor dietary habits. As such, children under age two will not have access to television viewing, which includes watching videos, or DVDs, playing with video games, and using the computer. For children aged two and older screen time is limited to 30 minutes per week. All screen time is facilitated screen time and only used to support the lesson plan for all children of all ages. Teachers are actively engaged with children before, during and after facilitated screen time. School-age children who are completing homework, schoolwork, or supervised enrichment

activities will have additional access to computers and digital resources as needed. Parental controls are in place on all computers. Teachers will supervise the use of computers to protect from exposure to inappropriate websites.

We ask that all personal electronics and screen type devices not be brought to the program, unless used for schoolwork in our School Age classrooms. Student cell phones of any kind are not allowed in our programs.

The Renaissance Schools are not responsible for the replacement or repair of any such personal devices in our schools.

Thank You!

Thank you, our newest Renaissance parent, for choosing us to protect, educate, and nurture your most precious gift, your child. We are committed to providing you and your child with the best parent child experience we can provide. We will hold ourselves accountable to our commitments of upholding our Renaissance standards. We hope that this is the start of a long relationship with your family and the Renaissance family. The door is always open for your feedback and suggestions as to how we can improve your experience within our programs.