

Parent Handbook

REDEMPTION KIDS DAYCARE



**“Let the little children come to Me”
Luke 18:16**

2925 Kiowa Blvd N
Lake Havasu City, Arizona 86404

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Philosophy

Our program aims to develop and enhance the child's overall growth, including their social, intellectual, physical and emotional development. We believe in the uniqueness of each child and that children go through the same developmental stages, but the timing and method of their growth varies. Keeping this in mind, we have structured a "center" oriented learning environment in which your child will actively participate. Children will have the opportunity to explore, initiate their own learning, make decisions, create and learn to make personal choices.

Children will learn through play, by doing and experiencing selected educational/ biblical activities. The teacher becomes a facilitator, a guide and an active observer.

We believe that by providing children with a warm, caring and stimulating environment they can become unique individuals with a strong positive self-image to carry into their future.



Mission Statement

To provide a fun and stimulating environment in which learning is hands on, and through biblically based teachings for spiritual, emotional, cognitive and physical growth.

What is Redemption Kid's Daycare?

Redemption Kid's Daycare is a place where your child will:

- Receive life skills from Christian perspective, quality training and instruction.
- Be taught Christian love, grace and mercy.
- Be seen as a gift from God to you and us requiring great responsibility.
- Begin his/her academic preparation.
- Understand his/her value through our encouraging, nurturing and loving environment.
- Be physically, emotionally and spiritually safe.

How?

1. ...through partnership between parent and teacher/staff in molding him/her to prepare for life as an independent person through lessons taught during the day and that are reinforced in the home.
2. ...through the curriculum used with Biblically based teachings for spiritual, emotional, cognitive and physical growth.
3. ...through our friendly, qualified, caring teachers/staff, who provide a fundamentally sound instruction.
4. ...because we accept children, based on solely on the same unconditional partiality God has given us.

Open Door policy: Redemption Hill Daycare has an open door policy, Parents will always have access to the Daycare premises during their child's enrollment.

Program Design & Curriculum

Curriculum: Monthly Thematic Unit

Monthly Thematic planning allows the children to learn in an interactive environment. The monthly themes are used to reinforce our curriculum based on the interests of our children. We take topics of interest and build from there! Themes will include age appropriate activities including art, science, math, dramatic play, writing, reading/library, bible stories, learning social skills, cooking and more!

Bible Curriculum: Powerful overview of God's Word

The Bible based curriculum will bring the Bible to life for the children using age appropriate activities, through biblical truths, song, art, bible verses, bible stories and weekly chapel.

Chapel will be held on a weekly rotating schedule, it is located in the Sanctuary on the same premises as the Daycare. Written permission slips will be provided during enrollment.

Language: Children will be introduced to the alphabet, through recognition of letters, visually and by way of sound and writing.

Mathematics: Actively introduce math concepts methods through age appropriate activities which include Shapes, Counting, Patterns, Numbers and more.

Science: The curriculum teaches students about God's wonderful creations. Students learn about the solar system, plants, animals, insects, birds and the world God created.

Community: Children will be introduced/exposed to careers (public safety workers, doctor, construction worker ...); various cultures; receiving & accepting all of God's people with love.

Socialization: Children will be given many opportunities to practice acceptable social behavior such as sharing, treatment of friends, taking turns, managing emotions, and accepting consequences for actions, and by using a kind tone of voice.

Art: Monthly themes will be incorporated into projects that compliment the Bible stories, letters, numbers, science, and other educational themes. Students will use scissors, glue, crayons, markers, paints, and many other craft items.

Physical Education: Growth of all motor skills is targeted during your child's day. Morning and afternoon recess includes free play on playground equipment which includes sandbox, balls, cars, running, jumping and organized games led by teachers. Specific small motor skills will be developed with sensory tables/bins both inside and outside the classrooms.

Contacts Information

Where:

Redemption Kids Daycare / Redemption Hill Calvary Chapel

2925 Kiowa Blvd North

Lake Havasu City, AZ 86404

Website: cchavasus.com, click on the "Redemption Kids Daycare" Tab

Who: Daycare Director – Dianne Andrews

Director office hours: 9:30 a.m. – 6:00 p.m., Monday – Friday

Daycare office: 928-680-6808

RKDCdirector@cchavasus.com

Designated Teacher in Charge (In Directors absence) – Elizabeth Reaser

Pastor – Ray Carter

Assistant Pastor – Paul Rusin

When: Monday – Friday

Daycare Hours: 7:00am- 6:00pm

Daycare office hours: 8:30 a.m. – 4:00 p.m.

Should the parent have an issue with a teacher or assistant teacher, the parent should contact the director. Should the parent have an issue with the director, the parent should contact the state designated agent for Redemption Kids Daycare, Assistant Pastor Paul Rusin.

Class Division & Teacher/Student Ratios

Two-year old Class: 1 lead teacher for every 8 children per class

Children in this class are allowed to wear diapers or pull-ups.

Any child over the age of 2 who is still not completely potty trained must also attend this class.

Three year old Class: 1 lead teacher for every 13 children

(Must be potty trained – no pull-ups or diapers in this class)

Four-Five year old Class: 1 lead teacher for every 15 children

FYI: Staff-to-Child Ratios per Arizona Administrative Code, R9-5-404

<u>Age Group</u>	<u>Staff:Children</u>
2-year-old children	1:8
3-year-old children	1:13
4-year-old children	1:15
5-year-old children	1:20

We are required to be licensed as a daycare facility under Arizona Revised Statutes, Title 36, Chapter 7.1, and meet the childcare facility regulations set forth in the Arizona Administrative Code, Title 9, Chapter 5. We are a licensed childcare/educational facility and including state and local health and safety regulations, we are required to comply with laws that apply to childcare/educational institutions.

Arizona Department of Health Services, Bureau of Child Care Licensing
Address: 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007
Telephone Numbers: (602) 364-2539 or (800) 615-8555

Events & Schedule

Parent participation: We will be hosting a variety of special activities/programs throughout the school year as follows:

- Christmas Program
- Fundraisers
- Family Night
- Open House
- Mothers' Day Tea
- Fathers' Day Donuts with Dad
- Grandparents Day

We understand that parents are working and have busy schedules, but we believe it's important whenever possible to show support for your child.

Daycare Observed Holiday

- New Year's Day
- President's Day
- Good Friday (Half Day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (Half day)
- Christmas Day



Tuition Rates

NON-refundable registration fee: \$100 for new student/\$75 for returning student

You are required to pay your tuition regardless of whether the school is closed; your child is out sick, family vacation, etc. Some absences are planned such as scheduled school closings or your personal plans.

Keep in mind; we are obligated by the rules of our state license to maintain certain teacher-to-child ratios, so we will not be able to add extra days to your schedule.

Redemption Kids Daycare offers the following schedule:

Monday-Friday

Full Time 5 Days

<u>Ages</u>	<u>Monthly One Child</u>
All Ages (non Potty Trained)	\$775.00
2 – 5 Year Old (Potty Trained)	\$710.00

Part Time 3 Days (Space is limited)

<u>Ages</u>	<u>Monthly One Child</u>
All Ages (non Potty Trained)	\$575.00
2 – 5 Year Old (Potty Trained)	\$470.00

Rates are subject to change

Our daycare center has partnered with brightwheel early education technology platform.

The following fees will apply:

Billing fees: 2.9% for credit card transactions or ACH fee \$.90 per transaction

Tuition Policies

Fees and Penalty Payments

No refunds will be given for a child's absences due to illness, vacations, or school closures

Options to pay:

1. Bank withdrawal: Tuition will be taken out of your checking or savings account monthly through the Brightwheel app \$25 fee for each decline
2. Credit/debit card: Tuition charged to your credit/debit card each month through the Brightwheel app \$25 fee for each decline

How to pay tuition – choose auto pay or manual pay through BW

1. Set Brightwheel billing to “auto” and tuition will be pulled in one lump sum for the monthly or for bi-monthly payment.
2. If not set to automatic pay, you will need to go in the billing part of the app and make payments manually on or before the due date.

When to pay tuition & Fee schedule

1. Tuition must be paid in full by the due date agreed upon at enrollment.
2. If tuition is not received by the third day past due date, you will receive a \$25 late fee.
3. If tuition is not received by the sixth day past due date, you will receive a \$50 late fee and your child may not attend school until the account balance is at \$0.
4. If tuition payment is habitually late your child’s enrollment could be terminated.

It is your responsibility to be in communication with the Director/Administration, as soon as possible, regarding any hardship or reason why you are unable to make payments in a timely manner. In the event of a hardship, we can make a one-time consideration

Fees – Mandatory and penalty fees: (billed through Brightwheel)

1. SIGN IN/OUT: If you do not sign your child in/out daily, this is a violation of the state requirement, and could result in termination of enrollment.
2. MANDATORY: Registration fee must be paid EVERY year. New families to our daycare pay full registration; Returning families discounted rate for registration fee every year.
3. PENALTY: Credit card, debit card declines and insufficient funds in bank account will cause a \$25 per incident fee to be added to tuition.
4. LATE PICK UP: Is considered after 6:00pm, a one-time grace period will be allowed up to 5 minutes, if you arrive later than 6:05 p.m you will be charged \$1 per minute, thereafter per child.
5. DISENROLLMENT FEE: If you choose to leave Redemption Kids Daycare, you MUST give a two week notice and pay for that period of time IN FULL whether your child attends or not.

Invoices and Receipts

An invoice or bill is sent through the Brightwheel app every month.
Payments and charges are updated by the system.

If you need a payment receipt for your employee reimbursement program, it can be printed from the billing portion of the BW app by clicking "statement."

If your employee reimbursement requires a particular form to be completed and signed by the director, you must PRINT the form, and drop it in the office at least 5 days before it is needed. You will be notified by Director when it is ready to be picked up. (You must bring the form in person to office/director and it cannot be scanned and emailed back to you)

TUITION FREQUENTLY ASKED QUESTIONS

*Do I have to pay when the school is closed for holidays? or we go on vacation?
Yes, tuition must still be paid because our budget depends on tuition;

*Do I have to pay when we go on vacation or when my child is sick?
Yes, because it would cause a budgeting hardship.

*Can we make up days of absence?
No, make-up days are allowed)

*What if my family will be on an extended vacation?
The regular tuition amount will be charged to maintain your child's enrollment. The fee must be paid IN Advance of leaving.

Enrollment Paperwork

Available in the Office or Online

ALL of the following documents must be provided to Redemption Kids Daycare **At least 72 hours prior to your child enrollment.** These forms are available in the Daycare/church office or online at cchavas.com... click on "Redemption Kids Daycare" at the top right

1. Emergency Information and Immunization Form
2. A copy of your child's current official immunization record or signed waiver stating that you've chosen not to immunize.
3. Redemption Kids Daycare Registration Form
4. Tuition Payment Form
5. Child Information Packet or Returning Child Form
6. Parent and Family Information Form
7. Permission form for photos and Chapel
8. Registration fee of
 \$100 for "new" child to our daycare; \$75 returning family fee for each child
9. Signed parent handbook agreement form
10. Photo IDs of parents sent to RKDCdirector@cchavas.com



What to bring & what to leave at home

Clothing: Students should wear comfortable, weather appropriate clothing; nothing "fancy" because your child will be involved in many fun, messy projects. Jackets should be labeled with the student's full name using a permanent marker. Students should wear athletic shoes or sandals with a back strap. No flip-flops, clogs or high heeled shoes. No clothing with suggestive images or profanity will be allowed. Female students should wear shorts under skirts or dresses.

Extra Clothing: LABEL PLEASE!! Every child should have a change of clothes left at school to include top, bottom, underwear & socks because accidents WILL happen. Soiled, wet or overly messy clothes will be placed in a plastic bag and put inside your child's cubbie and you will be notified it's there.

For 2 year olds Class only: Parents should provide enough diapers/pull-ups, wipes and diaper cream (if necessary) for two weeks to be kept at school. These items will not be shared with other children. If your child runs out of these items while in our care, items needed will be taken from Daycare supplies and charged to your account. Two year olds should also have two complete changes of clothes including socks.

PLEASE LABEL EVERYTHING ON THE OUTSIDE.

If items are not labeled, your teachers will write with a permanent marker on the outside of each item (especially lunch boxes) Change of clothing can be kept in one gallon Ziploc bag.

Blanket: Please send a blanket and crib size sheet, no larger than crib size to be used during nap/rest time. We provide a nap mat or cot for comfortable resting. The blanket and sheets will be sent home on Friday and must return the following Monday, you will be responsible for laundering them.

Lunch Box: Please make sure your child's name is on their lunch box. Please note that the school provides AM. And PM snack. If your child has allergies you may send a nutritious snack in their lunch. Please make sure you label it as snack am/pm.

Treasures from home: No toys or other personal items should be brought, unless teacher has sharing day scheduled. This includes stuffed animals, electronic games, books, etc... There will be times when certain items are permissible at teacher's request. Hats and sunglasses are allowed in the summer months, but should be labeled.

The daycare is not responsible for lost items that are not labeled with the child name.

State of Arizona

Nutritious Food Guidelines for snacks/lunch

Snacks

Redemption Kids will provide AM. /PM snack. Menu is posted.

Students – need to bring a well balanced lunch, and the daycare will provide the morning and afternoon snacks. The snacks menu will be posted weekly in the classroom, parent's board & website

Lunch

The following is an example of one meal serving for Daycare:

1. ½ cup of milk
2. ½ cup of vegetables or fruit or 100% fruit juice
3. ½ slice bread
4. Meat – ½ oz. meat or ½ oz cheese or ½ egg or ¼ cup yogurt or ½ oz nuts or 1 tablespoon peanut butter.

DO NOT SEND: soft drinks, kool-aid type drinks, candy, cookies, pudding, muffins, cupcakes or any other snacks with high sugar content.

Lunch: All students must bring their own nutritious lunches, eating utensils and drinks. It is better to send too much food than not enough. We will not throw away left-overs, so you'll always know how much was eaten.

Lunch time is scheduled, so your child will be expected to sit and eat with other children to promote personal interaction and fellowship at the same time. In other words, he/she will not be able to roam around with food or "graze" whenever he/she desires. If he/she refuses to eat during lunch time, his/her entire lunch will be packed up and saved. It will be offered again after rest time during afternoon snack.

We will not force a child to eat or punish/withhold privileges from a child who doesn't eat. Often eating with a group of children is a new experience and might make him/her nervous and "not hungry." Please be understanding both of your child and the class schedule. Most children adjust after a short period and end up enjoying their social lunch time.

Special Dietary Needs or Food Allergies: Even though each student will bring his/her own lunch and/or snack, Redemption Kids Daycare still needs to be informed of any special dietary needs and/or food allergies a student may have. This information should be written on the emergency card and will be given to each teacher and posted in each room.

At this time, our daycare IS NOT a peanut free facility.

State of Arizona

Nutritious Food Guidelines for snacks/lunch

Party Food: State health regulations will not allow children to be served home-baked items. However...food for special occasions may be served as long as the containers are unopened and in the original packaging. Classes will have various parties, and teachers will give parents special instructions for each situation.

If you would like to celebrate your child's birthday during the year, please consult with your teacher. We don't want to disappoint your child and tell him/her the class can't have the cupcakes he/she brought because the teacher can't allow it (allergy in class; too much sugar creates daycare "monsters" and a variety of other reasons). Most teachers send sugary snacks for birthday's home at pick up.



Snacks/Lunch: What to send and NOT send

What NOT to send

- Cookies / Candy
- "Little Debbie" type snacks
- Pop-tarts
- Soda drinks
- Juice boxes or Capri Suns that are NOT 100% juice
- Lunchables with cookies/candy Fruit Roll-ups
- "Fruit"/gummy snacks
- Muffins/cupcakes

Super good snacks/lunch to send

- String cheese/block cheese/sliced cheese
- Yogurt
- Bagel/English muffin
- Tortilla/pita
- Rice cake
- Sandwiches: lunchmeat, peanut butter & jelly, cheese, egg salad...
- Fruit: apple, orange (peeled) pineapple, grapes, pear, watermelon, kiwi, strawberries, banana, raisins, blueberries, blackberries...
- Cheese crackers/saltine crackers
- Raw vegetables: broccoli, cauliflower, carrots, celery, sugar snap peas, cucumbers
- Boiled egg
- Potato salad/Cole slaw
- Chicken leg
- Pretzels/Chex mix
- Nuts
- 100% fruit juice
- Milk
- Water (plain or vitamin enhanced)



COVID-19/CORONA VIRUS PRECAUTIONS

Fever – Children are not allowed into the classroom until free of a fever for at least 24 hours. This means WITHOUT fever reducing medicine. We have increased the stay at home/recovery time to 48 hours from 24 because of COVID exposure risks.

As no one knows what the future holds with this pandemic, we ask for your flexibility and consideration. There may be times when the director must make an overnight decision or one that may affect your family/child immediately with little notice.

Please be diligent to read ALL emails, Brightwheel messages and/or text messages from, Director. Decisions that affect the entire school are made by the director with Pastor Ray. To stay in the loop, it is your responsibility as parent/guardian to stay informed about school announcements.

It is not a requirement for children under the age of 6 to wear masks; however, if you prefer your child to wear one that you provide, we will do our best to help him/her keep it on. This does not include 2 year olds since it is considered unsafe for this age to obstruct their airflow.

Since children are very “hands-on” and do not know the boundaries of personal space much less “social distancing,” we will be practicing more frequent hand washing. Classes older than 2 year will have hand sanitizer available on the playground.

NOTE Please inform Dianne Andrews, Director, if your child is diagnosed with the COVID-19 virus. Also, if anyone in your immediate family is diagnosed that your child spends time with, the Director needs to be informed. Your privacy will be kept as families will be notified, but not using names.

Communication

Redemption Kids Daycare uses several ways to communicate:

1. Parent orientation and/or orientation file & questionnaire available
2. Parent handbook available on-line at cchavasu.com, click "Redemption Kids Daycare"
3. Event Calendar is given at orientation/registration and is on-line. We also keep printed copies in the office, if copy needed.
4. Daily activities reports from teachers through Brightwheel or Hand-written note
5. Email from the Director/ teacher
6. Notices posted on classroom doors
7. Monthly newsletter from teachers
8. Verbal information
9. Phone call, Text /Brightwheel message
10. Parent/teacher meetings
11. Family conferences with director
12. Additional questions or concerns please contact Director Dianne Andrews, at 928-680-6808.



Drop Off & Pick Up

Students must be signed in/ out of Daycare on each day of attendance.

Failure to comply with this policy is in violation of the state requirement this could result in termination of enrollment.

1. If your child has difficulty when separated from parent (crying, clinging to you, etc), please give him/her a kiss/hug, assure him/her of your return, make sure the teacher is watching, then leave. Please DO NOT "prolong your departure; It will make the situation worse for your child, the other children, your teacher and you. We will call if he/she doesn't settle down quickly.
2. If you arrive with your child later than 8:30 a.m. for drop off, the class door will be closed. Please knock on door and make sure the teacher is aware of your arrival.
3. Briefly let the teacher know of any special circumstances for the day such as early pick up, child on medication, did not sleep well. Please save longer conversations for a scheduled meeting.
You will receive a brief report through Brightwheel or written report of your child's day. Please try not to monopolize the teachers' time no longer than a 2 minute conversation. When a teacher is distracted by parents, it takes away from the supervision of the other children.
4. If someone other than a parent needs to drop off or pick up a child, the person must be named on the child's emergency form. Under special circumstances you can give someone else written permission but it is required that the parent must notify us but calling 928-680-6808, to inform us with name of that the person picking up/ dropping off, and be aware that ID will be requested and photocopied, and he/she is at least 18 years old. In the event of unexpected circumstances when no note could be written ahead of time, and the parent is unable to pick up, a phone call must be made, to notify us.

FAQ: Why do I have to do this? I am often in a rush to get to work or drop off my older children at school.

- Because it's required by the State of Arizona
- Provide record of attendance
- Used for billing in case you are late for pick up or drop off
- Shows WHO is picking up in case we need to reference it
- In addition, your child's safety is our top priority.

Illness/Medication Policies

Symptoms: For the health and safety of all children and adults who use our facility, we do not allow students into the classroom that may have a contagious illness.

Fever – Children are not allowed into the classroom until free of a fever for at least 24 hours. This means WITHOUT fever reducing medicine. We have increased the stay at home/recovery time to 48 hours from 24 because of COVID exposure risks.

A child who does not meet this requirement will not be allowed to enter the classroom and will be sent home.

Runny Nose – Green or yellow coloring (clear is okay if it is a result of allergies).

Other symptoms including, but not limited to, vomiting, diarrhea, generalized rash, red & itchy eyes accompanied by eye drainage, an open sore, and/or “droopy” appearance will be examined and determined whether the symptom calls for a child to go home.

Director/Teacher Discretion in Accepting Children at the door:

While we understand the hardship of keeping a child home or finding other arrangements for a sick child, especially for working parents, it is unsafe to your child, teachers and all his/her classmates to bring your sick child to daycare when he/she is not feeling well or has not made a complete recovery.

If a child has any of the above-described symptoms or any other physical manifestations that give the Director/Teacher cause for concern, child may be refused into the classroom for the day. If a child develops symptoms while in our care, we will separate that child from the other children and contact you to pick up your child.

Medicine: Redemption Kids Daycare will administer medicines, prescription or nonprescription, to an enrolled student. As long as the prescription has the original label on the bottle, and a permission slip is filled out and returned to the office.

Guidance & Discipline with Grace

Suspension & Dismissal

Acceptable Discipline & Guidance

Staff and Director shall:

- a. Follow reasonable rules and limitations for a child's behavior that teaches, models, and encourages orderly conduct, personal control, and age appropriate behavior;
- b. Explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child to become engaged in an alternative activity.

Unacceptable Disciplinary Methods

Staff and Director shall not engage in the following:

- a. A method of discipline that could cause harm to the health, safety, or welfare of a child;
- b. Corporal punishment;
- c. Discipline associated with:
Eating, napping, sleeping, or toileting; medication; or mechanical restraint; or
- d. Discipline administered to any child by another child.

Separation or Time-Out

Staff and Director may separate a child from other children for unacceptable age appropriate behavior if:

- a. The separation period is for no longer than three minutes after the child has regained control or composure, and
- b. The staff member does not allow a child to be separated for longer than five minutes without the staff member interacting with the child.

Suspension/Dismissal

In the event that a child has repetitive behavioral/social issues with little or no changes after attempts of appropriate discipline, the director has the authority to immediately suspend a child by calling the parent for early pick-up and/or notifying a parent that the child cannot return to class. Time of suspension will be determined by the director as applicable for the problem. Tuition must continue to be paid during time of suspension.

In severe cases of behavioral/social issues where a child has become violent, harmful to himself or other children, verbally abusive, or grossly disrespectful to Director/ Teachers, the Director has the authority to dismiss the child/family from Redemption Kids Daycare permanently with NO PRIOR NOTICE. Tuition must be paid up until the day of dismissal.

Security/Emergency Procedures

If you should have any questions regarding the safety of your child while on the facility premises, please feel free to talk with the Director, She will be happy to address any questions or concerns you may have.

Parental Access to Premises is accepted for an enrolled student during normal operating hours. Otherwise, no person will be allowed in the classrooms with students unless he/she is a parent, teacher or special guest with pre-permission from the director.

Emergency and Accident Procedures:

First aid kits are in every Daycare classroom. Director and teachers all have first aid and CPR certifications. In case of an emergency (if applicable) once emergency personnel have been contacted, parents will be notified of the emergency and/or accident by the director via telephone call, text/brightwheel message, and/or email. The appointed director-in-her-absence will fulfill the director duties if Director is not on premises. If the parent can't be reached, another person listed on the emergency form will be contacted.

Staff: Redemption Kids Daycare staff members are friendly and caring. Our staff considers their time with your child to be a ministry of love. All staff members have been background checked, have AZ fingerprint clearance, tuberculosis tested as well as held to other state standards to insure the safety of your child.



Transportation

At this time, Redemption Kids Daycare does not provide transportation.

Field Trips

At this time, Redemption Kids Daycare will not be having field trips.

Evacuation and Fire Drill

The purpose of an evacuation and fire drill is to familiarize and re-enforce proper evacuation routes and practices. The goal is to have the proper actions be an automatic response whenever fire alarms sound, so that everyone safely evacuates the area in an orderly manner. Fire drills take place once monthly on varying days of the month.

Fire Drill Process

1. Director or administrator sounds the alarm and each teacher is to line children up at the door and grab class roster
2. Everyone exits the room in to the hallway and the class door is closed behind the last child and the classroom light is turned off.
3. In a quiet and calm manner everyone exits the building through the north-west Chapel doors.
4. Children are guided to the parking lot and are instructed to wait between the yellow lines.
5. Each teacher will take roll of their students.
6. Fire safety is discussed with the children and any questions are answered.
7. Everyone calmly returns to their classrooms, If danger has been detected on or near our campus, such as an armed individual, the following steps will be followed to insure the safety of our children:
 1. You will be notified as discreetly as possible by the office/director so as not to scare the children.
 2. Check both doors in your classroom to make sure they are locked. Close blinds.
 3. Guide all the children into one of the classroom bathrooms and shut the door. Have them sit on the floor.
 4. Be sure you have your cell phone and tablet with you in the bathroom.
 5. DO NOT exit the bathroom or leave the children unattended until you've gotten word that it is all clear.

If you are on the playground when a lock-down is necessary and are able to safely get back into your classroom, do so as quickly as possible and follow the same steps as above.

If you are on the playground and need to take cover immediately, guide children into the room where the balls and water are kept; seat them on the floor as comfortable as possible; make sure both doors are closed and locked.

If we are in chapel and a lock down is necessary, the code word will be communicated to teachers; the director or a teacher should check all doors to make sure they are locked. Children should sit along the back wall, away from windows. No one should exit the building or leave his/her position until the all clear is given.

School Lockdown

A school lockdown confines all staff and students to the classroom due to a perceived or real threat.

A lockdown limits exposure to an unwelcomed person on premises or in the vicinity, Chemical accidents or a menacing animal.

Lockdown Process

1. Director or administrator will make the decision to activate a lockdown.
2. Director or administrator will utilize school walkie-talkies to announce lockdown in 1 of 2 ways. DISCREETLY – “Lauren Dawson report to the office immediately” or PROMPTLY – “Prepare immediately for lockdown status, this is/is not a drill. Prepare immediately for lockdown status”
3. Director or administrator will call 911 to request assistance as needed and lock all outside doors.
4. Teachers are to ensure classroom door is locked and move heaviest object in front of the door if possible.
5. Teachers will direct all students to sit along walls away from doors, turn off the lights and close blinds on the windows.
6. Teachers are to calm and reassure students.
7. DO NOT open the doors for any reason until “all clear” is heard over the walkie talkies.
8. DO NOT use cell phones in the classrooms to request information, it is important to BE QUIET.
9. We will resume normal operations as soon as possible and assess the need for any kind of incident debriefing.
10. Director or administrator will communicate to parents as soon as possible that the school is/was in lockdown. Parents are not permitted to enter the building until the area has been secured by law enforcement or cleared by administration.

Inspection and Licensing Information

Facility Inspection Reports are available for review in director's office.

In compliance with state regulations, Redemption Kids Daycare is inspected at least annually and regulated by the Arizona Department of Health Services. Redemption Kids Daycare is owned and operated by Redemption Hill Calvary Chapel Lake Havasu, Inc.

Pesticide Application will take place quarterly, parents will be notified in advance. Detailed pesticide information is available for review in the director's office. Parents will be notified by posted sign at least 48 hours prior to pesticide application on classroom doors.

Liability Insurance is available for review in the director's office. Redemption Kids Daycare carries full liability insurance as required by the State of Arizona.

Arizona Department of Health Services
150 North 18th Avenue
Phoenix, Arizona 85007

General and Public Information:
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