RSA PRESCHOOL
PARENT HANDBOOK
2026 – 2027

WELCOME TO RISEN SAVIOR ACADEMY

Dear Preschool Parents and Families,

Welcome to Risen Savior Academy! We are honored that you have chosen our preschool to be part of your child's early learning journey. At Risen Savior Academy, we believe every child is a unique gift from God. Our mission is to provide a safe, loving, and Christ-centered environment where children grow academically, socially, emotionally, physically, and spiritually through hands-on learning and meaningful experiences.

We recognize that parents are a child's first and most important teachers, and we value the partnership between home and school. Together, we can help each child build confidence, develop a love of learning, and reach their God-given potential. This Parent Handbook provides an overview of our programs, policies, and procedures. We encourage you to use it as a resource throughout the school year.

Thank you for trusting us with your child. We look forward to a wonderful year of learning, growth, and partnership with your family. May God bless you and your family throughout the coming school year.

In Christ,

Jodi Batsch
Head of Early Childhood Education
Risen Savior Academy

GOD'S WORD IS OUR FOUNDATION

Risen Savior Academy is a ministry of Risen Savior Church, and it exists to share the love of Jesus with our students and their families. We believe that the Bible is God's Word, and therefore it is the foundation that guides our decisions and every facet of our school. If you would like to learn more about the beliefs of **Risen Savior Church** and **Academy**, we would encourage you to sign up for our Starting Point Bible Studies. In these Bible Studies, you will have an opportunity to learn more about what your children are being taught at **RSA**, and ask any questions you may have.

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MISSION STATEMENT

Quality - Safe - Loving

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

VISION STATEMENT

The vision of RSA is, with God's blessing, to strive to be the premier Christian school in Lakewood Ranch, where the hearts of children and their families are eternally changed by the love of Jesus. Together, the administration, faculty, and staff constantly strive to **have the hearts of servants, thrive through cooperation, and have a growth mindset** to best meet the academic, emotional, physical, and spiritual needs of students.

OBJECTIVE STATEMENT

Our goal is to provide every child with a strong foundation for lifelong learning through a nurturing, high-quality Christian preschool program. In a safe, loving, and faith-filled environment, children grow academically, socially, emotionally, physically, and spiritually while discovering the joy of learning.

WHAT MAKES RSA DISTINCT

Risen Savior Academy is not simply a private preschool school with Christian values. We are a ministry of Risen Savior Lutheran Church, and everything we do flows from that identity. Our classrooms are mission fields. Our teachers are called servants. Our students are children of God, known by name and loved before they ever walked through our doors.

We exist to share the love of Jesus, and that conviction shapes every policy, every classroom, every conversation.

A TRADITION

Risen Savior Academy is part of the Wisconsin Evangelical Lutheran Synod (WELS), one of the largest private school systems in the United States. We stand in a tradition of faith-integrated education that has served families for over 165 years.

STATEMENT OF NON-DISCRIMINATION

Risen Savior Academy prohibits harassment and/or discrimination against a student on the basis of gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

THE RSA WAY

At Risen Savior Academy, everything we do is rooted in God's love and our commitment to providing a quality education in a safe, loving environment. We believe the early years are a special time to nurture each child's faith, curiosity, confidence, and character.

Our preschool community is guided by three principles:

- **Love God** – We pray, worship, learn God's Word, and do our best for Him.

- **Love Others** – We show kindness, respect, compassion, and serve those around us.
- **Love Myself** – We care for ourselves, make positive choices, persevere through challenges, and strive to become the person God created us to be.

These principles guide our daily Bible lessons, Chapel, classroom interactions, and learning experiences as we partner with families to help every child grow spiritually, academically, socially, emotionally, and physically. Together, we provide a safe, nurturing environment where children are encouraged to explore, build confidence, develop independence, and discover a lifelong love of learning.

CONTACT INFORMATION

Risen Savior Academy
14605 59th Avenue East
Lakewood Ranch, FL 34211
Phone: (941) 756-7545
Website: www.rsavioracademy.com

Head of Early Childhood Education
Jodi Batsch
jmbatsch@rsavioracademy.com

Principal
Dillon Solomon
dsolomon@rsavioracademy.com

Preschool Administrative Assistant
Amy Shahda
ashahda@rsavioracademy.com

The preschool office is available to assist families with questions regarding enrollment, attendance, tuition, school policies, and daily operations. We encourage open communication and look forward to partnering with your family throughout the school year.

Governance and Oversight

Risen Savior Academy is governed by the RSA Board, which provides oversight of the school's policies, procedures, and financial stewardship. The RSA Board consists of a Chairperson and six additional members of the Risen Savior congregation. Several Board members are also parents of students enrolled at the Academy, bringing valuable perspectives to the decision-making process. Working collaboratively, the RSA Board and school administration are committed to providing a safe, nurturing, and Christ-centered environment that supports the success and well-being of every child and family.

RSA Board Chairperson
Terry Speer
chairperson@rsavioracademy.com

ABOUT OUR PRESCHOOL

OUR PHILOSOPHY OF EARLY CHILDHOOD EDUCATION

Risen Savior Academy provides a Christ-centered early childhood program in a safe, loving, and engaging environment where every child is uniquely created by God and encouraged to grow at their own pace. We believe children learn best through active exploration, meaningful relationships, and purposeful play. Our teachers create hands-on learning experiences that inspire children to ask questions, solve problems, build friendships, develop independence, and discover the joy of learning. Our goal is to nurture each child's spiritual, academic, social, emotional, and physical development while preparing them for kindergarten with confidence, curiosity, strong character, and a lifelong love of learning.

LICENSING & STAFF

Risen Savior Academy is licensed by the Florida Department of Children and Families (DCF) and complies with all state licensing requirements. Our license number is C12MA0354. The preschool is inspected regularly, and our license is renewed annually.

All staff members meet or exceed Florida DCF requirements, complete background screenings, maintain current CPR, First Aid, and EpiPen certification, and participate in ongoing professional development to provide a safe, high-quality learning environment.

MANDATED REPORTING

As required by Florida law, all Risen Savior Academy staff are mandated reporters and are required to report suspected child abuse, neglect, or abandonment to the appropriate authorities.

A DAY AT RSA PRESCHOOL

Each school day is intentionally planned to balance active learning, teacher-guided instruction, outdoor play, rest, and meaningful social interactions. Children participate in Bible lessons, circle time, learning centers, small-group activities, STEAM exploration, music and movement, outdoor play, meals or snacks, and opportunities to develop independence and problem-solving skills.

ADMISSIONS PROCEDURES

ADMISSIONS POLICY

Risen Savior Academy welcomes families who desire a Christ-centered early childhood education. Admission is based on classroom availability, completion of all enrollment requirements, and the preschool's ability to meet each child's educational and developmental needs.

PROGRAMS OFFERED

Two- Year-Old Programs

Our Two-Year-Old Program is a part-time preschool experience designed to foster curiosity, independence, and a love of learning. Through hands-on, active learning and child-led exploration, children develop social, emotional, language, and motor skills in a nurturing, Christ-centered environment. Our teachers guide and encourage each child as they build confidence, discover new interests, and grow through purposeful play.

Three-Year-Old Program

Our Three-Year-Old Program provides a nurturing, Christ-centered environment where children continue to grow through hands-on learning, purposeful play, and meaningful exploration. As independence and confidence increase, students are encouraged to strengthen their social, language, and early academic skills while developing a love of learning. Our teachers guide each child through engaging, developmentally appropriate experiences that prepare them for future success.

Voluntary Prekindergarten (VPK)

Voluntary Prekindergarten (VPK) is a program that is funded by the Division of Early Learning at the Florida Department of Education. The Manatee County School District (MCSD) offers the VPK program free of charge to families as either a 540- instructional hour school year program or a 300-instructional hour summer program. Families may select either the school year or the summer but not both. All children who reside in Florida, turning four by September 1st of the school year, are eligible to participate in a VPK program. Children with VPK delayed enrollment certificates are not eligible for placement in a school district VPK program. To participate in the free 3 hours of VPK instruction, parents must obtain a VPK Certificate of Eligibility (COE) from the Early Learning Coalition of Manatee County. To apply for the certificate, a parent/guardian must submit verification of the child's age and proof of residency.

PreK 4 Program

If a student does not qualify for the VPK program, children who are 4 years old on or before September 1 may enroll in our PreK 4 Program. This program is designed to prepare children for a successful transition to kindergarten through a balance of hands-on learning, structured instruction, and purposeful play. For families who choose not to participate in the Voluntary Prekindergarten (VPK) program by using an Early Learning Coalition Certificate of Eligibility, we also

offer a private PreK 4 program that provides the same high-quality, Christ-centered education and kindergarten readiness experience.

ENROLLMENT PROCESS

To enroll at Risen Savior Academy, families must submit a completed registration application, pay the non-refundable registration fee, complete all required enrollment forms, and provide current health and immunization records before their child's first day of attendance. Following priority enrollment for currently enrolled families, enrollment is accepted on a first-come, first-served basis.

- Children must reach the required classroom age (2, 3, or 4 years old) by September 1st. Age requirements are determined prior to the start of the school year. Placement decisions are made by the administration based on age, developmental readiness, and available classroom space.
- Students enrolling in our Voluntary Prekindergarten (VPK) program must submit a valid Early Learning Coalition (ELC) Certificate of Eligibility prior to the start of the school year. Families who provide a valid Certificate of Eligibility are not required to pay the registration fee for the VPK program.

REQUIRED ENROLLMENT DOCUMENTS

The following documents must be on file before attendance:

- Enrollment forms
- Emergency contact information
- Florida Certificate of Immunization (DH 680) or approved exemption
- Student Health Examination (DH 3040)
- Authorized pick-up information
- Certificate of Eligibility (VPK), if applicable
- Medical action plans, if applicable
- Medication authorization forms, if applicable

TRIAL ENROLLMENT PERIOD

The preschool reserves the right to establish a trial enrollment period for new students. This allows teachers and administration to evaluate whether the program is an appropriate fit for the child's needs while supporting a successful transition into the classroom.

CLASSROOM PLACEMENT

Class placement is determined by age, developmental readiness, classroom balance, and individual needs. Placement decisions are made at the discretion of the administration.

TUITION & FEES

Tuition is paid annually in full or in 10 equal monthly payments beginning in August. Monthly tuition is due by the 5th of each month. A five-day grace period is provided, after which a $35 late fee will be assessed. A non-refundable $250 registration fee is required at enrollment, and a one-time $150 supply fee is due with the first tuition payment. Tuition reserves your child's place in the program and is not based on attendance. Registration and supply fees are non-refundable.

2026–2027 Monthly Tuition:

Program	2 Days	3 Days	5 Days
2-Year-Old Program	$395	$535	$822
3-Year-Old Program	$363	$492	$757
4-Year-Old Program/VPK*	–	–	$757

- *The VPK program is provided at no cost through Florida's Voluntary Prekindergarten (VPK) Program. There are no enrollment or supply fees associated with participation in the VPK program.

Security Fee: $35.50 per month: This fee is to help offset the cost of providing an onsite armed security officer for the school year.

Enrichment Program (11:30 a.m. – 1:30 p.m.): This is a program for 3-Year-Olds and 4-Year-Olds/VPK students only. See Program information for pricing details.

- Enrichment fees are billed on a monthly basis. Monthly fees are only adjusted for extended holiday weeks, including Thanksgiving Break, Winter/Christmas Break, and Spring Break, as outlined in the program calendar.
- Fees are not adjusted for individual absences, vacations, illness, or days a child does not attend. Any selected days your child does not attend are non-transferable and non-refundable.
- All students enrolled in the Enrichment Program are expected to follow the program's behavior expectations and be able to participate appropriately in structured activities for the duration of the program each day.

WITHDRAWAL POLICY

Families wishing to withdraw their child must provide written notice to administration at least two weeks in advance, in accordance with the Enrollment Agreement. Tuition for the final month of enrollment is due in full regardless of attendance, and parents acknowledge this policy upon enrollment.

Risen Savior Academy Preschool reserves the right to terminate enrollment if families do not comply with school policies or if the program is unable to reasonably meet a child's needs. The school will make every effort to work with families to resolve concerns before termination, which is considered a last resort.

PRIORITY ENROLLMENT

Priority enrollment is reserved for current year enrolled families. These families will receive re-enrollment information before registration opens to the public. Continued enrollment is contingent upon available space, a positive partnership between the family and school, and fulfillment of financial obligations.

STUDENT RECORDS & CONFIDENTIALITY

Student records are maintained in accordance with applicable laws and are treated as confidential. Parents may request to review their child's records by contacting the preschool office.

Parents are responsible for promptly notifying the preschool of any changes to phone numbers, addresses, emergency contacts, authorized pick-up individuals, custody arrangements, medical conditions, allergies, or physician information to ensure accurate records and student safety.

ATTENDANCE POLICY

SCHOOL CALANDER

Risen Savior Academy Preschool follows the Manatee County School District calendar for most holidays and school closures. If the Preschool observes a closure that differs from the Manatee County calendar, or remains open when Manatee County schools are closed, families will be notified in advance.

Please refer to the Risen Savior Academy School Calendar on our website, which outlines all scheduled holidays, school closures, and important dates for both the Preschool and Elementary programs.

SCHOOL HOURS

Risen Savior Academy Preschool is committed to providing a consistent daily routine that supports young children's learning and development. Class schedules and program hours are shared with families before the start of each school year.

Our preschool morning program is open Monday through Friday from 8:30 a.m. to 11:30 a.m. Families enrolled in our Enrichment Program may extend their child's day from 11:30 a.m. to 1:30 p.m. Our afternoon VPK program meets from 12:00 p.m. to 3:00 p.m.

ARRIVAL & DISMISSAL PROCEDURES

The preschool doors and classrooms open at 8:30 a.m. for arrival. Children should arrive on time each day to fully participate in classroom routines. Upon arrival, a parent or authorized adult must accompany the child into the building, complete the required sign-in procedure, and ensure the child is under the supervision of a staff member before leaving.

- **Late Arrivals:** After 8:40 a.m., the front school doors are secured. Any child arriving after this time must be checked in at the Preschool Office by a parent or guardian. A member of the office staff or administration will escort the child to the classroom. This procedure helps minimize disruptions to the classroom and supports the teachers' morning routines.

Dismissal times are as follows:

- Morning Preschool: 11:30 a.m.
- Enrichment Program: 1:30 p.m.
- Afternoon VPK Program: 3:00 p.m.

Parents should pick up their child promptly at the end of their scheduled program. If a child has not been picked up within 10 minutes of dismissal, the school will contact the parent or authorized emergency contact. A late pick-up fee of $10 will be charged beginning 15 minutes after dismissal, with an additional $10 charged for each additional 15-minute period or portion thereof.

AUTHORIZED PICK-UP

For the safety and security of every child, students will only be released to adults authorized by the parent or legal guardian. Anyone picking up a child must be listed as an authorized pickup contact in Brightwheel. If an authorized individual is unfamiliar to staff, a valid government issued photo ID must be presented and verified by the front office before the child can be released. Children will not be released to anyone who is not listed as an authorized pickup contact.

LATE PICK-UP

Children should be picked up promptly at the end of their scheduled day. Repeated late pick-ups may result in additional fees and/or a conference with administration.

EARLY PICK-UP

If your child must leave early, please notify the classroom teacher in advance whenever possible. A parent or authorized adult must sign the child out before leaving campus.

ATTENDANCE

Regular attendance helps children build routines, develop friendships, and fully participate in the preschool experience. If your child will be absent, please notify the school through Brightwheel or contact the preschool office by 8:30 a.m. Tuition remains the same regardless of attendance, holidays, vacations, staff in-service days, or weather-related closures.

Children enrolled in the VPK program are expected to attend regularly in accordance with state guidelines. Families are allowed up to three absences per month. Additional absences require written documentation for an approved reason. Five consecutive unexcused instructional absences will be considered a withdrawal from the VPK program.

PARKING LOT SAFETY

Children must be accompanied by an adult at all times while entering or leaving campus. Please use designated crosswalks, obey posted speed limits, and never leave children unattended in a vehicle.

ACADEMIC POLICIES

CURRICULUM & LEARNING

Risen Savior Academy provides a developmentally appropriate, Christ-centered educational program that nurtures the whole child. Our curriculum encourages children to explore, investigate, create, and develop confidence through purposeful play, meaningful relationships, and hands-on learning experiences.

HIGHSCOPE & CREATIVE CURRICULUM

Risen Savior Academy uses the HighScope Preschool Curriculum, a research based, play centered approach that promotes active learning through hands-on experiences with people, objects, events, and ideas. Children learn by planning, exploring, and reflecting on their experiences while teachers intentionally guide, encourage, and extend learning. To further enrich our program, we supplement HighScope with the Creative Curriculum, incorporating additional themes, literacy, science, art, and hands-on activities that support each child's growth and development. Together, these curricula foster curiosity, independence, creativity, and a lifelong love of learning while aligning with the Florida Early Learning and Development Standards.

LEARNING THROUGH PLAY

Play is an essential part of early childhood education. Through purposeful play, children build language, literacy, math, science, problem-solving, creativity, and social-emotional skills. Every activity is designed with learning goals in mind.

LEARNING AREAS

Children rotate through a variety of engaging learning centers designed to encourage hands-on exploration, creativity, and independent thinking. Centers include Blocks, Dramatic Play, Art, Library, Writing, Math, Science, Sensory, Discovery, and Fine Motor. Each center provides meaningful opportunities for children to build social skills, solve problems, strengthen language and early literacy, develop fine motor coordination, practice early math and science concepts, and explore their interests through purposeful play. Teachers observe, guide, and extend learning while allowing children the freedom to make choices, work collaboratively, and develop confidence as they discover the world around them.

BIBLE TIME & WEEKLY CHAPEL

Faith is woven throughout each day at Risen Savior Academy Preschool. Children participate in daily Bible lessons, prayer, Christian music, and weekly Chapel, where they learn about God's love through age-appropriate Bible stories and teachings. Weekly Chapel provides a special time for worship, prayer, fellowship, and spiritual growth for our students, staff, and school community. Families are always welcome to join us for Chapel as their schedules allow.

CLASSROOM SINGING

Music is a meaningful part of life at Risen Savior Academy and an important way we worship and praise our Lord. Children joyfully sing each day during classroom activities, Bible lessons, devotion, Chapel, and music class as they grow in their faith and learn God's Word. Throughout the year, classes may be invited to sing during Chapel, worship services, school programs, and other special events, some of which may take place outside of regular school hours. These occasions give children the opportunity to glorify God, share the message of His love, and use the talents He has entrusted to them. Because each child is an important part of these opportunities to worship together, families are encouraged to make every effort to have their child attend all scheduled events whenever possible.

STEAM ENRICHMENT - LIL EXPLORERS ACADEMY

Lil Explorers Academy is our signature hands-on STEAM (Science, Technology, Engineering, Art, and Mathematics) enrichment program that encourages curiosity, creativity, and a love of learning through exploration and play. While children may explore real-world careers such as scientists, engineers, veterinarians, architects, doctors, and astronauts, the themes and topics offered through Lil Explorers Academy may change from year to year to reflect children's interests, seasonal learning, and new educational opportunities. Every experience is designed to build problem-solving, communication, teamwork, and critical thinking skills through engaging, age-appropriate activities. The program concludes with a special family showcase celebrating the children's learning and discoveries throughout the year.

KINDERGARTEN READINESS

Our program prepares children for kindergarten by building early literacy, number sense, communication, self-help skills, social-emotional development, independence, and confidence. Readiness is viewed as the development of the whole child rather than academic skills alone.

DEVELOPMENTAL ASSESSMENTS

Teachers observe and assess each child's growth throughout the year using ongoing classroom observations and developmental assessments. This information helps guide instruction, celebrate progress, and identify areas where additional support may be beneficial. Families will receive developmental progress reports throughout the school year and have the opportunity to discuss their child's growth during parent-teacher conferences.

PARENT CONFERENCES

Formal parent-teacher conferences are held throughout the school year to discuss each child's development, strengths, goals, and overall progress. These conferences provide an opportunity to celebrate growth, address questions, and strengthen the partnership between home and school.

EDUCATIONAL EXPERIENCES

Our preschool classes are offered special educational experiences that are often brought to campus, allowing children to enjoy enriching activities in a familiar and safe environment.

STUDENT CARE AND SAFETY

HEALTH & WELLNESS

The health and safety of every child is a top priority at Risen Savior Academy. Families play an important role in maintaining a healthy learning environment by keeping children home when they are ill and promptly notifying the school of any communicable illness or diagnosis.

Children must be well enough to participate in all daily school activities, including classroom instruction, outdoor play, and other scheduled activities. A child who is unable to comfortably participate in the normal daily routine, or who requires care beyond what our staff can reasonably provide, should remain at home until they are able to fully participate.

DAILY HEALTH CHECKS

Staff conduct visual health inspections upon arrival and throughout the day. A child who appears ill may not be admitted for the day.

IMMUNIZATIONS & HEALTH RECORDS

In accordance with Florida Department of Children and Families (DCF) requirements, each child must have a current Florida Certificate of Immunization (Form DH 680) and Florida Student Health Examination Form (DH 3040) completed by a licensed physician before attending Risen Savior Academy. Parents are responsible for ensuring these records remain current throughout the school year. If required forms expire and updated documentation or a valid physician's exemption is not provided, the child may not attend school until the records are brought into compliance with state regulations.

MEDICATION

Medication will only be administered when required authorization forms have been completed and the medication is provided by a parent or legal guardian in its original labeled container. All medications will be securely stored and administered only by authorized staff in accordance with Florida DCF requirements.

Daily/Discretionary/Short-Term Medications

- A completed Permission to Administer Medication Form is required and must be renewed annually.
- Prescription medications must be in the original pharmacy-labeled container with the child's name and dosage instructions.
- Short-term prescription or over-the-counter medications may be administered with an authorization form.
- Over-the-counter medications must be provided in their original container with the child's name clearly labeled.
- Any unused medication must be picked up by a parent or guardian at the completion of treatment. Unclaimed medication will be properly discarded.

ALLERGY MANAGEMENT

Parents/guardians are required to notify the preschool of any food, medication, insect, or environmental allergies at the time of enrollment and whenever new allergies are identified. Any required medical documentation, physician's orders, allergy action plans, or emergency care plans must be provided and kept current. Prescription emergency medications, such as EpiPens or inhalers, must be supplied when required by the child's healthcare provider.

To help protect all children, food and beverages may not be shared at school. Due to the serious nature of food allergies, classroom food restrictions may change throughout the school year based on the needs of enrolled students. Families are expected to comply with all classroom allergy restrictions and provide only approved foods when requested by the preschool or classroom teacher.

EMERGENCIES

Risen Savior Academy provides basic first aid for minor injuries, including cleaning superficial wounds with soap and water, applying bandages, and using ice when appropriate. All staff members are trained in CPR and First Aid. An accident/incident report is completed for every injury, regardless of severity, and will be shared with parents. Parents will be notified at dismissal of minor injuries and contacted immediately for any significant injury, head injury, or situation requiring professional medical attention.

In the event of a medical emergency, 911 will be called first, followed by the child's parent , legal guardian or authorized emergency contact. Parents are responsible for keeping all emergency contact and medical information current.Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (e.g., unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents or legal guardians.

In the case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents or legal guardians to arrange transportation home. If neither parent can be reached at home, work, or cell, the emergency contacts listed will be called and asked to pick up the child.

MINOR ACCIDENTS

All minor accidents such as cuts, scratches, bumps, and insect bites are given First Aid treatment. Typically for minor accidents, teachers will notify Administration, parents or legal guardians or an emergency contact person at the end of the day.

SERIOUS INJURY

If your child suffers a serious injury, appropriate emergency procedures will be implemented. This includes the school calling 911, followed by a telephone call to the child's parent , legal guardian or authorized emergency contact. In addition, the school will provide First Aid until help arrives, and the administration will determine who should accompany the injured student to the hospital. An Incident Report will be completed describing the nature and extent of the injury. All head injuries will be reported to parents or legal guardians.

ILLNESS & CONTAGIOUS CONDITIONS

Children who are unable to comfortably participate in daily activities or who may expose others to illness should remain home. The preschool reserves the right to determine whether a child should be excluded due to illness. If a child becomes ill during the school day, parents or authorized emergency contacts will be notified and expected to pick up the child promptly within the hour..

Children diagnosed with a contagious illness must be reported to the school immediately and be symptom-free for at least 24 hours (without the use of fever-reducing medication, if applicable) before returning to school, unless otherwise noted below. Students absent for three or more consecutive days due to a contagious illness may be required to provide a physician's note clearing them to return. Any student or staff member diagnosed with a communicable disease requiring exclusion under Florida law must remain out of school until cleared by a healthcare provider. When appropriate, families will be notified if there has been exposure to a communicable illness within the classroom.

Illness or Symptom	Return to School
Fever (100.4°F or higher)	Fever-free for 24 hours without fever-reducing medication.
Vomiting/Diarrhea (Gastrointestinal Illness)	No vomiting for at least 24 hours. *Administration may require children to be symptom free for 48 hours, if there is a suspected or confirmed outbreak of gastrointestinal illness.
Hand, Foot & Mouth Disease	Fever-free, able to comfortably participate, and sores are in the healing stage.
RSV / Influenza	Fever-free for 24 hours and symptoms are improving.
Pink Eye (Conjunctivitis)	24 hours after treatment has begun if bacterial, or as directed by a healthcare provider.
Strep Throat	At least 24 hours after starting antibiotics and fever-free.
Ringworm	After treatment has begun and affected areas are covered, when possible.
Head Lice	After appropriate treatment has begun and no live lice are present.
Other Contagious Illnesses	As directed by a healthcare provider and/or Florida DCF guidelines.

CAMPUS SAFETY & SECURITY

Risen Savior Academy is committed to providing a safe, secure, and nurturing learning environment where children feel protected and supported each day. Risen Savior Academy has a School Resource Officer (SRO) on campus to help enhance the safety and security of our school community.

Our campus features secure entry points, locked doors, and security cameras monitoring key areas, including entrances, hallways, parking lots, and playgrounds. All visitors must sign in at the front office, present identification when requested, and wear a visitor badge while on campus. Staff members are trained in emergency procedures, regularly review safety protocols, and wear visible identification badges.

Risen Savior Academy uses Brightwheel as its primary communication and child management platform. Brightwheel provides classroom updates, photos, messages, announcements, and incident reports, while also managing student sign in and sign out to help ensure children are released only to authorized pickup contacts. Parents are encouraged to keep their contact information and authorized pickup list current within Brightwheel.

NON-SMOKING AND TABACCO-FREE CAMPUS POLICY

Risen Savior Academy Preschool is committed to providing a safe, healthy, and smoke-free environment for all children, families, staff, and visitors.

The use of cigarettes, cigars, pipes, electronic cigarettes (e-cigarettes), vaping devices, smokeless tobacco, marijuana, or any other smoking or tobacco products is strictly prohibited on all school property, including:

- Inside all buildings and classrooms
- Playgrounds and outdoor learning areas
- Parking lots and sidewalks
- During school-sponsored events and activities
- In vehicles while on school property

Parents, guardians, staff, volunteers, and visitors are expected to comply with this policy at all times. Individuals wishing to smoke or use tobacco products must do so off school property and away from children.

Thank you for helping us maintain a healthy and safe environment for all members of our school community.

CRISIS MANAGEMENT PLAN

A Risen Savior Academy Crisis Management Plan (CMP) has been formulated in the event of any threat to its students, teachers, staff, and or physical plant. This multi-hazard management plan encompasses, but not be limited to, evacuations for fires, hurricanes, tornadoes, and other hazardous storms or disasters in which serious bodily injury might occur (hostage siege, terrorist activities, bomb threats, etc.). The plan for lockdowns, sheltering-in-place, and evacuations is reviewed annually for each school building. The Crisis Management Plan is reviewed annually and updated as needed. The Crisis Management Plan assists teachers, school administrators, and others in preparing for, responding to, and recovering from emergency incidents on school grounds.

COUNSELING SERVICES

Christian Family Solutions (CFS) offers a family counselor/school psychologist to families whose child(ren) are experiencing educational or behavioral problems either at home or in school. Please speak with the principal or pastor for more information.

SEVERE WEATHER

Whenever possible, the Administration will inform faculty and staff of weather warnings. A severe weather warning is made when the weather service announces a severe weather watch for the area. Portable weather service radios are located throughout the campus. Designated shelter locations are revised annually and posted throughout the campus. Unless otherwise notified by Risen Savior Academy or the media, Risen Savior Academy will follow the Manatee County Schools' announcement regarding school closures and openings.

SAFETY DRILLS

To help ensure the safety of all children and staff, Risen Savior Academy conducts emergency preparedness drills in accordance with Florida child care licensing requirements. Fire drills are conducted monthly, and lockdown, severe weather, and other emergency drills are practiced as required by state regulations. Staff regularly review emergency procedures with children in an age-appropriate manner to help ensure a safe and orderly response during an emergency.

Children participate in age-appropriate practice drills, including:

- Fire Drills
- Severe Weather Drills
- Lockdown or Secure Campus Drills
- Evacuation Procedures

Teachers present these drills in a calm and reassuring manner to help children understand safety procedures without creating fear or anxiety.

In the event of an emergency school closure, delayed opening, or other urgent situation, families will be notified through Brightwheel, email, text message, or other available communication methods.

VISITOR SAFETY

To help maintain a secure campus, all visitors must check in through the preschool office before entering classrooms. Identification must be presented, and visitors are required to wear a visitor badge while on campus.

RELEASE OF CHILDREN

Children will only be released to a parent, legal guardian, or authorized individual listed on the child's emergency contact form. Staff reserve the right to request photo identification at any time. If an individual appears impaired or if staff believe releasing a child may place the child at risk, administration may delay release until the child's safety can be ensured.

PEST MANAGEMENT

Risen Savior Academy maintains its facilities in accordance with applicable health and safety regulations. When required by Florida law, families will be notified of scheduled pest control treatments.

HANDWASHING & INFECTION PREVENTION

Healthy habits are an important part of our preschool program. Children and staff wash their hands frequently throughout the day to reduce the spread of illness.

Handwashing occurs:

- Upon arrival
- Before and after eating
- After using the restroom or diapering
- After outdoor play
- After coughing, sneezing, or blowing noses
- Whenever hands become visibly soiled

Children are taught proper handwashing techniques as part of their daily routine while developing healthy lifelong habits.

STUDENT EXPECTATIONS

BEHAVIOR SUPPORT & INCIDENT REPORTING

At Risen Savior Academy, we believe every child is uniquely created by God and deserves to be treated with love, patience, dignity, and respect. Our goal is to teach and encourage positive behavior while helping children develop self-control, problem-solving skills, and healthy relationships. Teachers use developmentally appropriate strategies, including positive reinforcement, redirection, modeling, consistent routines, and clear expectations to guide behavior. Throughout the day, children are taught to express emotions appropriately, solve problems peacefully, share, cooperate, take turns, and build positive relationships with others. We recognize that these skills develop over time and partner closely with families to provide consistent guidance and support both at school and at home.

If behavioral concerns arise, teachers will communicate with parents in a timely and respectful manner. When behaviors become persistent or impact a child's learning or the safety of others, observations and documentation may be used to identify appropriate support strategies.

To provide children with the level of support they need while maintaining a safe and nurturing learning environment, we use a Tiered Behavior Support System.

Tier 1 - Behavioral Support

Most behaviors are successfully managed within the classroom using positive guidance strategies such as redirection, visual supports, calming techniques, sensory tools, and teacher encouragement. Parents may be notified if behaviors become frequent or persistent.

Tier 2 - Additional Support

If a child's behavior becomes unsafe or significantly disrupts the learning environment, they may be temporarily removed to a supervised, safe space to regain self control. Parents will be notified, and staff will document the incident. Teachers, administration, and families will work together to develop strategies that support the child's success. Administration may implement a Behavioral Intervention Plan, if deemed necessary.

Tier 3 - Intensive Intervention

If behaviors continue to pose a safety concern or require repeated classroom removals, parents may be asked to pick up their child for the remainder of the day. A meeting with the family and administration may be scheduled to develop a Behavior Support Plan and discuss additional interventions, evaluations, or outside services.

Tier 4 - Program Capacity Review

When a child's needs exceed the level of support the preschool can safely provide, administration will meet with the family to determine the most appropriate next steps. This may include conditional enrollment, a short suspension, recommendations for additional services, or, when necessary, withdrawal from the program.

Our goal is always to partner with families, provide early intervention, and help every child develop the social, emotional, and self regulation skills needed to thrive in preschool and beyond.

Incident Reporting

If a child experiences an injury or incident during the school day, families will be notified through Brightwheel. Incident reports are sent to parents as a Brightwheel notification and include a description of what occurred, any first aid provided, and the actions taken by staff.

Minor incidents are shared for your information and records. For more significant injuries or incidents, parents or guardians will be asked to provide a digital signature through Brightwheel to acknowledge receipt of the incident report. Acknowledging the report confirms that it has been received and reviewed; it does not indicate agreement with its contents. In the event of a serious injury or medical emergency, parents or emergency contacts will be notified by phone immediately.

BITING POLICY

While biting is a common developmental behavior for young children, repeated biting that places other children at risk will not be permitted.

When a biting incident occurs:

- The injured child will receive immediate first aid and comfort.
- The child who bit will be removed from the situation, redirected, and supervised.
- An Incident Report will be completed.
- The parents or guardians of both children will be notified the same day. The identity of the other student involved will remain confidential.

The following procedures will be followed for repeated biting incidents within a 30-day period:

- **First Incident:** Parents will be notified, and staff will implement classroom intervention strategies.
- **Second Incident:** Parents will be required to meet with the teacher and Administration to develop a Behavioral Intervention Plan.
- **Third Incident:** The child will be sent home for the remainder of the school day. A parent conference will be required before the child may return to the program.
- **Fourth Incident:** The child may be suspended from the program for up to three school days at the discretion of Administration.
- **Fifth Incident:** Administration will review the child's enrollment. If the behavior continues to pose a safety risk despite interventions, Risen Savior Academy reserves the right to terminate enrollment immediately.

Administration may accelerate these steps if a biting incident results in a serious injury, breaks the skin, or presents a significant safety concern. All decisions regarding suspension or dismissal are at the sole discretion of Administration.

Our goal is to partner with families to address challenging behaviors while maintaining a safe learning environment for every child.

AGGRESSIVE BEHAVIORS

Behaviors such as hitting, kicking, pushing, scratching, throwing objects, or intentionally hurting others will be addressed immediately. Teachers will intervene calmly, teach appropriate replacement behaviors, and communicate with families as needed. When behaviors become ongoing or significantly impact classroom safety, additional supports may be implemented through the Tiered Behavior Support System detailed on page 23 under Behavior Support and Incident Reporting.

SUSPENSION OR DISMISSAL

Risen Savior Academy is committed to partnering with families to support every child's success. Every reasonable effort will be made to help children succeed through positive guidance, individualized interventions, and collaboration with families.

If, after appropriate interventions have been implemented, the preschool determines that it cannot safely or appropriately meet a child's needs or ensure the safety and well-being of other students and staff, administration may determine that continued enrollment is not in the best interest of the child or the school community. Any decision

regarding suspension or dismissal will be made carefully, individually, and in partnership with the family whenever possible.

PARENT PARTNERSHIP

SCHOOL INFORMATION SYSTEM

Brightwheel is Risen Savior Academy's primary communication platform. Families can use Brightwheel to receive school announcements, classroom updates, messages from teachers, photos of classroom activities, attendance information, and important reminders. Parents are encouraged to check Brightwheel regularly to stay informed and connected throughout the school year. Parents will receive weekly newsletters from their child's teacher, monthly newsletters from the Administration, and important announcements via email throughout the school year.

OUR PARTNERSHIP WITH FAMILIES

Parents are a child's first and most important teachers. Risen Savior Academy values a strong partnership between home and school built on trust, open communication, and mutual respect. By working together, we can provide a consistent and supportive environment that helps every child thrive.

PARENT COMMUNICATION

We believe timely, respectful communication is essential to building a strong partnership with families. Teachers are available to answer quick questions and provide updates during normal school hours. If you would like to discuss a concern that requires privacy or more in depth conversation, we ask that you schedule a conference outside of instructional time so our teachers can remain focused on the children in their care. Administration is also available to assist with any questions or concerns and will provide additional support when needed.

FAMILY INVOLVEMENT

Families are encouraged to participate in classroom celebrations, chapel services, family events, and other school activities throughout the year. Parent involvement strengthens our school community and enriches the preschool experience for children.

VOLUNTEERS & VISITORS

We value family involvement and welcome volunteers throughout the school year. All visitors must check in through the preschool office before entering the building. Volunteers are expected to follow all school policies, maintain confidentiality, and support the direction of classroom teachers. Background screening may be required for certain volunteer opportunities in accordance with school policies and state regulations.

TECHNOLOGY & SCREEN TIME

Technology is used only to enhance learning through developmentally appropriate educational experiences. At Risen

Savior Academy, hands-on exploration, active play, creativity, and meaningful interactions remain the primary methods of learning.

PARENT CODE OF CONDUCT

Risen Savior Academy is committed to maintaining a respectful, Christ-centered community. Parents and guardians are expected to communicate respectfully with staff, students, and other families. Concerns should be addressed calmly and professionally through the appropriate channels. Disruptive, threatening, or inappropriate behavior may result in restrictions on campus access or other administrative action.

ADDRESSING QUESTIONS OR CONCERNS

We encourage families to first discuss classroom concerns with their child's teacher. If additional assistance is needed, concerns may be directed to Administration. Our goal is to work collaboratively to resolve concerns in a timely, respectful, and Christ-centered manner.

CLASSROOM POLICIES

TOILET LEARNING

Children develop toilet learning skills at different rates, and families and teachers work together to provide a consistent, positive, and encouraging approach. Children are never shamed or punished for accidents. Parents should provide a complete change of clothing, and teachers will communicate progress and any concerns.

Please note that children entering the 3-Year-Old program must be fully potty trained prior to the first day of school. While occasional accidents are expected and handled with care, children should be able to consistently recognize the need to use the restroom, communicate that need, and use the toilet independently with minimal assistance.

DIAPERING PROCEDURES

Children who are not yet toilet trained will be diapered in accordance with Florida DCF licensing requirements. Staff follow proper diapering, handwashing, and sanitizing procedures to maintain a clean and healthy environment. Parents are responsible for providing diapers, wipes, and any necessary diaper cream. Please note that diaper creams and ointments are considered medication and require a completed medication authorization form before they can be applied. Teachers will work closely with families to develop a toilet training plan that best supports each child's individual needs.

REST TIME

Children who attend a full-day program will participate in a scheduled rest period. While children are encouraged to rest quietly, they are not required to sleep. Quiet activities may be provided for children who do not fall asleep.

DRESS CODE

Children should wear comfortable, weather-appropriate clothing that allows them to fully participate in active, hands-on learning experiences, including art, sensory activities, outdoor play, and gross motor activities. Because learning can be messy, please dress your child in clothing that can get dirty.

For the safety of all children, closed-toe, closed-heel athletic shoes are required each day for participation in classroom, playground, and outdoor activities. Sandals, flip-flops, Crocs, dress shoes, and other open-toed or loose-fitting footwear are not permitted.

EXTRA CLOTHING

Please send at least one complete change of clothing, including a shirt, pants or shorts, underwear, socks, and shoes, all clearly labeled with your child's name. These items will be kept at school for emergencies or accidents and should be replaced as needed throughout the year.

WATER BOTTLES

Each child should bring a reusable water bottle to school each day, clearly labeled with their first and last name. Water bottles will be accessible throughout the day to encourage healthy hydration and will be sent home regularly for cleaning. For the safety and convenience at school, water bottles must have a leak-proof straw lid. Water bottles with flip-top, free-flow, or non-sealed lids are not permitted. Only water is permitted in the classroom; soda and other sugary drinks are not allowed.

SNACKS

Children will enjoy a daily snack during the school day. Families are asked to provide a healthy, ready-to-eat snack according to classroom procedures provided by your teacher. Foods that require refrigeration or heating are not permitted. Due to allergies, certain food items may be restricted, and families will be notified as needed.

LUNCH

Children enrolled in the STEAM Program should bring a healthy, ready to eat lunch each day in a lunch box clearly labeled with their first and last name. Foods that require refrigeration or heating are not permitted. In accordance with Florida Department of Children and Families (DCF) guidelines, families are encouraged to provide nutritious, well balanced meals that support healthy growth and development. Please follow any classroom allergy or food restrictions and avoid sending foods that may pose a safety risk or require special preparation.

BIRTHDAY CELEBRATIONS

We love celebrating birthdays in a simple, fun, and inclusive way! Families who would like to provide a birthday treat are asked to coordinate with the classroom teacher in advance. To help keep celebrations safe and easy for everyone, we require individually packaged, store bought treats (i.e. cookies, mini muffins, mini cupcakes, goldfish, animal crackers). All birthday treats must comply with school allergy and nutrition guidelines.

PERSONAL BELONGINGS

Please clearly label all personal belongings with your child's first and last name, including backpacks, lunch boxes, water bottles, jackets, sweaters, extra clothing, blankets, and any other items brought to school. While every effort will be made to return misplaced items, Risen Savior Academy is not responsible for lost, stolen, or damaged personal belongings.

TOYS FROM HOME

To avoid distractions and prevent items from being lost or damaged, toys and personal belongings should remain at home unless specifically requested for a classroom activity or special event. The preschool is not responsible for lost or damaged personal items. Toys that resemble weapons of any kind are not permitted on campus.

LOST & FOUND

Lost and found articles are to be brought to the front office where the owners may claim their property. The school will try to help students locate lost items, but it cannot be responsible for such losses. Items not claimed after a reasonable amount of time will be removed.

PET POLICY

To ensure the health and safety of all students, staff, and families, pets are not allowed on school premises. This policy is implemented for safety reasons, as well as to address potential allergies and sanitation concerns. We appreciate your understanding and cooperation in maintaining a safe and comfortable environment for everyone.

OUTDOOR PLAY

Outdoor play is an important part of every child's day and supports healthy physical, social, and emotional development. Children participate in at least 30 minutes of outdoor play daily, weather permitting. Please dress your child appropriately for outdoor activities. When weather or unsafe conditions prevent outdoor play, children will participate in active gross motor activities indoors.

SUN SAFETY & INSECT REPPELLENT

Outdoor play is an important part of each child's daily experience at Risen Savior Academy and is provided each day, weather permitting. Outdoor activities may be shortened, modified, or canceled due to extreme heat, lightning, severe weather, or other conditions that may pose a risk to the health and safety of the children.

Families who wish for their child to wear sunscreen or insect repellent must apply it at home prior to arriving at school, as Risen Savior Academy staff do not apply sunscreen or insect repellent during the school day.

GENERAL SCHOOL POLICIES

PHOTO & MEDIA POLICY

Photographs and videos may be taken throughout the school year to document learning and celebrate classroom activities. Images may be shared with enrolled families through Brightwheel and may be used in school publications, the school website, social media, or other promotional materials only in accordance with the media permissions granted by each parent or guardian.

To protect the privacy of all children, photos and videos shared through Brightwheel are intended only for enrolled families and should not be shared publicly. Families are also asked not to post photographs or videos of other children taken during school events without the permission of their parents or guardians.

CONFIDENTIALITY

To protect the privacy of all students and families, staff members maintain confidentiality regarding student records, behavior, medical information, and family matters. Information regarding another child will never be shared with other families.

UPDATING FAMILY INFORMATION

Parents are responsible for promptly notifying the preschool of any changes to contact information, emergency contacts, authorized pick-up individuals, addresses, custody arrangements, medical conditions, allergies, or phone numbers to ensure accurate records and student safety.

MANDATORY REPORTING

Risen Savior Academy is committed to providing a safe, nurturing, and secure environment for every child. In accordance with Florida law (Chapter 39, Florida Statutes), all employees are **mandated reporters** and are legally required to immediately report any known or suspected child abuse, neglect, or abandonment to the Florida Department of Children and Families (DCF) Abuse Hotline.

To protect the safety of children, staff members are not permitted to conduct their own investigation or delay making a report while gathering additional information. Reports must be made immediately upon reasonable suspicion, as required by Florida law.

Risen Savior Academy fully complies with all state mandatory reporting requirements and cooperates with the Florida Department of Children and Families and all authorized child protection agencies during any investigation involving the health, safety, or welfare of a child.

Reports of suspected child abuse, neglect, or abandonment may be made to the **Florida Abuse Hotline** by calling **1-800-96-ABUSE (1-800-962-2873)** or online at **reportabuse.dcf.state.fl.us**.

CUSTODY & COURT ORDERS

Parents/guardians are responsible for providing the preschool with current copies of any court orders, custody agreements, parenting plans, injunctions, or other legal documents that affect a child's care, custody, or release.

Risen Savior Academy will comply with all valid court orders that have been provided and are on file. In the absence of current legal documentation, the preschool cannot deny a parent access to or release of their child when otherwise permitted by law.

FINANCIAL RESPONSIBILITIES

Tuition and applicable fees are due according to the Enrollment Agreement. Families experiencing financial hardship are encouraged to communicate with administration as soon as possible to discuss available options. Continued enrollment may be affected by delinquent accounts.

HANDBOOK REVISIONS

Risen Savior Academy reserves the right to revise or update policies and procedures as needed to comply with licensing requirements, best practices, or operational needs. Families will be notified of significant changes.

REVISION LOG

VERSION 2.0 - AUGUST 2026

This handbook was comprehensively reviewed, reorganized, and revised to reflect current Risen Savior Academy policies, operational procedures, and applicable Florida Department of Children and Families (DCF) licensing requirements.

Summary of Revisions

- Complete handbook redesign and reorganization.
- Expanded handbook content and policy coverage.
- Updated school mission, philosophy, and organizational information.
- Revised admissions, enrollment, attendance, and dismissal procedures.
- Expanded curriculum, educational program, and classroom expectations.
- Added and revised student health, safety, emergency, and security policies.
- Implemented a comprehensive behavior support and incident reporting framework.
- Expanded parent communication, family engagement, and volunteer policies.
- Added classroom procedures and daily operational policies.
- Added technology, confidentiality, media, financial, and parent conduct policies.
- Improved formatting, organization, readability, and overall consistency.
- Updated policies and procedures to reflect current Risen Savior Academy practices and applicable regulatory requirements.

REVISION HISTORY

This handbook is reviewed annually and may be revised at any time. Risen Savior Academy reserves the right to modify, amend, interpret, or discontinue any policy or procedure contained herein as deemed necessary. The most current version of this handbook supersedes all previous editions. Families will be notified of material policy changes.

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received access to and reviewed the Risen Savior Academy Preschool Parent Handbook. I understand that it is my responsibility to become familiar with, and comply with, the policies, procedures, and expectations contained in this handbook throughout my child's enrollment.

I understand that this handbook is intended as a general guide to the policies and procedures of Risen Savior Academy Preschool and does not create a contractual agreement between the school and any parent or guardian.

I understand that Risen Savior Academy reserves the right to modify, revise, interpret, or discontinue any policy, procedure, or provision contained in this handbook at any time, as deemed necessary to comply with applicable laws, licensing requirements, accreditation standards, or the operational needs of the school. The most current version of the handbook supersedes all previous editions. I understand that I am responsible for reviewing policy updates provided by the school and that my child's continued enrollment constitutes acceptance of such revisions.

I acknowledge that I have had the opportunity to ask questions regarding the contents of this handbook and understand that I may contact the administration at any time for clarification regarding school policies or procedures.

As a parent or guardian, I agree to partner with Risen Savior Academy in supporting my child's academic, social, emotional, physical, and spiritual growth in accordance with the mission, values, and policies of the school.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____