



RLC

2023/2024

Parent

Handbook



Index:

1. RLC Mission
2. Important Dates
3. Learning Days
 - 3.1 Schedule
 - 3.2 Character Development and Chapel
 - 3.3 Peer Discussion
 - 3.4 Project Fairs
4. Membership Guidelines
 - 4.1 Payment
 - 4.2 Re-Registration
 - 4.3 Volunteers
 - 4.4 Parent Responsibilities
 - 4.5 Arrival/Dismissal/Absence
 - 4.6 Wellness
 - 4.7 Technology
 - 4.8 Dress Code
 - 4.9 Discipline



1. RLC Mission

A community of families that are like-minded with these goals:

- To cultivate in our children a **love for learning**
- Create a platform for each child to discover and develop his or her **passion, skills and gifting**
- To facilitate **inquiry**, independent **learning** and effective **communication** to a community of peers

2. Important Dates at a

Glance:

Sept. 1 Orientation for Thursday Classes & Strong Start 9:30 a.m.

Sept 1 Orientation for Wed/Friday RLC 10:30 a.m.

Sept. 6/8 : First Day

Sept 27/29: Healthy and Fit Fair

Oct 6- No RLC St. Tammany Parish Fair

Oct. 25/27: Living Wax Museum

Oct 29: Celebration of Life

Nov 15/17: World Market Fair

Nov. 22-24 : Thanksgiving Break

Dec 9: Winter Recital

Dec 13/15: Music Fair

Dec. 20 – Jan. 5 : Christmas & New Year Break

Jan 31/Feb 2.: Invention Conv./K-3 Earth Fair

Feb 14-16: Mardi Gras Break

Feb. 28/ March 1st- RLC @ the Movies/How-To

Mar. 1st: Summer Camp Registration

Mar. 20: RLC 24'/25'Registration For current Students

Mar. 20/22- Career Fair

April 3-5: Spring Break Week

April- 24/26- Art Fair

May 4 Spring Recital

May 8/10: 2nd-6th Spring Productions

May 15/16 7th-10th Spring Productions/ Last Day of RLC

3.1 Schedules

Wed. and Friday Schedule:

8:30-8:45 Arrival

8:45-9:20 Chapel

9:20-10:00 Peer Discussion/Project Development

10:00-10:50 Rotation of PE and Class

10:50-11:40 Rotation of Class/Lunch/PE

11:40-12:30 Rotation of Lunch/PE/2-3rd Drama

12:30-1:30: K-1 Centers/ 2nd-10th Drama

1:30-1:45 Carline/Dismissal

1:45-3:45 Music and Dance Classes

Thursday 3rd-8th Gr. Schedule

8:30-10:00 science/writing

10:00-11:30 science/writing

11:30-12:00 lunch

12:00-12:40 PE

12:40-1:30 Art

1:30 Carline

1:30-1:40 break for Spanish students

1:40-2:30 Spanish

1:45 block 1 lessons

2:15 block 2 lessons

2:45 block 3 lessons



Strong Start Schedule

8:30-8:45am Arrival- Bible/Worship/Memory
 8:45-10:15am Math/Science (Pre-K & K) Literacy/
 Writing/Music (1st & 2nd)
 10:15-10:30am Snack
 10:30am-12:00pm Math/Science (1st & 2nd)
 Literacy/Writing (Pre-K & K)
 12:00-12:30 Lunch/Recess
 12:30-1:00 1st-2nd PE / k4/5 Art or music
 1:00-1:30 k4/5 PE 1-2nd music or Art
 1:35pm Dismissal

3.2 Character Development

- Chapel is the first activity of each learning day. Here we will use a Biblical bases for teaching character and helping each student develop the character traits laid out in the scriptures.
- Here are the topics we will focus on specifically in Chapel.
 - Faith and Faithfulness- September
 - Love- October
 - Gratitude November
 - Generosity- December
 - Humility- January
 - Honesty/Integrity- February
 - Hopefulness- March
 - Courage/Bravery/Boldness-April
 - Evangelism- May

3.3 Wednesday and Friday Peer Discussion Schedule:

There are a few months we only have 3 weeks. In that event, the fair will be on Week 3.

Week 1	Week 2	Week 3	Week 4
Theme: Project Details and Learning Time/ Form groups	Character Development: Discuss the character trait. Share Testimonies. Practical Application/ Share their topic, Choose from the menu	Character Development if continued. Share one fact or idea that they learned from their project. Work on their project.	Present projects at the Fair based on the monthly theme.

3.5 Project Based Learning Fairs

A variety of Learning Event Fairs will be offered and facilitated for homeschool families to participate in. These events are learning fairs for students to present his or her project based on the month's learning goals and theme.

When: The learning fairs will be held the **last week of every month** with some exceptions due to calendar adjustments. Learning fairs are held **in the morning after chapel**. Parents will be invited to a number of our fairs and encouraged and welcomed to attend and support your child and our other students. These project based fairs can be integrated into any homeschool curriculum.

- A developmentally appropriate project menu will be provided to each student to use as a guide with a multi-genre menu of project elements that the parent can choose to require or make optional depending on each student's learning goals and interest.
- The Learning Fairs can be matched to what your student is already learning and doesn't need to provide any additional planning or



work. This is the best approach to project based learning. It enables the student to inquire and learn independently and become the teacher instead of just the student.

Students can use their unique interests and learning styles to communicate and show what they have learned through a three step process of:

1. **Inquiry**: What is he or she interested in? What does he or she want to know more about on the given theme?
2. **Discovery**: collecting data, doing research, reading, doing interviews, field trips.
3. **Communication**: Students can choose the ways they want to communicate what they have learned: writing, speaking, art, drama, use of technology, graphs, project boards, shadow boxes, costumes, etc.

4. Membership Guidelines

4.1 Payments

Seat Security payments are paid in order to secure seats in the program. Seat Security payment applies to the first month's program fees (September).

Membership fee should be paid monthly, by semester or Sept-May program year.

Monthly membership fee should be paid on the 15th of every month.

Delinquent Payments: Accounts that have a delinquent balance will be placed on the waitlist until the balance amount is paid in full. If you are in financial hardship please call or email to share

your situation with administration (admin@reachcommunity.net or accounting@reachcommunity.net) to discuss possible options.

4.2 Annual Re-Registration:

Every student must Re-Register each year to ensure a secured seat in our next calendar year's program.

Closed Registration: Registration is open only to current RLC students from **March 20 to June 1st**.

Open Registration: On **June 1st**, we will open **Registration to new incoming families**. Any families that register after we have reached our full capacity for each learning day, will be placed on a waitlist.

Thank you for registering within the given time period to avoid your child being placed on the waitlist. We want to prioritize all our current families. Please make plans now to register within the Closed Registration time period.

4.3 Volunteers

- We need one volunteer for each week of the month both on Wednesday and Friday to commit to being a substitute in the event a team member or regular volunteer is unable to come. You will only be called if you are needed. Example: 1st Wed of month you set aside that day to be available if needed.
- In order to volunteer, please fill out our team form located on our website. You will be



contacted and scheduled according to your availability. Full day volunteers fulfilling a teacher role will receive a level of sponsorship for your child/ren.

- Attending and Volunteering Parents should provide oversight for his or her own accompanying children who are non-members while on the property and during Learning Community hours.
- Parent Volunteers can assist in classes, peer discussion, drama, P.E. or lunch/recess. You can also volunteer to teach a class. This is a huge blessing to our team and kids.

4.4 Parent Responsibilities

- Students should be provided with his or her own cold lunch (microwaves are not available) and project materials.
- Students should come prepared to the Weekly Peer Discussion groups to share with their peers something they have learned, accomplished, a project they have completed, a paper they have written, etc.

4.5 Arrival/ Dismissal /Absence

Arrival Time:

- Arrival time is between 8:30 a.m. to 8:45 a.m.

Carline:

- Please enter the carline when picking up and dropping off your child. You will immediately turn right when you enter the parking lot and circle around to the left. Pick up is in front of fence.
- Please wait in your car. A team member will escort your child out of the car and walk them

to the building. Please do not allow your child to get out of car unattended.

Alternative authorized persons picking up your child:

- Children may only ride home with families other than their own when written permission (note or email) is given by that child's parent or guardian in advance. Email admin@reachcommunity.net to communicate a change in transportation for your child.

Safety during program hours:

- Only authorized team and volunteers will be allowed in the building during Learning hours, unless accompanied by a team member

Late Arrival is after 9:00 a.m.

- All doors will be locked at 9:00 for safety reasons.
- If you child arrives after 9:00, please remain in your car and call the number list below. A Team member will come and escort your child to their respective classroom. Please do not drop off your child or try to walk him or her in for safety reasons.

Phone Numbers for Late drop off and Early arrival:

- (985) 778-2065
- If you are picking up your child before 1:30 p.m. please remain in your car and call (985) 778-2065 and we will escort your child to your car.

Late Pick Up - We do not offer after-care or care for children waiting for lessons. Please be prompt and arrive no later than 1:45 p.m. to pick up your child, if for whatever reason you are unable to arrive by 1:45 p.m. please give our office a call : 985-778-2065.



Children waiting for Lessons after 1:30 p.m dismissal

- We do not offer childcare for students waiting for lessons. If your child is 10 or older you can authorize them to wait in the cafe for his or her lesson but they will not be supervised. We will need written authorization. See attached form. If your child is under the age of 10 you will need to be present while they wait or they can be picked up at 1:30 and dropped off for their lesson time. You will need to contact their teacher for drop off.

Absence - If your child will be absent, please notify us by calling our office or emailing Christina Weidner at christinaweidner@me.com.

4.6 Wellness

Children showing the following signs of sickness should stay home. We will notify you to pick up your child should they show any of these signs of sickness while at RLC:

- Fever (must be free of fever for a minimum of 24 hours before returning)
- Vomiting or Diarrhea (even associated with teething and medication)
- A diagnosis of croup or any barking cough
- Any unexplained rash, ringworm, hives, etc
- Cloudy or green, runny nose or persistent cough
- Pinkeye or other infections (all eye infections are contagious). The child must be on medication for 24 hours and not exhibiting any symptoms before returning.
- Any symptoms of childhood diseases, such as scarlet fever, German measles, mumps, chicken pox, strep throat, flu or other infectious/contagious disease

- Complaints of sore throat

4.7 Technology

- Phones, iPads, Tablets, etc. may only be used under adult supervision. Students may not use devices recreationally during lunch, recess, or any other time during the RLC day and during dismissal time.
- Devices will be held by our admin team until dismissal if student is unable to comply with the policy.

4.8 Dress Code

Students and team will be expected to dress with respect and honor toward his or herself and others.

1. Please wear shorts under dresses and skirts.
2. If a student is wearing excessively tight shorts or pants, please wear a shirt covering the backside.
3. Shirts should cover the midriff at all times and adequately cover the waistline. Please no crop tops.
4. Shorts length should have a minimum of a 5 in. inseam.
5. Shoes should be closed-toe shoes too ensure the safety of each student during physical activity.

4.9 Discipline

1. Safety is our number one priority. If a child is a safety hazard to his or her self, to other students or our team we will contact the parent immediately. The child will be asked to be picked up as soon as possible.



2. Children should: remain in the care of a team member at all times. Remain on the premises until picked up by a parent, keep his or her hands and feet to his or herself and refrain from using vulgar, obscene and abusive language.
3. The RLC administration reserves the right to close the registration of students who are unable to repeatedly abide by the safety protocols and rules set in place to maintain a safe environment