

Redeemer Extended School Care Program (ESC) Policy Handbook

Redeemer Lutheran School

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MISSION STATEMENT OF THE EXTENDED SCHOOL CARE PROGRAM

Redeemer Lutheran views children as a precious resource, given by God, and acknowledges its responsibility, along with parents, for their care and nurture.

METHOD OF EXECUTING THE EXTENDED SCHOOL CARE PROGRAM MISSION

Redeemer Lutheran carries out its mission by establishing and maintaining a program of extended school care to provide a safe, secure and caring setting, and Christian nurture for children of the school. This program is particularly for children whose parents need to provide adequate direct or indirect care for their child/children before or after school. In addition to providing for the physical care of children, the program of extended school care will provide settings and programs of Christian nurture for children.

GOAL OF EXTENDED SCHOOL CARE

It is the goal of the Extended School Care Program to create a safe, loving, home-like, Christian atmosphere for your child/children.

GENERAL GUIDELINES

Students will:

1. Use only acceptable language.
2. Respect staff and fellow students.
3. Take good care of materials used daily.
4. Put materials in their proper place after each use.
5. Share all materials while working in groups.
6. Clean up their place, table, floor, etc. before leaving.
7. Listen and obey the staff in charge at all times.
8. Know and respect the rules of ESC.
9. Not harm other children.
10. Remain with the ESC staff member at all times.
11. Notify a staff member if they need to leave or go to another area.
12. Dress appropriately for indoor and outdoor play.

Extended School Care Staff will:

1. Provide a suitable environment for care that will meet the developmental needs of children.
2. Notify Parents of changes in policy or procedures.
3. Notify parents in case of an emergency.
4. Let parents know if their child is having a problem in ESC.
5. Report suspected cases of child abuse to the authorities as required by Minnesota law.

Parents will:

1. Share concerns with staff members if the program is not meeting their child's needs.
2. Listen to concerns that staff may have regarding your child's behavior and work through an agreeable solution.
3. Be aware of any changes in policy or procedure.
4. Notify staff of withdrawal at least two weeks or ten business days in advance.
5. Inform ESC staff if your child has been exposed to a contagious illness.
6. Keep child's record up to date.
7. Observe the rules and policies of the ESC program.
8. Fill out and submit the contract schedule for care at the beginning of the year and notify the ESC Director in writing of any changes at least two weeks or ten days in advance.
9. Notify staff of any and all additions, cancellations or other instruction as soon as possible.
10. Sign their child out of ESC.
11. Pay all fees on time.
12. Pick children up on time.

ENROLLMENT POLICY

The Extended School Care Program is designed to serve the needs of parents with children in kindergarten through eighth grade who attend Redeemer Lutheran School in Wayzata. Children enrolled for one school year have priority for enrollment during the coming year. The number of children allowed to enroll will be left to the discretion of the Extended School Care Director. Three factors enter into the decision to limit enrollment:

1. The staff/child ratio.
2. The availability of additional staff.
3. The size and availability of school facilities.

EVALUATION PERIOD

Each child will be evaluated for a two-week period to determine the program's availability to meet his or her needs. If a child is experiencing difficulty in the program, the parents will be asked to attend a conference. Children who experience continual difficulty in adapting to the program will be asked to withdraw from Extended School Care Program.

HOURS OF OPERATION

Days: Monday through Friday

Hours: Morning – 7:15 a.m. to 8:05 a.m.

Afternoon – 2:50 p.m. to 6:00 p.m.

Half Days: 1:00 p.m. to 6:00 p.m.

Release Days: 8:00 a.m. - 6:00 p.m.

SIGN IN/OUT

On a regular school day, each parent must sign in their child for the morning program and sign them out in the afternoon on the weekly attendance sheet, making sure to have contact with the staff member on duty.

On a Release Day, each parent must sign in their child at the beginning of the day, and sign them out at the end of the day on the attendance sheet, making sure to have contact with the staff member on duty both times.

REGISTRATION

Parents registering their child must complete and submit the Registration and Payment Agreement and the Identification Form. A registration fee of \$25.00 must accompany these forms prior to participation in the program. The registration fee is non-refundable and does not apply to tuition.

CARE FOR REDEEMER STUDENTS NOT SCHEDULED FOR ESC & NOT PICKED UP BY 3:10 P.M.

Due to increasing liability, students are not allowed in the school building or on the school grounds without supervision any time after 3:10 p.m. If for any reason your child has not been picked up by this time, he/she will be taken to Extended School Care for supervision. The ESC room is located on the same floor as the church/school office. Go straight ahead past the office and turn left down the long hall toward the sanctuary. The ESC room is the brightly colored yellow room on the left. If we are somewhere other than the room, there will be a sign posted to the right of the door stating where we are (i.e. outside on the playground, gym, computer lab, etc.)

All unscheduled drop-in care will be charged as follows: \$5.00/child from 3:10 to 3:20 p.m. \$15.00/child until 3:45 p.m., and the full drop in rate of \$22.00/child after 3:45 p.m. These fees will be billed to the family during the first full week of the following month.

CARE FOR ENROLLED REDEEMER STUDENTS

Enrolled Redeemer students, those who have paid the registration fee and have Registration/Identification forms on file, may choose from the following types of care:

***CONTRACT USE**

Families who wish to use ESC on a regular basis and know the days of care needed will fill out and sign a contract scheduling those days, both for morning and/or afternoon care. Fee: \$5.00/child/day (Morning); \$12.00/child/day (Afternoon). Morning care availability requires that five or more children be signed up for daily contracted morning care. *** There is no morning ESC care at this time.**

- A two week notice is required for any (permanent) changes to a contract.
- Parents may not switch days on any given week, but if space permits, parents may schedule additional days beyond their contracted sessions at the same rate of \$12.00/day, with at least a 24 hour notice.
- All contracted days will be billed for and are subject to payment, whether the child is in attendance or not, with the exception of the following:
 - School/ESC closures due to weather.
 - School sponsored events or sporting practices and games which cause a child to be absent from ESC.
 - Scheduled vacations – If the ESC director is notified in writing no less than two weeks prior to departure.
- If your child will be absent, you must notify the Extended School Care office directly by email or phone call.

***OCCASIONAL USE**

Families who wish to use ESC on an occasional basis, either because they don't have a regular work schedule, or for any other reason may sign up for ESC at least 24 hours in advance by calling the ESC extension at 952-473-5356, ext. 208 or sending an email to dsoeldner@redeemerwayzata.org. Fee: \$7.00/child/day (Morning); \$16.00/child/day (Afternoon) ***There is no morning ESC care at this time.**

- Please do not write notes to teachers, or notify the school office to schedule care. Schedule directly with the ESC Director through email or the ESC extension as stated above.
- If cancellation is necessary, the Extended School Care office must be notified directly. Cancellations of less than 24 hours will be subject to full payment of daily fee.

***DROP-IN USE**

There is no Drop-In care for morning ESC.

Families who need afternoon care for whatever reason but have not scheduled it at least 24 hours in advance can still use ESC if space is available. Call the ESC extension at 952-473-5356, ext. 208 or send an email to dsoeldner@redeemerwayzata.org. Fee: \$22.00/child/day

***SPORTS/ACTIVITY CARE**

When a Redeemer after-school sports practice, game, or activity begins or ends at 4:00 or 4:30 p.m., both contracted and non-contracted students can attend ESC for a reduced rate of \$6.00/child/day.

- These days must be pre-registered for at least 24 hours in advance.
- There can be no Drop-Ins.
- Days cancelled or missed will be subject to the \$6.00 fee if cancellation is made less than 24 hours in advance.

***RELEASE DAYS**

Release Days are half or a full day of ESC when school is not in session. A list of Release Days will be published at the beginning of each school year. Half Day: \$25.00/child/day Full Day: \$40.00/child/day (max \$100.00/family/day)

- Release days must be signed up and paid for at least a month in advance.
- A two-week written notice is required to cancel a release day for a full refund.
- Cancellation of less than two weeks is subject to full payment fee.
- Any release day with less than six children signed up will be cancelled. Families will be given a two-week notice about a cancelled release day.

LATE PICK-UP TIME FEES (AFTER 6:00 P.M.)

The program closes daily at 6:00 p.m. All children should be picked up and leave the building by that time. There will be a warning given and tardiness after that will result in a late fee of \$1.00 per minute per child up to 30 minutes. After 30 minutes, arrangements will be made for the care of the child/children. Parents should plan ahead for emergency pick-up by having a friend or relative prepared to cover for them. Consistently being late in picking up your child could result in suspension from the program.

- In the case of an accident or emergency resulting in a late pick-up, the ESC director or staff must be notified by calling the ESC Director's cell phone at 612-202-8893. Appropriate arrangements will be made and the late fee may be waived.

NO CREDIT GIVEN FOR ABSENCES

Because much of the planning for the ESC program is dependent upon the number of children in attendance each day, all Contracted days will be billed for and are subject to payment, whether the child is in attendance or not. Occasional use or sports/activity sessions must give at least a 24 hour notice of cancellation, or the full fee for the day will be charged. If the school and the ESC program are closed due to weather, no fees will be charged.

LATE PAYMENT

Because the ESC program is self-supporting and dependent on parent fees, a \$10.00 late fee will be assessed on all overdue accounts on the 30th of each month.

- It is the family's responsibility to contact the school office for balance information if a statement is not received.
- Any account two months overdue may result in termination of ESC enrollment. Once payment is made in full, the child will be permitted to return.

SCHOOL CALENDAR/ESC CALENDAR

We try to follow the public school schedule for vacations. A calendar for Redeemer's program will be available prior to the beginning of the school year.

- The ESC program follows the school calendar with the exception of a list of Release Days. Release Days will be published at the beginning of the school year. Other than these days, when there is no school, there will be no ESC.

REDEEMER EXTENDED SCHOOL CARE PROGRAM FEES

Registration: A non-refundable registration fee of \$25.00 per family must accompany the completed registration forms. All families must be registered to use the ESC Program.

Type of Care	Fee or Cost of Care	Hours of Care/Notes
<p>Morning Care (If five or more children are signed up for daily contracted care.)</p> <p>*There is no morning ESC care at this time.</p>	<p>Contracted - \$5.00/child/day Sign contract with a regular schedule of specific days needed.</p> <p>Occasional Use - \$7.00/child/day Must have at least 24 hour notice.</p> <p>No Drop-Ins</p>	<p>7:15 a.m. to 8:05 a.m.</p> <p>*Breakfast of cereal and/or fruit will be provided. Due to food allergies, please refrain from bringing food to ESC. Exception: If your child has a severe food allergy, you may keep a bin of "safe" snacks in the ESC room.</p>
<p>Afternoon Care</p>	<p>Contracted - \$12/child/day Sign contract with a regular schedule of specific days needed.</p> <p>Occasional Use - \$16/child/day Must have at least 24 hour notice.</p> <p>Drop-In – \$22/child/day Less than 24 hour notice.</p>	<p>2:50 p.m. to 6:00 p.m.</p> <p>*Snack will be provided Due to food allergies, please refrain from bringing food to ESC. Exception: If your child has a severe food allergy, you may keep a bin of "safe" snacks in the ESC room.</p>
<p>Sports/Activity Care</p>	<p>\$6.00/child/day Must have at least 24 hour notice.</p> <p>No Drop-Ins</p>	<p>Prior to or after a sports practice, game, or activity.</p>
<p>Release Days</p>	<p>Half Day - \$25/child/day</p> <p>Full Day - \$40/child/day (Max \$100/family/day)</p> <p>No Drop Ins</p>	<p>Early release until 6:00 p.m.</p> <p>8:00 a.m. to 6:00 p.m.</p>
<p>Students not scheduled for ESC and not picked up by 3:10 p.m.</p>	<p>\$5.00 for first ten minutes.</p> <p>\$15.00 until 3:45 p.m.</p> <p>Full Drop-In Rate of \$22.00</p>	<p>Students not picked up by 3:10 p.m. will be brought to ESC.</p> <p>Students picked up from ESC between 3:20 and 3:45 p.m.</p> <p>Students picked up after 3:45 pm.</p>
<p>Late ESC Pick-Ups (After 6:00 p.m.)</p>	<p>\$1.00/minute/child</p>	<p>After 30 minutes, arrangements will be made for the care of the child.</p>

RELEASE OF CHILDREN

Upon registration the name of the person(s) authorized to pick up the child must be given. If other than the authorized person(s) will be picking up your child, the ESC staff member must be notified in writing. If an unauthorized person attempts to pick up a child, the parent will be called. If they cannot be reached, the alternative on the emergency form will be contacted. The child will be held until the proper guardian arrives. This policy is designed to protect your child.

COMMUNICATION

- Always call and provide a written note if your child will be picked up by someone unknown to the staff.
- Always let a staff person know when you are taking your child home.
- Take a few minutes to talk with staff about your child's day. The better we know you and you know us, the better we are able to meet the needs of your child.
- Be sure we always have current phone numbers where you can be reached during your child's time within ESC.
- Inform us of job changes or moves so we always have current information in our files.

FOOD AND SNACKS

Because of concern for food allergies, please refrain from sending food with your child to the ESC program. The exception to this is if your child has severe food allergies. In this case you may keep a box of "safe" snacks in the ESC room with the child's name on it. The children in the program will receive the following:

- Morning care: Cereal and/or fruit (served around 7:30 a.m.)
- Afternoon Care: Snack (served around 3:30 p.m.)

DRESS

Children should be adequately dressed for outdoor and indoor recreation. It is wise to label all clothing. The children are responsible for hanging their coats, etc. and putting their personal belongings in the space provided. Check the "Lost and Found" for missing items.

MISSING CHILD OR PARENT

If a child is missing, an immediate and thorough search of the area (building and grounds) will be conducted. If unable to find the child, the police will be notified (9-1-1 or Wayzata Police 473-4333), and then the parents. If possible a staff person will accompany the police to help identify the child.

If a parent has not picked up their child, the staff will attempt to contact them (home and office). If unable to contact, emergency contacts will be called. If unable to reach these persons, the police will be notified to pick up the child.

SICK OR ABSENT CHILDREN

Sick children should NOT be brought to the ESC program. This may result in possible exposure of illness to other children. Parents will be called if a child becomes ill and be asked to pick up their child within one hour if:

- Temperature is over 100 degrees.
- Physical symptoms are present – usually pale, lack of appetite, irritable, restless, upset tummy, headache.
- Colds with any yellow or green discharge and/or undiagnosed cough.
- Vomiting
- Diarrhea

Any communicable disease should be reported to the staff and will in turn be reported to all parents. A child needs to be symptom free for 24 hours before they can be brought back into the program.

Please call the ESC staff when your child will be late or absent. Notification of absences includes both pre-planned (such as vacations) and unplanned (such as illness). If a child does not come to the program as intended, the parent will be notified immediately.

DISCIPLINE AND BEHAVIOR GUIDANCE GUIDELINES

The staff will document consistent unacceptable behavior requiring an increased amount of staff guidance and time. The staff will additionally document procedures used to respond to the unacceptable behavior. If a child is separated from the group, the child shall remain in a part of the classroom within continuous sight and hearing of ESC staff. The child will return to the group as soon as the child's unacceptable behavior, which precipitated the separation from the group, has stopped. A meeting will be conducted with parents and staff present who will address the documented behavior and develop a plan to correct it. We wish to stress that all discipline at Redeemer Lutheran Extended School Care is motivated out of love and concern for the child being disciplined as well as the rest of the children in the class.

Following Minnesota State Regulations, we therefore want to reassure parents of the following:

- No child shall be handled roughly, such as shoving, hair pulling, ear pulling, and/or shaking.
- No child shall be hit in any way, such as slapping, spanking, or kicking.
- No child shall be humiliated, shamed or labeled.
- No child shall be punished for lapses in toilet training.
- No discipline shall be delegated to another child.
- Withholding of snacks shall not be used as a form of punishment.

In addition, we also want to reassure parents of the following:

- Each child is provided with a positive model of acceptable behavior by all staff.
- All behavioral guidelines and procedures are tailored to the developmental age of the child.
- Children will be redirected from problematic behavior toward more constructive activities in order to reduce conflict.
- Children will be taught to use alternatives to problematic behavior in order to reduce conflict.
- All policies and procedures will be developed to protect the safety of children and staff persons.
- All policies and procedures will provide for immediate and directly related consequences for a child's unacceptable behavior.

CHILD ABUSE

Redeemer Lutheran Extended School Care expresses a commitment to provide an environment that encourages the child's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to identify your concerns to the ESC staff and/or the principal.

Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff will make every effort to put you into contact with the County Child Protection Agency for them to help you.

In a rare instance when we feel that your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting those needs. If you are temporarily unable or unwilling to meet your child's minimal needs, our staff is mandated by Minnesota State Law to file a report with the County Child Protection Agency. If then becomes the rule of the Child Protection Unit to work with your family to insure that the law REQUIRES them to report any suspected cases of child abuse or neglect. That is, ANYONE suspecting abuse or neglect of a child regardless of where it occurred must comply with the law and report. (CHILD PROTECTION – 296-2217) If there

is a doubt about whether you should report an incident to Child Protection –REPORT! If a staff person suspects that a child is in danger the police will be notified immediately. (Wayzata Police - 473-4333)

INSURANCE

While attending Redeemer Lutheran Extended School Care sessions and activities, children are covered by Redeemer Lutheran Church's liability insurance program in the amount of one million dollars. (With an additional one million umbrella).

SUPERVISION

Children will be under the direct supervision of a staff member of Redeemer Lutheran Extended School Care at all times.

EMERGENCY GUIDELINES

- Emergency numbers are posted in a prominent place by the telephones.
- For a minor accident first aid would be administered and the parents would be contacted.
- For a major accident requiring immediate medical attention, first aid would be administered and 9-1-1 would be called. The center's source of emergency care is North Memorial Hospital. After calling 9-1-1, the child's parents would be contacted. Staff will not transport children.

EMERGENCY SHELTER AND EQUIPMENT

If emergency shelter is needed outside of this facility, staff and children will proceed to the Wayzata Community Church at 125 East Wayzata Blvd., Wayzata, MN phone: 473-8876. A battery operated radio and flashlight are kept in the classroom.

POWER/UTILITY FAILURE

In the event of a power/utility failure, parents will be contacted to take their child home. The staff will maintain supervision of all children until all children are picked up.

EMERGENCY CLOSING

In the event of bad weather, please listen to WCCO radio (830 AM), for announcements of school closing or late starts. If Wayzata Public Schools are closed, then Redeemer School and Redeemer Extended School Care are closed. There will be no charge for Extended School Care on that day.

If the weather becomes bad during the day and school is closed, the Extended School Care staff member will call the parents and ask them to pick up their child within one hour of the time notified. If it will be impossible to pick up your child on such an occasion, please make other arrangements so your child can be sent home with a relative or friend.

BLIZZARDS

In the event of a blizzard, students will remain at Redeemer Lutheran School under staff supervision until parents can pick them up.

TORNADOES

In the event of a tornado, students will be directed by the staff to a safe area. They will be directed to sit facing the wall with their hands held over their heads.

ACCIDENT GUIDELINES

All accidents, injuries and emergencies that occur to children, staff, or visitors at Redeemer are recorded in an accident log or on an accident report form. Information recorded includes name, age, date, and place of incident, type of incident, action taken by staff and to whom the incident was reported.

MEDICATION

NO medication will be given without parent/doctor authorization and medication form submitted to ESC staff.

SAFETY GUIDELINES

The ESC staff will daily inspect the classroom and other areas used by the children for any hazards. Prevention is the most important aspect with regards to promoting a safe environment. When hazardous equipment or areas are found they are removed, repaired, or disposed of. All staff persons are always on the look out for potential hazards on the premises or on field trips.

FUSE BOX

The fuse box is located in the custodial closet next to the preschool classroom. All staff knows this location. Circumstance for cutting the power would include flooding, a smoking outlet, flying spark or electrocution.

ANIMAL BITES

In the event a child is bitten by an animal while in the care of Redeemer ESC, the staff will immediately notify the Public Health Department (623-5000) and the child's parent.

FIRST AID

The director and care providers are required to have 8 hours of first aid training every three years. One staff member who is trained in pediatric CPR will be at Redeemer at all times the children are present.

If first aid procedures are required they will be administered by the first person on the site. The second person will remain with the rest of the children. If additional help is needed, staff from other rooms will be called. All first aid procedures administered will be documented and kept at Redeemer. A first aid kit and manual are on hand.

PREVENTION POLICIES

Proper staff supervision is essential with regards to accident prevention. The staff at Redeemer will provide safety training to the children.

POISONING

- All poisonous/hazardous substances will be stored out of the reach of children.
- All poisonous/hazardous substances are stored in their original container.
- Food is not stored near or next to poisonous/hazardous substances.
- The phone number of the Poison Control Center (347-3141) is posted along with other emergency numbers by the telephones. Staff will be knowledgeable about Poison Control Center services.

BURNS

- Water temperature will not exceed 120 degrees Fahrenheit.
- All outlets will be covered with protective coverings.
- Electrical cords will be kept out of the reach of children and when in use children will be closely supervised,
- Staff will not drink hot liquids when working around children.
- Children are not allowed in the kitchen. Should they be allowed in the kitchen for a cooking activity, they will be closely supervised.

PEDESTRIAN/TRAFFIC SAFETY

- Children will be taught traffic safety.
- No child will cross the street without an ESC staff member present. Children will not cross until the ESC staff member tells them it is safe and crosses with them.

OTHER INJURIES

- Knives and other sharp objects will be kept out of the reach of children.
- Spills will be wiped up immediately.
- Children will be educated on equipment usage and have proper adult supervision.

PROCEDURES FOR FIRE SAFETY AND INTERVENTIONS

All staff are trained in fire prevention procedures along with appropriate interventions should a fire occur.

FIRE EVACUATION

- Primary and secondary exits are noted on the floor plan, which is posted in a prominent area in each work unit.
- The person detecting the fire will call 9-1-1.
- The staff will evacuate the children, taking with them the attendance sheet.
- A member of the staff will attempt to close off the fire by closing windows and doors and shutting off the lights before leaving.
- Staff will attempt to take the first aid kit and emergency cards.
- The group will proceed outdoors, away from the building to the designated waiting area (far side of parking lot by light pole) and await further instructions. Attendance will be taken and any missing child reported to the fire marshal. No one is to reenter the building until the all clear is given.

FIRE EXTINGUISHER

- The staff is trained in the use and is aware of the location of the fire extinguisher.
- Directions for the use of the fire extinguisher:
 - Pull pin
 - 1. Point extinguisher toward fire
 - 2. Squeeze trigger
- Fire extinguishers are checked annually.

SANITATION PROCEDURES

- All staff and children will wash their hands after using the bathroom, coughing, sneezing, or blowing their noses.
- All staff and children will wash their hands before preparing or eating any food.

- The staff will have minimal direct contact with food.
- Tables used for eating will be cleaned and sanitized before and after eating.
- Eating and cooking utensils will be either disposable or properly cleaned and sanitized utilizing the four-step process or run through a commercial NSF dishwasher.
- Floor of food service area will be properly swept and cleaned after each use and cleaned with a sanitizing solution daily.
- Any equipment used for food preparation or food service is kept completely separate from bathroom procedures and equipment.
- Toilets will be cleaned and disinfected when soiled or at least daily.
- Bathroom sinks and floors will be cleaned and sanitized at least daily.
- Proper procedures will be utilized for cleaning up spills of bodily fluids.

UNAUTHORIZED OR INCAPACITATED PERSON PICK-UP

No unauthorized person shall take a child from Redeemer Extended School Care. If an unauthorized person should attempt to take a child from Redeemer Extended School Care, they will be informed that this is not allowed and the child will not be released. The Custodial parent(s) will be called immediately. If the parents cannot be reached, the emergency names will be called. If there is still a problem, the police will be called. If there is any sign of immediate danger, 9-1-1 will be called. The staff will be instructed to ask for a picture ID of anyone picking up a child that the staff does not know.

In the event that the person picking up a child is in any way incapacitated, they will be firmly told that the staff does not feel it is safe for that person to transport the child. They will be asked for a name and number of someone who can safely transport them or the staff will use the emergency numbers. If this person resists the efforts of the staff, the vehicle (color, model, & license plate number) will be provided to the police department. Child Protection will be notified and the incident will be documented and kept on file at Redeemer.

GRIEVANCE PROCEDURE

Any parent who is dissatisfied with any aspect of the ESC program should present their grievance in the following manner:

1. To the staff person involved
2. To the ESC director
3. To the principal of Redeemer Lutheran School