



RIVERCHASE DAY SCHOOL

2020-2021

Parent Handbook

Riverchase Day School
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A ministry of Riverchase United Methodist Church

2020-2021

Parent Handbook

| | |
|------------------------------|-----|
| Introduction | 2 |
| Philosophy | 2 |
| Admission | 2 |
| Registration | 2 |
| Tuition & Rates | 3 |
| Withdrawal | 4 |
| 2020-2021 Calendar | 5 |
| Hours of Operation | 6 |
| Security Policy | 7 |
| Inclement Weather | 7 |
| Important Carpool Guidelines | 7 |
| Medical and Illness Policy | 8-9 |
| Health Records | 10 |
| Allergies | 10 |
| Potty Training | 10 |
| Car Seat Requirements | 11 |
| Field Trips | 11 |
| Enrichment Classes | 12 |
| What to Bring | 12 |
| Food Policies | 13 |
| What to Wear | 14 |
| Communication | 14 |
| Class Parties/Celebrations | 15 |
| Birthdays | 15 |
| Benefitting from RDS | 15 |
| Tried-N-True Sale | 16 |
| Parent Agreement | 17 |

Introduction

Riverchase Day School (RDS) is a vital ministry of Riverchase United Methodist Church. The Director, Assistant Director, administration, teachers, and support staff are accountable to the Day School Board which oversees the Day School operation and finances.

Philosophy

The Day School provides a secure, loving, Christian environment in which young children may grow, learn, and develop spiritually, cognitively, socially, emotionally, and physically. Students will learn through play and music with the opportunity to explore, create, develop, discover, and make choices. Learning activities, materials, and curriculum are developmentally and age appropriate for infants, toddlers, preschool, and kindergarten aged children. Staff and teachers are committed to identifying and embracing each child as an individual.

Admission

All children age 6 months through Kindergarten are eligible to attend Riverchase Day School. Classes are filled on a first-come basis and is dependent on availability. A waiting list for each class is kept, and parents will be notified by the Director if a vacancy occurs. Riverchase Day School has a non-discrimination policy for all admissions.

Registration

Registration for the next school year takes place in late January. Summer session registration begins in March. The exact dates will be announced well in advance and emailed to currently enrolled or waitlisted families. It will also be published on the RDS Facebook page and the RUMC church bulletin. Registration is always offered first to current RDS students and their siblings. Next, it is opened to children of church members not currently in our program. Finally, registration is opened to the community. A student's place is reserved upon receipt of a completed registration form, non-refundable registration fee, and supply fee for the school year. Both fees will be determined prior to registration for the following school year. Kindergarten registration requires a separate tuition commitment form.

Tuition

First month's tuition will be billed July 10th and due on July 30th prior to the new school year starting. Once paid this will be a non-refundable charge due to our 30-day notice policy. Tuition is due on the first day of each month. At the end of each month an invoice will be emailed out for the following month. This is sent as a courtesy. Tuition will not be refunded or excused for missing class due to illness or travel. A ten percent (10%) discount is given on the tuition for the second and subsequent children of one family.

Forms of Payment:

- Bank draft using the Parent Portal **preferred method**
 - Due to COVID transmission concerns, we strongly encourage you to pay via the parent portal
- Check written to RDS or Cash (Must be walked into office for receipting)

Delinquent Payments Payments not received by the 15th of the month are delinquent, and a late fee of \$25 is assessed. When tuition exceeds 30 days past due, the Day School reserves the right to fill the student's spot. The student may re-register at RDS if/when a space becomes available and only if the account is paid in full. A service fee of \$25 will be charged for a returned check. After two returned checks, all future payments must be paid in cash. The RDS Board reserves the right to review any account and, upon proper notification, dismiss any student whose account is not in good standing. This ruling will be final.

2020-2021 Tuition Rates

| Class | Tues/Thurs 9am-1pm | M/W/F 9am to 1pm ALSO T/W/TH offered for 2K, 3K & 4K | Mon-Thurs 9am-1pm | Mon-Fri 9am-1pm | Mon-Fri 9am-3pm | Mon-Fri 8am-3pm |
|---|-----------------------|---|----------------------|---------------------------------|------------------------|------------------------|
| Infants/Toddler Bees, Lambs, Owls, Turtles | \$240 | \$295 | N/A | \$380 | \$580 | \$680 |
| 2K | \$220 | \$270 | N/A | \$350 | \$550 | \$650 |
| 3K | N/A | \$200 | \$240 | \$295 | \$495 | \$595 |
| 4K | N/A | \$200 | \$240 | \$295 | \$495 | \$595 |
| Kindergarten (10 months) | N/A | N/A | N/A | \$325 *9am-3pm on Tues & Wed | Available upon request | Available upon request |

Withdrawal

If a student is withdrawn for any reason, families must give a 30-day written notice of the child's last day to the Director. Registration and supply fees will not be refunded. Tuition is required during that 30-day period.

School Calendar

The Day School is open from August through May, with a six-week long summer session from mid-June through July. The Day School calendar follows the Hoover City School System for holidays, teacher workday closings, and most weather-related closings.



Riverchase Day School Calendar 2020-2021

| | | |
|------------------------|---|------------------|
| August 18 | Meet the Teacher Days-Kindergarten | Tuesday |
| August 19 | 1 st Day of Kindergarten (9 a.m.-1 p.m.) | Wednesday |
| | <i>Extended Day starts on Aug 17th</i> | |
| August 28/31 | Meet the Teacher Days(Virtually) | Friday/Monday |
| | Infant/Toddler/2K/3K/4K | |
| September 1 | 1 st Day of Preschool | Tuesday |
| | Infant/Toddler/2K/3K/4K | |
| September 7 | RDS Closed: Labor Day* | Monday |
| September 25-October 2 | T-N-T To-Go | Friday-Friday |
| November 11 | RDS Closed: Veteran's Day* | Wednesday |
| November 23-27 | RDS Closed: Thanksgiving Holidays* | Monday-Friday |
| December 7 | Kindergarten Christmas Program | Monday 6:00 p.m. |
| December 17 | Polar Express Day | Thursday |
| | <i>Last Day of School and Extended Day for 2020</i> | |
| Dec 18 - Jan 5 | RDS Closed: Christmas Holidays* | |
| January 4 | Teacher Workday/No Students | Monday |
| January 5 | RDS Opens/Students Return | Tuesday |
| January 18 | RDS Closed: MLK* | Monday |
| March 5-6 | T-N-T Children's Consignment Sale | Friday/Saturday |
| March 22-26 | RDS Closed: Spring Break | Monday/Friday |
| April 2 | RDS Closed* | Friday |
| May 13 | 4K Spring Music Program/Graduation | Thursday(noon) |
| May 20 | Kindergarten Graduation | Thursday(noon) |
| May 21 | Last Day of School for Students | Friday |
| May 24 | Teacher Workday | Monday |

*Hoover School Holiday

Hours of Operation

The Day School Office is open Monday-Friday from 8:00 a.m. to 3:00 p.m.

We will offer the following schedules for the 2020-2021 school year: 8 a.m. to 3 p.m.; 9 a.m. to 3 p.m.; or 9:00 a.m. to 1:00 p.m. This applies only to classes that meet 5 days per week. Classroom hours for classes meeting less than 5 days per week will be 9 a.m. to 1 p.m. Teachers begin daily lessons/activities at 9:00 a.m. Parents are strongly encouraged to arrive on time, so the child does not miss this vital learning time. Parents are *not* to enter the building during carpool times. Do not drop off children before 8:45 as teachers are preparing for their day. Carpool helps get the morning off to a smooth start. Children begin classroom activities immediately upon arrival. This greatly lessens any separation anxiety. If you are experiencing your own separation anxiety, feel free to call the office for an update on your child.

Arrival:

Early care arrivals (8AM): Students with an 8 am schedule will carpool at the RDS Front Office Door. Please stay in your car while your student is being unloaded.

Regular arrivals (9AM): Carpool will begin at 8:45 am and conclude at 9:00 a.m. Please arrive during morning carpool and allow a staff member to escort your child inside the building. Unless arranged with administration prior to arrival, **students will not be able to enter the building after the conclusion of carpool.**

Dismissal

Regular Dismissal (1PM): Carpool begins at 12:45 p.m. and ends at 1:05 p.m. Any student not picked up by 1:05 p.m. will be taken to the office.

Extended Day Schedule (3PM): Carpool begins at 2:45pm and ends at 3pm. Any student not picked up by 3:00 p.m. will be taken to the office.

Late Pickup Fines

The late pickup fine will be \$25 per student for the first 10 minutes. Each minute after 1:15 p.m. will be an additional \$1 per minute, per student. A form with the time of pickup will need to be completed by the office and signed by the parent/caregiver picking up. Students will only be released to authorized adults. (See "Security" additional information.)

Security Policy

For security reasons we monitor all persons entering the school area by video camera. We lock the doors between 9:05 a.m. and 2:30 p.m. To enter the school during this time you will have to enter at the “Main Door” entrance.

If someone other than the parent will be picking up your child, written notification is required. The parent must notify the office by sending a note in the child’s folder or by sending an email. We will not release a child to anyone not listed on the Authorized Pick-Up List without written permission from the parent. This list may be amended by the parent at any time using the Parent Portal. We will require a photo ID for anyone we do not know.

Inclement Weather

If the Hoover School System closed, due to inclement weather, we will not open. Decisions concerning delayed opening or early dismissal will be made on a case by case basis. Parents will be notified of school closing, delay or early dismissal via email and our parent portal. ***Please make certain that you keep contact information updated in the Parent Portal.***

Important Carpool Guidelines

- Always have your carpool sign prominently displayed during morning and afternoon carpool.
- Infants, Toddlers, and 2K students will carpool at the Carl Raines entrance. Children will be walked to the vehicle for the parent or authorized caregiver to buckle them before leaving the car line. We will have 2 lanes working so please be observant of the students, teachers, and other parents.
- 3K and older will carpool at our main door. Students will be brought to the car and placed in a legally appropriate car seat. You will then pull up and out of the way to finish buckling your child. (See Car Seat Requirements) If the line backs up to Old Montgomery Hwy, cars must circle the upper Mission Center parking lot. We must keep cars off the highway.
- As a safety precaution, please do not walk into the building to pick up your child during carpool.

- Always put your car in “Park” while children are entering or leaving the car.
- For the safety of students and RDS staff, please do not use cell phones during carpool.
- Please do not pull around cars parked in front of you.

Medical and Illness Policy

***Please see addendum regarding COVID-19 Virus Policies**

Safety and well-being are our priority here at Riverchase Day School. Children attending RDS must be able to participate in all daily activities, including outdoor recess.

Documentation from your child’s health care provider may be required in certain circumstances. However, RDS reserves the right to request that a parent pick up a student, if the child is not well enough to be present.

Please do not send your child to school if he/she exhibits any symptoms of contagious illness or signs of being uncomfortable due to an injury. If a student should arrive ill or become ill during the school day, parents will be contacted. Children who become sick at school must be picked up within the hour, once the parent/guardian has been notified. To keep other children and our staff healthy, your child can not return to school until he/she is symptom free for 24 hours without the use of a fever reducer. Please notify us immediately if your child is ill so we can watch for similar symptoms in other children.

Your child must be kept home or picked up for the following:

- Temperatures- A fever is any temperature over 100^{0F}
- Symptoms and signs of possible illness, including:
 - Unusual Lethargy
 - Inexplicable irritability or persistent crying
 - Uncontrolled coughing
 - Difficulty breathing
 - Wheezing
- Diarrhea- More than 2 watery stools
 - Child may return to school 24 hours after the last diarrhea episode.

- In instances of uncontrollable diarrhea, the student may be sent home for the rest of the day regardless if this is caused by medication. This is a health hazard for students and teachers.
- Vomiting- 2 or more episodes of vomiting in the previous 24 hours

Following an illness, the student may return:

- Chicken Pox- 5 days from first outbreak, all sores scabbed and with Doctor's release
- Conjunctivitis/Eye discharge (pink eye)- 24 hours after first antibiotic treatment
- Croup- two days after diagnosis and with doctor's note
- Flu (including all subtypes)- fever free without fever reducer for 24 hours and able to participate in all activities.
- Hand, Foot, and Mouth- all sores scabbed, fever free, no drooling if mouth sores are present
- Impetigo- 24 hours after antibiotic treatment, no drainage from sores that can't be covered
- Lice- day after treatment begins with no visible nits
- Meningitis- 24 hours fever free without fever reducers Mumps- 10 days with a doctor's excuse
- Pneumonia- fever free and no difficulty breathing
- Rash with fever- note from the doctor stating child has non-contagious disease
- Ringworm- 24 hours after first treatment
- RSV- 5 days from diagnosis
- Scabies- day after treatment begins
- Streptococcal Infection- 24 hours after antibiotic treatment and no fever
- Surgeries- any child having surgery, even if outpatient, must remain at home and follow Doctor's release.

The school has the right to seek its own professional opinion before deciding on the length of time a child must be out. Whether a child is at school or is required to stay home, the family is still required to pay tuition. If a family has received a religious exemption from vaccinations and an extreme illness breaks out, student(s) will be required to stay home until cleared by the administrator. Tuition will still be required.

Please keep in mind: RDS cannot administer any medication to students.

Health Records

A current Alabama Certificate of Immunization form for each student is REQUIRED to be on file in the Day School office. To verify your child's certificate is up to date, log on to the parent portal, go to "child information", scroll to "attachments" and check the date of the attached certificate. If no attachment is present, please call the Day School office.

Please notify the Day School office in writing of all changes or updates in immunization, health status or family home environment. All information is considered personal and confidential.

Allergies

Please notify RDS if your child has an allergy (food, insect or other) or any special health concerns. Please provide a letter from your child's pediatrician documenting the allergy/health condition and, in the case of food or other severe allergies, an "Allergy Action Plan." This should include all details and specific steps that need to be taken to keep your child safe at school.

Potty Training

We will do everything possible to assist in potty training your child in the two-year-old classes. Toilet training must be consistent and a joint effort between the home and school. Please keep an open discussion with your child's teacher.

At school, we recommend pull-ups with Velcro fasteners until the child uses the potty at home on a regular basis. Please keep in mind that training in a class setting is different than at home. If your child should have more than two accidents in a day, they will need to wear pull-ups instead of underwear until they have mastered toileting to prevent unsanitary conditions in the classroom.

A bathroom with a child size toilet is accessible to the 2K students. Please dress your child in clothes which are easy for them to manipulate. One-piece outfits, tight clothing, belts and leggings will frustrate your child and slow down the process of getting them on the potty.

3K students are required to be potty trained. Teachers always assist their students when needed; however, we ask that you teach and encourage your child to take care of their personal needs, like their clothing and toilet paper.

Car Seat Requirements

The staff of Riverchase Day School will not load a child into a vehicle that does not have a properly installed, age appropriate car seat for the child.

Riverchase Day School reserves the right to contact the Department of Human Resources or the Hoover Police Department if children are not provided with properly installed car seats that meet the laws of the State of Alabama. State law requires that children age 4 and younger and under 40 lbs. be secured in a child safety seat with a 5-point harness. Booster seats secured with the vehicle's seat belt are not lawful until age 5. If you have any concerns about the installation or compliance of your child's car seat, please consult your local fire station. This is a free service.

Field Trips

Field trips for 4K and Kindergarten students are facilitated with the help of volunteer parent drivers and chaperones. Permission slips for each child, signed by a parent, are required prior to the field trip. No child will be allowed to go on a field trip without a signed permission slip and transportation authorization. Some fees may apply such as admission costs, etc. Specific details and information, including car/booster seat use and permission slips, will be sent to the parent prior to the planned field trip.

RDS student t-shirts are not required but are encouraged for use on field trip days. These may be purchased in the office for \$10.

Volunteers, chaperones and/or drivers must make child care arrangements for any younger siblings. This will allow you to offer your undivided attention to your child and to the other children who are traveling with you.

Enrichment Classes(RDS will only offer limited Enrichment Classes to begin the year)

- *Chapel:* Students attend Chapel once a week. The teachers lead songs and tell stories designed to teach children of God's love for them and others. The older students attend chapel in the sanctuary to familiarize them with a quiet reflective behavior in a sanctuary setting.
- *Music:* Our Music teachers lead the children in song, movement, and use of musical instruments. The 4K and Kindergarten classes participate in a music performance during the school year.
- *Happy Feet:* This weekly program combines physical education and creative movement designed to develop balance and coordination skills. Tennis shoes are required.
- *Spanish:* Kindergarten students attend Spanish class weekly. They are introduced to the language, culture and traditions of Spanish speaking countries. 4K students also have a weekly Spanish introduction lesson.
- *Nutrition and Gardening:* Kindergarten and 4K students will participate in a "hands-on" program geared to promote life-long, healthy habits and proper nutrition. This class meets once a month and will include cooking demonstrations, guest speakers and a field trip. Students will also have the opportunity to assist in planting, cultivating and harvesting fruits and vegetables in the school garden.

What to Bring

Each student is expected to bring the provided RDS school bag with the following items clearly labeled with the child's name:

- Complete change of clothes including socks placed in a labeled Ziploc bag.
- Folder (provided by RDS)
- Snack(2 for those that stay until 3pm)
- Lunch & Drink (see food policies)
- 3 VELCRO Pull-Ups and wipes (2K)

WE DO NOT ALLOW NUT PRODUCTS OF ANY KIND IN THE INFANT, TODDLER, AND 2K CLASSES

Please do NOT bring toys or any items that have special value. We cannot be responsible for items that are lost or broken.

Items needed daily for Bees, Lambs, Owls, and Turtles

- 3 diapers or pull-ups labeled with child's name
- Bottles-premixed (infants)
- Wipes
- Send (2) drinking cups-one with water for the playground
- Pacifiers, blankets, and security toys (if needed)

**All items must be clearly labeled. **

Food Policies

Please send "finger food" items that your child can easily eat on their own. Precut the food to the proportion best for your child. We do not have the ability to refrigerate or heat any food items. (except for infant bottles). If necessary, include an ice pack. Please make sure your child has eaten breakfast before arriving at school.

We ask that you *do not* send the following:

- Glass containers or cups
- Red, pink or purple juices
- Chocolate and/or candy
- Fast food
- Soda

Special Policies for Bees, Lambs, Owls, and Turtles :

- Do not send peanut butter or nuts (any kind).
- If you want your child to wear a bib, put it in the lunch box where it is easier to find.
- No Juice Boxes. "Sippy cups" only.
- Please do not send gum, popcorn, hot dogs or gummy fruit snacks as these are choking hazards.

What to Wear

Send your child in comfortable, washable clothes appropriate for school activities. They will get dirty during the day! As your child begins potty training, send them in clothing that is easy to facilitate the process. Please encourage your child to learn how to work their clothing as they are capable, i.e. snaps, belts, buttons. A complete change of clothing (socks too) should always be in your child's bag. Label them with your child's name and store in a large zip-top bag. As the weather changes, remember to change the clothing in the bag. Important: Jewelry and small hair accessories are not allowed in the Infant, Toddler, and 2K classes because they pose a choking hazard.

On the playground, appropriate clothing and shoes are a safety must. Please remove drawstrings from shirts and jacket hoods. Tennis shoes with socks are suggested.

Flip-flops, high-heeled shoes, and rubber rain boots are NOT permitted.

When needed, parents should apply sunscreen in the morning, prior to school.

During the winter please send a jacket, coat, hat and mittens for outdoor playtime.

Teachers will assist your child in putting on their outdoor wear.

Note: In very cold or rainy weather, the children will have indoor playtime in the Fellowship Hall or "Big Gym".

Communication

Each student receives a folder to facilitate the transfer of information between school to the home and from the home to school. Please check it every evening for important information and to see your child's accomplishments.

Bees, Toddlers, and Twos will receive a daily report from the teacher giving specific information about your child's day.

Open communication between RDS and the families we serve is vital. The Director and teachers are available to speak with you all year. Please call the RDS office at any time with questions, comments or concerns.

We prefer you ask the teacher to call you after school or during a scheduled break. Teachers must devote their attention to the students during class time; please do not have involved discussions at the classroom door. We recommend you send a note in your child's folder or send an email to rds@riverchasedayschool.com.

Please do not use text messaging as a means of communication with the teachers. To set up a conference, call your child's teacher or the Director through the school office at 989-8070 during school hours.

Class Parties/Celebrations(Due to COVID-19 we will not allow parents into the building. We hope that this will change as the year goes on.)

3K & Older: Most teachers will plan class parties and holiday celebrations throughout the year. These events are simple and low-key. Parents may be asked to help by sending a drink item, snack or paper goods.

2K & Younger: Due to the age of the children, seasonal parties are very simple celebrations kept within the classroom.

Parent volunteers are asked to make child-care arrangements for siblings, as classroom space is limited. Students and teachers will appreciate your undivided attention and help.

Birthdays

Unfortunately, due to Covid concerns we will not be able to have parents in the classrooms for birthdays. For parties outside the classroom, please include every child in the class if you want the teacher to distribute your invitations.

How You Can Help Your Child Benefit from RDS

- Encourage regular attendance except in case of illness.
- Encourage a healthy diet.
- Follow a regular bed-time routine.
- Arrive at school on time so as not to miss the morning routine.
- Drop-off/Pick-up in carpool.
- Check the folder daily for notes, newsletters and important information.

- Post the monthly calendar and refer to it each morning.
- Encourage your child to share his/her daily experiences and discuss them with interest.
- Reinforce concepts, skills and classroom rules at home.
- Inform the Director or your child's teacher of any out-of-the-ordinary situations such as family illness, moving, etc.
- Keep personal irreplaceable items (toys, "loves", cosmetics, jewelry, electronics, candy or gum) at home.

Tried and True Children's Consignment Sale (T-N-T Sale)

A semiannual fundraising event for the school.

Fall & Winter VIRTUAL* Sale: September 25-October 2, 2020

*See riverchase-tnt.com for virtual sale details!

Spring & Summer Sale: March 5-6, 2021

Consignors bring seasonal children's clothing, shoes, toys, books, electronics, baby furniture, strollers, high chairs, car seats, décor and much more.

Sellers receive 70% of the sale price and the school gets 30%.

This sale is run entirely by volunteers. There are many volunteer opportunities for our parents to help the school. Consignors and Volunteers get to shop the special presale for first choice of the sale items.

For more information, please go to: www.riverchase-tnt.com or call the office!

TNT Supports the following ministries or causes:

-Riverchase Children's Ministry- Marvelous Missions Week and VBS -Riverchase Student Ministry- Discovery Weekend and Grunt Week

-The Charlie Jean Foundation- Supports families at Children's Hospital with a child currently battling cancer

-Noah Crowe Fund- Current or former students in need of financial assistance due to medical condition

Please read, sign, and return this page to your child's teacher. Forms may also be emailed to rds@riverchasedayschool.com

Riverchase United Methodist Church
Riverchase Day School Parent Agreement

I/We the parent(s) of _____ acknowledge that I/we have read the Parent Handbook of Riverchase Day School and agree to comply and cooperate with all policies and procedures within.

Parents Name

Date

Parents Name

Date