

WELCOME TO RIVERLAND HILLS DAY SCHOOL



2024-2025 PARENT HANDBOOK

Updated 7/1/2024

THE ABC'S OF RIVERLAND HILLS DAY SCHOOL

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ADMISSION REQUIREMENTS:

At the beginning of the school year, all accounts must be in good standing in order for your child to begin school.

Entrance requirements: Riverland Hills Day School provides care for children ages 2 through 4. Children are placed based on their ages on September 1st of the school year.

A **non-refundable** deposit is required at the time of enrollment/re-enrollment.

When registering, you will be required to fill out paperwork and submit a tuition plan.

Regular Paperwork: In accordance with South Carolina Department of Social Services (DSS) licensing requirements, the following items must be maintained on file for each child:

1. A completed Registration Packet (including signed disciplinary statement)
2. DSS Health Form 2900
3. Current SC Certification of Immunization; Religious exemptions are not accepted.
4. Authorization of persons approved for pick-up of child (including code word)
5. Emergency contacts and emergency medical information (including authorization to obtain emergency medical treatment and insurance information)



ALLERGIES: Please let us know of any allergies your child may have, especially food allergies. We sometimes cook or do food activities to complement lessons. **Also make sure the Director, the Administrative Assistant, and the teachers are made aware and it is clearly documented.** If your child requires an epi-pen, we must have an action plan on file along with the epi-pen. We do not allow any items with nuts to enter our Day School.



ATTENDANCE: A successful school experience is the responsibility of the child, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent, by daily participation. Regular attendance without tardiness is key. Let's work together to maintain classroom routines, procedures and schedules. This promotes a healthy learning environment for all. If you need to pick up your child during nap time, please make the teacher aware so that sleeping students are not disrupted.

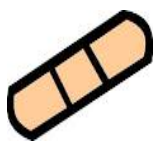


BACKPACKS: To help your child carry messages and information to and from school, you are asked to provide a backpack. Students will be given a folder to send notes and information to you and for you to send notes to their teachers. Please have your child remove the notes and papers each day from the backpack and the folder to share with you. Independence is encouraged by having bags that have zippers or snaps that are easy to open and close. The bag should be large enough to hold your child's seasonal change of clothing and the child's class folder. Children's bags also need to hold all necessary items for nap if staying after 12:30.

BIRTHDAYS: Birthdays are an important celebration to many families, and we are supportive of this event in each child's young life. Please respect the following guidelines:

- Parents are permitted to send a special snack to celebrate their child's birthday if desired. A simple cookie or mini cupcake is best.
- If parents would like to come in to share this special moment with their child, please coordinate this with your child's teacher. However, please know that this will be a brief moment during circle time and snack and will follow their typical classroom routine.
- If your child is having an outside birthday party and wishes to invite classmates to the party, invitations can only be given at school if all children in his/her class are being invited. Otherwise, invitations should be mailed to selected children.

BITING: Biting is unacceptable behavior, but also a common behavior amongst young children. We make every effort to curb biting but sometimes it happens very quickly. It is our desire to address biting in an age appropriate manor. If there is a persistent problem parents will be asked to meet with the director to develop a behavior plan. Any child can be sent home at any time for biting if safety is a concern.



BOO-BOOS: Where children play, accidents can occur! We take great caution to prevent accidents, but "boo-boos" are a part of childhood! Riverland Hills Baptist Church and Day School cannot be held liable for unforeseen accidents that occur. For any injury that occurs while at school, an accident report form will be completed by the teacher, signed by the Director or other office staff member and sent home with the child. A copy is also retained in the office. In some cases, parents may also be informed by phone. DSS requires one staff member to be present at all times who is certified in CPR and First Aid. We go beyond this standard by having the majority of our staff certified. In the event of a serious emergency, a certified person will administer CPR or First-Aid while paramedics are called (in extreme cases when time is of the essence). The child's file (located in the office) will accompany the child to the hospital as well as the director, admin assistant, or an office staff member. Parent/guardians and/or emergency contacts will be notified.



BREAKFAST: Make sure your child has a good, nutritious breakfast before arriving to school. Please do not allow children walk into the Day School while still eating breakfast.



CALENDAR: The yearly calendar is given at the beginning of the year. Monthly calendars that have pertinent information, such as school closings and scheduled events at the school are sent home by your child's teacher. A calendar listing school wide events can be found on our website: Day School - Riverland Hills .

CHANGES: It is your responsibility as parents to notify the office in writing of any changes in schedules, addresses, telephone numbers, hours of care and other pertinent information regarding the family. For the safety of your child, all records must be kept current. Parent Grams are available in the Parent Information Center for communication needs.

CHILD ABUSE: Suspected incidents of child abuse and/or neglect will be reported to local agencies as required by law.



COMMUNICATION: Newsletters and calendars will be sent home with your children regularly throughout the year. Please take time to read the things that your child brings home, as we will communicate important information through these avenues. "Parent Grams" are available at all times for you to leave notes for the teachers or office staff. They are located at the "parent station" as you enter the Day School hallway. Please feel free to call the office with any question or concern (798-2716). Any voice mail left by a parent will be returned within 24 hours (with the exception of messages left late during the weekend). Parents are also encouraged to use email to communicate with the Director (krististam@riverlandhills.org). Please also make sure to download and use the "Remind" app. We use this to send messages and reminders to all parents consistently!



CONFERENCES: Parent teacher conferences are available upon request. Please contact your child's teacher to set up a convenient time to meet that is outside of classroom time. This will enable the teacher to give you full focus and answer your questions thoroughly without taking her attention away from the children in her care. All four year old student families will be given the opportunity for a spring conference to discuss kindergarten readiness.



CONFIDENTIALITY: The Director and the Administrative Assistant are the only employees who will have access to children's locked files. DSS, parents, and law enforcement will not have access to files without their assistance.

Staff members will not have discussions, under any circumstances, with parents about children in the Day School other than the parent's own children.

COVID 19: Please see information under our health and safety section of this handbook.



CUPS: Please do not send sippy cups to school with your child/children. A spill proof water bottle is acceptable (filled with water only and labeled with the child's name).



CURRICULUM: We are thankful for the opportunity to teach Biblical principles as an integral part of all our activities. Our teachers include devotions, prayer, Bible verses and Bible stories in their lesson plans. Christian values and concepts are integrated into the curriculum planning, and the children are guided in social interactions using Biblical values as the basis. Multiple times a month we gather

in the Worship Center to sing, to pray, to learn, and to worship God through a devotional time. Large group Chapel is held on Wednesday mornings at 9:30.

We provide a rich variety of activities for individual, small group and large group settings. This allows the children to learn from each other as well as their teachers.

South Carolina has developed Early Learning Standards to help guide early childhood professionals in benchmarks for development. Teachers use these standards to help with assessment of your child's development.

Each classroom has clearly defined learning centers and are arranged to promote independence, foster decision-making and encourage student engagement. The children select many of their own activities from the learning centers the teacher prepares. These centers may include dramatic play, blocks, math, science, books, art, games and music. Different levels of ability, development and learning styles are expected and accepted. A variety of age-appropriate materials and equipment is available and rotated to maintain children's interests. Children are encouraged to visit all centers.

Play is important to a child's development. While teachers provide structure and planned activities for the children, free play is how children learn about the world around them. Through play, children learn to relate to others, cope with difficulties, negotiate differences, regulate and express emotion, develop fine-motor and gross motor skills, develop creativity, and the list goes on and on. It is important to understand that play is a fundamental part of a successful Early Childhood classroom, and a vital part of the curriculum for children at these ages!

School readiness is an important goal for our program. Please know that there is a wide array of skills that deem a child "ready" to start kindergarten. While letter and number recognition and other cognitive skills are important, it is more important for your child to be socially and emotionally ready to enter kindergarten. Children entering kindergarten with these skills will have a far more successful experience than the child entering without the social and emotional readiness component.



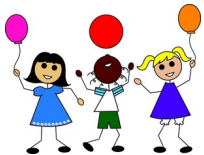
DADS: Check the school calendar for our special Dad's Day picnic in February! We call it our "FUDGE" (Friends, Uncles, Dads, Granddads, Etc.) picnic.

DISCIPLINE: Our classrooms are small communities where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. To establish a healthy classroom environment and help the children learn self-control, they will be guided to respect themselves and their companions through specific directions, positive reinforcement, suggested new activities and responsible actions. All families are expected to sign our Riverland Hills Day School Discipline Policy.

DISMISSAL: In the Registration Packet, parents will sign an authorization for individuals to have permission to pick up students in case of an emergency. The Day School staff members are authorized to request a photo ID from anyone with whom they are unfamiliar, even if listed on the form.

The Day School staff will not release a student if the parent arrives and appears to be intoxicated or otherwise incapable of taking the child home safely or if a non-custodial parent attempts to claim the child without the consent of the custodial parent. 911 will be called and the police notified.

Parents and staff shall sign and date an agreement, maintained on file and updated annually, that both parties have read and understand all policies relating to the operation of the facility.



DRESS: Please dress your child in comfortable play clothes that are appropriate for the weather. Your child may get dirty or get paint on his/her clothes. We strive to teach children to be independent. Please do not dress your child in clothing they cannot manage themselves such as: pants with buttons and zippers, body suits, belts, etc. We do play outside every day that it does not rain, so please dress your child for the weather such as sending in a coat, mittens, etc.

Flip flops and Crocs are not permitted because they are not safe for the playground.

Please place a change of clothing (including underwear, shoes and socks) in your child's bag based on the season that we are in. Wet and/or soiled clothing will be changed immediately and placed in a plastic bag. The teacher will put a note on your child's bag informing you that this has taken place. It is helpful to put your child's name in their clothing, as it helps us to identify misplaced items.

DSS STANDARDS:

1. Children are directly supervised at all times— at least two adults are in the Day School at all times.
2. Ratios are posted in all rooms.
 - 2's— 1 adult to 8 children
 - 3's— 1 adult to 12 children
 - 4's— 1 adult to 17 children
3. Sanitation:
 - Mats are cleaned weekly and must be replaced even if there is just a pinhole (per DSS). (Many parents choose to purchase an extra mat at the beginning of the year just in case they will need a replacement as they are harder to find later in the school year.)
 - Bleach water will be used to wipe surfaces and will be mixed daily.
 - There is to be no contact with toys by mouth.
 - All bathrooms should have soap, paper towels and toilet tissue at all times.
4. Medication is stored in a locked box in the office.
5. Waste containers are labeled for diaper use.
6. A schedule is posted in classrooms along with planned, written activities for children.
7. Each classroom has an emergency medical plan.
8. Children wash their hands when they arrive in the Day School, after toileting, after nose blowing and at dismissal.
9. Decals are on all windows.
10. All outlets are childproofed.
11. All sinks are accessible with clean step stools.
12. Menus are posted, refrigerators have a thermometer, and cleaning items are stored away from food items.



EMERGENCY CARD: Please complete and return the emergency paperwork promptly (if you did not complete it during registration). If your home or work phone number changes, inform the office so you can be located quickly if an emergency occurs.

EMERGENCY CLOSINGS: If schools are closed for a snow day or natural disaster, TV station WIS will make an announcement as well as a text will be sent using Remind 101. There also may be times when the day school may have to close unexpectedly due to power outages, phone outages, gas leaks, environmental hazards, etc. Per DSS regulations, it is imperative that when called to pick up your child to do so in a timely manner. A Remind 101 will also be sent.



FIELD TRIPS: Riverland Hills Day School does not transport any children; therefore, no off site field trips will take place besides walking to the nearby fire station. Several guests will be invited in to provide us with onsite field trips throughout the year.

FINANCIAL PROCEDURES:

Billing: Making sure your bill is correct and the Day School is properly staffed is an important safety and financial concern of RHDS. We want to ensure proper coverage while also making sure that your bill reflects the hours you have contracted.

- You are responsible for the tuition plan hours you contracted for even if you do not use them. Staffing is based on the needs of the families. We determine this by the tuition plan form you turn in.
- If you are early dropping off or late picking up, you will be charged an early/late fee.

Monthly Balances: Statements will be sent home reflecting the amount due for the next month. Statements are stapled to the outside of your child's bag in an envelope. All bills are due on the first of each month. The balance is considered past due as of the 10th day of the month, and a late fee of \$25.00 will be applied to the account. **There are no tuition deductions made for absences, holidays, staff development days, inclement weather, family vacations, late drop-off or early pick-up. June and August are the only months that have pro-rated tuition.**

Collection of Fees: There are several options for tuition payment:

Option 1- Set up an automatic draft from your bank account in our office.

Option 2- Set up an automatic draft from your credit card/debit card in our office. This includes a \$3 processing fee.

Option 3- Pay with a credit/debit card on MyProcare.com. This includes a \$3 processing fee.

Option 4- Pay with a credit/debit card on the check in computer. This includes a \$3 processing fee.

Option 5- Place check inside a Day School payment envelope and put in the drop box located outside the office. Make sure you include your child's first and last name and designate your tuition payment amount.

Option 6- Place cash inside a Day School payment envelope and make sure you include your child's first and last name and designate your tuition payment amount. Hand cash payments directly to an office staff member and wait for a receipt.

PLEASE do not put payment inside your child's book bag, or inside your child's classroom folder.

Tuition Plans: All tuition plans are contracted based on need and availability. We strongly encourage you to sign up for a plan and stick with it throughout the year (for instance M-F until 4:30 or MWF until 4:30), rather than submitting changes. **Once contracted, changes to the contracted schedule must be approved by the Director. You cannot change your plan in the middle of the month without being charged the full amount of**

the longer hour plan.

Absence: When a child has been absent due to illness for a minimum of 5 school days and brings a doctor's statement, upon written request a tuition credit will be given for one week. A week is considered Monday through Friday. This can only happen once in any school year.

In addition, if your child must be absent due to COVID – 19 quarantine requirement for a minimum of 5 school days, upon written request a tuition credit will be given for half of the time missed up to a maximum of one week. A week is considered $\frac{1}{4}$ of the standard full month tuition. This can only happen once in any school year.

Early Drop Off/Late Pick up Fees: Please note that children who are dropped off earlier than their plan time or picked up later than their plan time will be billed for those hours at the rate of \$1.00 per minute. **Please try to be on time to pick up your child. We staff according to the plan times that we have on file.**

Late Pick-Up Fees after 5:30: Extra Fees are applied when children are picked up after our scheduled closing time. A late fee of \$5.00 a minute will be charged for any child that is picked up after 5:30. If Late Pick Up exceeds 5 times, the Director will request a meeting with the parent so that arrangements can be made for prompt pick-up. Do understand, this meeting could result in your child being dismissed from the Day School. **Please note: At no time will your child be made to feel uncomfortable about being picked up late!!** Please understand that the teachers do not make decisions about late fees. This comes from the office so please avoid getting upset with teachers. Any grievances should be brought to the Director.

Returned Checks: If two checks are returned during the year, future payments must be made by cash or auto draft. A returned check fee of \$35.00 will be added to your account each time a check is returned.

Accounts in Arrears: **If accounts are not settled by the end of the month, the child may not return until arrangements have been made with the Director.** A late notice will be sent home. The past due fees are due before the end of the month. Failure to pay the balance in full by the last day of the month will result in dismissal from Riverland Hills Day School, UNLESS extreme extenuating circumstances are present and brought to the Director at the time the late notice is received. If the Director has to make contact with the family regarding outstanding balances, consideration of circumstances will not be allowed.

We strive to maintain a quality school with quality staff, and collection of fees is what enables us to do this! The success of this school depends upon your faithfulness in submitting payments!

Refunds or Deductions in tuition will not be made for absences, holidays, unforeseen circumstances, or inclement weather.



FIRE DRILLS: In accordance with DSS regulations, Fire Drills are conducted monthly at varying times of the day. Teachers have procedures in place to account for all children present at all times of the day, and they evacuate according to the fire evacuation routes. Emergency contact information is kept in a central location and taken with us when drills or a true emergency occurs.

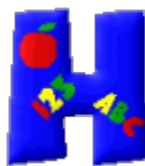
This ensures that we would be able to reach parents if necessary. Fire Drills can be an anxiety provoking experience for some children, so please talk with your child about fire drills at home. There are also procedures in place for weather related emergencies, such as a tornado.



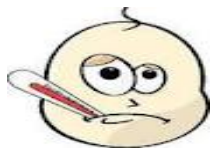
GRIEVANCES: If a parent has a grievance, the following procedure should be used:

1. A resolution should be attempted with the person the grievance is with. (For example, if the disagreement is with a teacher, talk to the teacher about it first.)
2. The Director should be consulted to see if there is a resolution that can be achieved. Depending on the type of grievance, the Director may request that the grievance be submitted in writing.
3. Once a meeting with the Director has occurred, a time period will be specified to attempt improvement in the area causing concern.
4. At the end of this time period, if the parent is not satisfied with the outcome of the action taken, a copy of the written complaint should be sent to the Executive Pastor or other Church Leader as designated by the Executive Pastor. The recipient will contact the parent by letter within ten days of the receipt of the complaint.
5. Follow up will take place as needed within a time frame suitable to all parties involved.

GYM: On inclement weather days, we will play in the gym, if possible.



HANDS ON LEARNING: The best way to help children learn is to make learning fun. Important concepts can be learned by doing meaningful hands-on activities. Our classroom will be an active learning environment.



HEALTH AND SAFETY INFORMATION: Maintaining the health and safety of all children within our care is of the highest importance to the staff at Riverland Hills Day School. Please help us ensure that the environment is safe for everyone by adhering to the following policies and procedures:

Child Exclusion (*NOT including COVID 19- see below labeled COVID 19*): As per DHEC and DSS regulations, your child should not attend school if he/she has had any of the following symptoms within the previous 24 hours:

1. Fever of 100.4 F or above.
2. Contagious Disease/Conditions (such as mumps, chicken pox, measles, lice, impetigo, scabies, staph infections, TB, whooping cough, ring worm, HFMD etc.). If your child is diagnosed with any communicable disease you must notify the Director or Administrative Assistant promptly.
3. Sore throat or swollen glands accompanied by fever.

4. Vomiting or diarrhea within the past 24 hours.
5. Undiagnosed rash or skin eruptions.
6. Undiagnosed red eyes or drainage from eyes.
7. Sores inside the mouth.
8. Earache accompanied by a fever.

If a child is excluded for any of the above reasons, the following conditions must be met for the child to return to the program:

- The child must be free from fever, vomiting, and diarrhea (without symptoms) for a full 24 hours **without medication** or have been seen by a doctor and been given a green light to return to school. (Ex. Ear infection, reaction to vaccinations)
- Any child prescribed antibiotics for a current contagious bacterial infection must take the prescription for a full 24-hour course before returning.
- The child must be able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions unless 1) a health care provider signs a note stating that the condition is not contagious, and 2) the involved area(s) can be covered by a bandage without seepage or drainage through the bandage.
- A child excluded because of lice, scabies or other infestations may return 24 hours after treatment is begun provided that the child checks in at the Day School office and is found to be nit free.
- If a child was excluded because of a reportable contagious illness, a doctor's note stating that the child is no longer contagious is required prior to readmission.

Although you do not need to keep your child home when he/she has mild congestion, runny nose or cough, a child with thick green nasal discharge who is very stuffy or is coughing repeatedly should be kept home. Young children do not cover their mouths and noses when coughing and sneezing and may wipe their noses anywhere. This spreads the germs to the other children. We want to help all the children stay healthy.

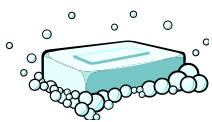
If symptoms are observed when the child is being dropped off, we may request for your child to be taken home. If a child becomes sick while attending school or the child does not appear to feel well enough to participate in the program, the parent/guardian will be called and prompt arrangements for pick up should be made. Once a parent/guardian is called, the child will be placed on his/her mat in one of the offices so that he/she can be comfortable and supervised, but not spread sickness to other children. If we are unable to reach the parent/guardian, emergency contacts will be called.

COVID 19: If a RHDS child, family member, or employee is confirmed with COVID-19, RHDS will contact DHEC, and DSS and follow the protocol that they recommend.

We ask that you be extra cautious during this unprecedented time. When in doubt, please keep your child home! It is critical that an authorized pick up person is available at all times in the event that we need to send home a child. *This person needs to be able to pick up the child within 60 minutes of a call.* Please be sure we have current phone numbers available for all your authorized pickups. Staff members also follow our Illness Guidelines and are encouraged to stay home if in doubt.

The recommendations below are subject to change as DHEC updates them. We will follow the DHEC recommendations for Childcare Centers.

Symptom/Diagnosis	When Child will be sent home/excluded	When the Child May Return
Child/Staff Has any COVID Symptoms Fever 100.4 Dry Cough Shortness of Breath	Immediately	When child has been symptom free, without fever reducing medication for 24 hours as well as a negative COVID test <u>or</u> a doctor's note
Child/Staff Has Been in Contact with someone under Quarantine for a suspected case of COVID-19	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive. Follow the current DHEC guidelines for child care centers.	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive. Follow the current DHEC guidelines for child care centers.
Child/Staff Has Been in Contact with someone with a confirmed case of COVID-19	Cannot attend until 14 days after contact If household family member will be 28 days Follow the current DHEC guidelines for child care centers.	Cannot attend until 14 days after contact If household family member will be 28 days Follow the current DHEC guidelines for child care centers.



HYGIENE: Employees are trained in proper procedures for changing wet or soiled diapers or clothing. If a child's clothes need to be changed for any reason (bathroom accident, spilled liquid, extremely dirty from outside, etc.), they will be placed in a plastic bag and sent home.

Please make sure you provide a daily change of clothing for your child, including socks, shoes and underwear. If your child is potty training, you may consider sending multiple changes! Employees are required by DSS to complete Blood Borne Pathogen training on a yearly basis. Food distribution is also an area staff receives training in so that the spread of germs does not take place. Staff and children are taught to wash hands properly and frequently. All children are instructed to wash their hands when they enter the classroom.



IMMUNIZATION RECORDS: All children must have their required immunizations up-to-date at all times and on file prior to the child's first day of school per DHEC regulations. Religious exemptions are not accepted.



INCLEMENT WEATHER POLICY: In the event of inclement weather, the Day School will make a decision based on the safety of the staff, children, and families. Local TV and radio stations will be notified about the decision. **A Remind 101 text will also be sent. There will be no tuition refunds for days closed due to weather conditions.**



JUICE: If sending juice, please send 100% fruit juice. Please do not put juice in water bottles.



KINDNESS: Students are encouraged and expected to treat all members of the Day School with kindness and respect.



LIP BALM: Per DSS regulations, we cannot apply lip balm to students. Please apply at home before they arrive at school.



LUNCH: We will eat lunch from 12:00-12:30 each day. Children bring a packed lunch from home. Please pack a **nutritious lunch** for your child, limiting the amount of sugar. We are unable to refrigerate lunches, so please include cold packs in lunch boxes to keep food fresh. Milk is offered by the Day School for lunches. Be sure all utensils and containers that you wish to be returned are labeled with your child's name (including lunch box). As per DSS regulation, children three and under cannot have round or hard foods, as this presents a choking hazard. **Please do not send hard candy, nuts, popcorn, marshmallows, hot dogs, or whole grapes (you may cut grapes in half).** Due to several severe nut allergies we are nut free in our day school.



MEDICATION: We are only authorized to administer prescribed medication. (We will administer Tylenol to children who have a history of seizures caused from having a fever with written permission on file from a doctor.) In order to have a medication administered to your child while at school, please follow the following guidelines and procedures:

- **NEVER send medication in your child's book bag or lunch box!!!** All medicine should be brought to the office by an adult so that a medication permission form can be completed, and instructions given.
- As per DSS regulations, written, signed and dated parental consent is required prior to the administration of any prescription medication.
- Medication must have the child's first and last name written on the bottle. Prescription medication must be in its original container.
- All medication must have a child safety cap.
- All medication must be stored in a locked container. If the medication needs refrigeration, we have a medication lock box in the refrigerator.
- We are not permitted to administer medication if it is not within the recommendation on the bottle, unless a written statement is given by a doctor (for instance, if medication label states: "not recommended for children 6 and under" or "consult a doctor for children under 6").

A parent must complete the Medication Consent Form (located at the parents' station) to have medication administered by an office staff person. The medication log must be completed each day the medicine is administered. A copy of the form will be given to you at the end of the day, and the original will be placed in your child's file.

If a child is administered the wrong medication, a parent of the child will immediately be notified, and the incident will be documented in writing. The child's behavior will be observed by the Day School staff.

MORNING PRESCHOOL PROGRAM: Our morning program begins at 9:00 each day and ends at 12:00. Families have the option of attending 2, 3 or 5 days, based on the age of the child and the needs of the family. It is during this program when the bulk of curriculum is implemented. Children must be enrolled in our morning program to attend in the afternoon.

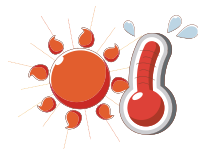


NAP:

- **A threefold rest mat-** DSS requires that every child rest on a **waterproof** surface. These may be purchased at local stores such as Wal-Mart, Target or Educational Wonderland.

Mats must be labeled with your child's name and will remain at school during the year. DSS mandates that all mats be free of tears and holes (no matter how small!) We will alert you if a replacement mat is needed during the year. Mats are sanitized by teachers at least weekly.

- **A small pillow and blanket-**
 - Children will be allowed to keep a blanket and pillow in their cubbies without having to send it back and forth each day. This goes home each Friday to be washed.
 - **Pillows should be no larger than 12" x 18".**
 - Blankets will need to be small enough to fold and store easily in their cubbies.
 - Items can be sent on Monday and will be sent home on Friday.
 - PLEASE wash these items during the weekend to prevent the spread of germs.
 - **Sleeping bags, large pillows, and large blankets are not permitted.**
- **Security Item-** some children have special items they need to fall asleep, such as a stuffed animal, a special "blankie," or even a pacifier for our youngest ones. These items will need to be sent daily with your child. This should be a "non-toy" item that is not electronic.
- In order to minimize disruption, children should not be picked up during naptime without the teacher or office being notified prior.
- **Children in our Three-Year-Old classroom should not bring a pacifier to school. If your Two-Year-Old still needs a pacifier, please be aware that it must be placed in his/her backpack when he/she arrives and will be given to him/her at naptime.**



OUTSIDE CONDITIONS: If the temperature outside is such that the wind chill is 32 degrees or below, or the heat index is 100 degrees or above, or the air quality is officially designated as "dangerous," the children will not go outside. They will instead stay in their rooms or go to the gym, if available. If the heat index is 94-99 degrees, outside time is limited to 15 minutes. If the heat index is 90-94 degrees, outside time is limited to 20 minutes. During sunny weather,

especially summer, sunscreen should be applied to your child at home before coming to school.



PARADES: Check our school calendar for special parade days for dads, grandparents, and families.



PARENT/GRANDPARENT PICNICS: We value family participation at Riverland Hills and want to encourage you to spend time with your child at the school. In order to promote this, we have “picnics” scheduled throughout the year. Please bring a bag lunch and enjoy this time with your child and the other families. These events are important to the sense of community felt within the school!

PARKING: We now have 9 parking spots designated to drop off/pick up for Day School. 4 of these spots are labeled Day School drop off/pick up and 5 are labeled guests. Please feel free to use these when dropping off/picking up if they are available. Please do no park on the curb at any time in case this area is needed for emergencies.



PARKED CARS: If you are coming into the building, you are required to park in a marked parking place, rather than pulling up in the driveway and parking on the curb. Cars should not be left running in the parking lot, and children should NEVER be left unattended in a car. Do not leave valuables in your car when you come inside.

PERSONAL IDENTIFICATION NUMBERS (PIN): Personal Identification Numbers are assigned to each family and are used for entry into the Day School. This provides security and records arrival and departure times for billing purposes. Once a PIN is assigned, you will retain that PIN from year to year. **Please do not share your pin number with others.** If someone other than you is picking up your child, he/she can ring the doorbell and a staff member will let him/her in and sign your child in/out. **The confidentiality of the PIN ensures the security of our school!**

Please do not allow others to enter the Day School when you type in your PIN. If other parents are here for pick-up, each person needs to enter his PIN to gain access to the school. Asking someone to wait to enter can at times be uncomfortable to parents. **If you need assistance, please don't hesitate to ask!!**



PHOTOGRAPHS: Children change so quickly, and we want to capture each stage of their development! Because of this, we offer professional photography opportunities in the fall and spring. Parents are not obligated to have their child participate or purchase these photos! These days are designated on the school calendar.

Teachers enjoy taking pictures of your children throughout the day! Pictures are used for documenting developing skills for their classroom portfolios, parent gifts, bulletin boards, and events like the end-of-the-year slide show. Please sign a “permission to photograph” form in order for us to take pictures of your child. (This was in your registration packet.)

PICK-UP AUTHORIZATION: Names and addresses of persons allowed to pick up each child are kept in the Day School office. Whenever there is a change to the normal schedule, a Daily Pick-Up Authorization form must be filled out and turned in to the office. When a person unknown to the staff is listed as the person to pick up your child, a staff member will ask to see a valid driver's license or other photo ID or family code word. If a person shows up to pick up your child who is not listed on the form and we have no indication from you that he/she is coming for pick-up, your child will not be released until we can speak with you to verify pick up is authorized. Late fees will apply if the child has to stay longer while verification is made. When individuals other than the "typical" person are to pick up your child, please ask them to ring the doorbell, rather than giving your PIN number to them.

POLICIES: When necessary policies and fees are subject to change at the Day Schools discretion. We will always provide adequate notice to parent/guardian.



POTTY: Children **must** be potty trained to enter the three and four-year-old classrooms. This includes being able to use the restroom independently. **Wearing pull-ups is not considered potty-trained. Children in these classes are not allowed to wear diapers or pull ups, even during nap.** We do recognize that children develop at different rates, and that some children take longer to conquer these skills. We will be supportive of children who are "potty training" and **close** to achieving this developmental milestone. However, if accidents are occurring on a regular basis that would be disruptive to learning time.



PROGRAMS: Regarded as traditions at our school, Christmas Programs, Spring Programs and "Graduate" Recognition Programs are presented each year as a way to share with parents the things the children have learned through the year. Please note on your calendar the dates for these events and invite other family members and friends to attend.

PROVISIONAL EMPLOYMENT: Riverland Hills Day School may provisionally employ a person in order to comply with state laws and regulations when an unexpected staff vacancy occurs. This means that that the individual has had a favorable state fingerprint review and that their Federal Bureau of Investigation fingerprint has been submitted.



QUESTIONS: If you still have some unanswered questions please feel free to call Riverland Hills Day School (between 7:30-5:30 Monday-Friday) at 803-798-2716.



RECESS: Children will go outside every day for 30 minutes between the hours of 9:00-12:00 (weather permitting). If your child stays for the afternoon, he/she will go outside again after nap for another 30 minutes.

REGISTRATION REQUIREMENTS: Registration for classes will start in late January. Re-enrollment is first allowed for families already attending the school. Parents wishing to re-enroll their children must turn in paperwork by the designated deadline to reserve a slot. Space cannot be guaranteed once the re-enrollment deadline passes. If an account is delinquent, re-enrollment is not permitted until the balance is settled. In February, registration opens to church members. Public Registration is then offered after registration opens for church members. Immunizations must be up to date. We do NOT accept religious exemptions for immunizations.

REMIN 101: We strongly encourage you to register with Remind 101. This is our primary means of communication with families. Remind will allow us to send text or email messages to you so that you will be kept informed of important announcements, inclement weather information, or basic reminders of the next day's special events. You will not receive any advertisements and your phone number and email address will remain private.



SECURITY: The Day School remains locked throughout the day. **Please use the main door to enter.** Caution should be used to not allow others, especially those unknown to you, to enter or exit the Day School. This includes holding the door open for others who are entering and propping open any of the exit doors so you can reenter. All visitors must check in with the Day School office. Cameras are in all classrooms, hallways, and the playground.



SMOKING: Riverland Hills Day School is a smoke-free facility.



SNACK: Due to the rise of allergies all children will bring in their own snacks. These need to be healthy snacks and we have some recommendations below. These snacks need to be clearly labeled AM and PM snack if your child stays for both. No items containing nuts (peanut butter, Nutella, etc.) are allowed as we are a nut free school! Whole grapes must be cut in half and marshmallows and popcorn are not allowed as they pose a choking hazard.

These are the USDA guidelines for snacks (choose two of each) some examples are below:

1 milk serving (fluid milk)

1 fruits / vegetables (100% juice, fruit and /or vegetable)

1 grains / bread (bread, bagel, pita bread, cereal, crackers, pretzels, etc.)

1 meat / protein (cheese, cottage cheese, yogurt, etc.)

Examples of snacks that would meet the USDA requirements are:

- Wheat thins with apple slices (1 grain and 1 fruit)
- Snack size bagels with cream cheese (1 grain and 1 meat/protein)
- Pita bread with 100% Fruit Juice (1 grain and 1 fruit)
- Ritz Crackers and 100% Fruit Juice (1 grain and 1 fruit)
- Cheerios and Applesauce (1 grain and 1 fruit)
- Pretzels and 100% Fruit Juice (1 grain and 1 fruit)
- Yogurt and Cheerios (1 meat/protein and 1 grain)
- Apple slices with cheese (1 fruit and 1 meat/protein)

SOCIAL MEDIA POLICY: No public discussions are to be held or comments made on social media sites regarding the children, staff or preschool business that could be construed to have any impact on the School's reputation or that would offend any member of staff or parent associated with the preschool. If a parent has a grievance, they are to follow the steps outlined in the Grievances section of the handbook.



SUMMER PROGRAM: Our summer program runs for seven to eight weeks during the summer, depending upon the ending and beginning dates of the school year. We are always closed during Vacation Bible School and for July 4th.



SUNSCREEN: Per DSS regulations, we cannot apply sunscreen to students. If your child is particularly sensitive to the sun, please apply sunscreen at home before they arrive at school.



SPIRIT DAYS: Wear your RHDS T-shirt or the color blue. The dates are listed on the school calendar.



TEA PARTIES: Check our school calendar for the date of our Mother's Day tea parties!



TOYS/CANDY: Please do not allow your child to bring toys, gum or candy to school. These items are likely to cause a distraction from the learning environment. Students may bring in books that are clearly marked with his/her name.

TRACKING CHILDREN: Each child will be added to the Daily Attendance Sheet as he/she arrives. The Daily Attendance Sheet will accompany the staff member wherever the class goes. All children's movements are tracked throughout the facility with the Attendance Sheet. **When a child goes to a different area, the staff will call each child's individual name listed on the sheet and match name to face to assure the correct children correspond with the list on the sheet.** This attendance sheet is updated every time the child is moved from any location. Dismissal time is also entered when a student leaves the Day School.

TWO-YEAR-OLD CLASSROOM NEEDS: There are a few additional things that twos will need to provide on a regular basis:

- Each family is responsible for providing their own diapers. It is a good idea to write your child's name on the diaper with a Sharpie. Please make sure there are enough to get us through each day, as we do not keep extra on hand.
- **You are also responsible for sending one container of wipes per month. These are shared in the classroom.**
- If your child has any special diapering instructions, please let his/her teacher know.
- Please provide two changes of clothing daily (including socks and shoes) as children at this age are more likely to have accidents (of many sorts). As your child shows signs of potty-training readiness, please talk with the teacher about strategies for helping the child using your methods, when possible!



YOU: As the parents, you are invaluable to us. Please feel free to come in and talk to us at any time. Your thoughts about RHDS matter to us!



VISITS: We maintain an open-door policy, and parents are welcome to visit their child's classroom at any time. While we love parents visiting the classroom, please do not carry on extended conversations with the teachers while present. Their primary focus needs to be on the children at all times.

Participation is encouraged in ways such as assisting with parties and group events, such as the Fall Festival and the Thanksgiving Feast. There are rare occasions when on-going parent presence may be discouraged, such as if your child is having a hard time with separation anxiety or parent presence is becoming disruptive to the flow of the classroom environment. If such a situation were to occur, the teacher or director would discuss these concerns with you.



WEBSITE: Visit our website at www.riverlandhills.org/dayschool/.

WITHDRAWAL OF CHILD: If a parent decides to withdraw a child, a 30-day advance notice must be presented in writing. Parents will be responsible for tuition unless this advance notice is given.



EXTRA SPECIAL: Preschoolers and Parents learn that they are eXtra special and unique at Riverland Hills Day School.



YOUNGER SIBLINGS: We look forward to one day having your child's younger sibling at RHDS.



ZZZZZZZZS: Make sure that your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift you can give your children. It will help them to be alert and ready to learn each day!

Thank you for your commitment to Riverland Hills Day School!

Invitation to Riverland Hills Baptist Church

Riverland Hills Baptist Church is growing strong, and we'd like to invite you to join in our growth! Please know that you are **ALWAYS** welcome to join our church family in attending any function held! Whether you are a devoted member in another church and just want to join in on our Wednesday night meal (for example), or you are without a home church and would like to explore membership, there is a place for you! We have an active preschool ministry, which includes Sunday morning Sunday School, Wednesday night activities (dinner, *WAMM* (Wednesdays-Awana-Missions-Music), prayer groups and bible studies), and several special events throughout the year. For more information contact the church office at 803-772-3227. Information and registration for some events/classes can also be found online at www.riverlandhills.org.

