



Children's Ministries of Riverchase Community Church

Riverchase Community Church
Learning Center
Parent Handbook

Mission: Our mission is to model Christ in the teaching and care of our children.

Melanie Bass, Director
Riverchase Community Church
2053 Old Montgomery Highway
Birmingham, AL 35244

preschool@riverchase.cc
www.riverchase.cc
205-988-8515

Revised October 11, 2017

Purpose

Riverchase Community Church Learning Center will provide a ministry to the community by offering hands-on learning, central aspects of child development, academic programming and socialization for children in a Christian environment.

Staff

All teachers have training in meeting the special needs of young children. Staff is encouraged to participate in classes that will continue their education and benefit the program development. Staff has experience and certification in the areas of child development, education, CPR and first aid.

Curriculum

Nursery and Toddlers have their individual needs met in a loving and nurturing environment. They will be challenged to develop physically, mentally and socially through the use of age appropriate toys and activities. They will participate in a Bible curriculum for their age, music and story time.

All children use theme based Christian curriculum, including ABeka, Letter People and Mat Man for teaching the basics (alphabet, letters, numbers, colors, shapes, etc.) Daily activities include play centers, story time, circle time and learning centers. In addition, academic activities are introduced beginning at age two, continuing through age five leading to a successful progression into kindergarten. Chapel is held each week.

Hours of Operation

Regular Preschool and Mother's Day Out hours will be from 9:00 am to 1:00 pm. Daycare hours are 8:00 am – 4:00 pm or 7:00 am – 5:30 am.

The school will operate, for the most part, on the Hoover School System calendar. If the Hoover schools are closed or open late for inclement weather, we will be closed also. Please consult the RCC school calendar for the correct schedule concerning holidays and days the Learning Center is closed.

- Please note the information concerning late fees and continual lateness.

Classes Offered

Nursery

Toddlers – when walking to approximately 24 months

Two's – 2 year olds

Three's/Four's – 3 before September 1

Four's/Five's – 4 before September 1

- Please note, if there are not enough children to make up a full class, two classes may be combined, keeping similar ages together.

Enrollment

All children must be enrolled by their parents/legal guardians. All parents/legal guardians must sign and date the registration sheet. A two week notice must be given if you are removing your children from RCCLC for any reason, along with a check for the correct amount for those two weeks. Any changes in the status of parents/legal guardians, or changes in persons on the pick-up list must be signed and dated by all parents/legal guardians or supported by legal or court documents.

Fees and Tuition

Yearly fees and tuition may vary, taking into consideration the cost of operating increases to the program due to the economy. RCCLC believes in giving the highest quality care to the children who attend, and hiring only those teachers who are capable and willing to provide it. We know that to provide the best in care and staff and to maintain a clean and well equipped space, requires commitment in time and money. Summer registration will

be paid by all RCCLC MDO/PS students as well as new students. Fall registration fee will be paid by everyone, Daycare and MDO/PS. There is an annual supply fee payable at the beginning of fall term for all children. Any supplies needed in the classrooms that are not provided by parents as asked for, may be subject to a fee assessment at any time.

We know the value of quality child care, and understand what it costs hardworking families, therefore we will always try to keep tuition and fees at an affordable rate. Please consult the latest tuition charts that are updated every year or call the office for that information. Please be aware **before** you sign up: **registration fees and supply fees are non-refundable.**

MDO/PS Tuition is pro-rated for a year and divided into twelve monthly payments for your convenience. Daycare Tuition is pro-rated for the year and divided into twelve monthly payments. Because tuition is pro-rated, there is no reduction for holidays, days off due to our calendar or spring break. If you wish to bring your child during those times, you must receive permission from the director and pay drop-in fees for those days. If you are a daycare parent and wish to keep your child out during any time that the RCCLC is open for daycare only, there is no refund, discount or pro-ration for that period of time. Payment slips, requiring itemized listing of all monies paid for each child enrolled, are available at the front desk. This will facilitate the bookkeeping process, insuring that you receive proper credit for your payments. Payment cannot be accepted without these slips.

Checks should be made out to RCC or Riverchase Community Church and should be dropped with an itemized slip in the tuition box on the front reception desk. **PLEASE DO NOT PUT FEES IN YOUR CHILD'S BOOKBAG NOR GIVE IT TO A TEACHER.** Cash must be given to the Director to put in the safe.

Tuition and extended monies are collected for the month prior to attendance. All MDO/Preschool tuition is due **on or before** the first day of the month for that month. Daycare tuition may be split into two payments, due **on or before** the 1st and 15th of each month. **A late fee of \$10.00 will be charged for any checks received after the first day of the month, or after the 15th of the month.** Please help us meet our financial obligations by paying on time.

A \$20.00 fee will be imposed for any checks returned for insufficient funds, plus any payment RCC is charged for receiving and depositing these checks. If a financial problem arises, please contact the director for a confidential discussion. We will be happy to work with you to reach a suitable solution.

Late fees of \$1.00 per minute will be applicable for those parents who pick up late after the 1:00 pm, 4:00 pm and 5:30 pm times, and will need to be paid at the time of pick-up. Please help us by picking up on time. If an emergency situation arises, please call the church, before your scheduled pick-up time, at 988-8515, so the staff will be aware of the problem. If you call to let us know you will be late, you will receive a 5 minute grace period before charges begin. Continual lateness in picking up your child may result in termination of your child's space.

Non Payment of Tuition

Tuition is to be paid in full **on or before** the first day of the month. Daycare hours (7:00 am – 5:30 pm or 8:00 am – 4:00 pm) are the exceptions, and those costs can be paid ½ **on or before** the first of the month and ½ **on or before** the 15th of the month. All monies are to be kept current each month following the tuition rules, unless other arrangements have been made with the director's discretion.

If tuition falls one month behind, arrangements must be made with the director for tuitions and other monies to be paid and made current to keep your child on the rolls.

Failure to pay monies owed for more than one month after a plan has been arranged will result in your child being taken out of the program.

Siblings

After the first enrolled child, there is a discount for each sibling. For instance, if there were 2 siblings attending for 3 days of MDO, the cost would be $\$145.00 \times 2 = \290.00 . Then we would multiply the total of $\$290.00 \times 90\% = \261.00 which would be the total for the two children.

Health and Medical Information

The health of all children who attend the program is very important to all of us: parents, teachers and children. Before entering the program all children must submit an immunization certificate, more commonly known as a blue card. This certificate must be signed by the child's physician or the Health Department and turned in by the beginning of the first week of school. All children should be current on immunizations. Children may not attend without this certificate and you may be asked to take your child out of the program if you do not keep immunizations current.

Should a child's health be considered a risk to the other children's health, parents will be notified to pick up their child. If a parent is not available, someone listed on your registration form will be notified to pick up the child. Listed below are symptoms that usually indicate some type of virus or contagious condition. In order to avoid spreading these types of illnesses, please monitor your child for these symptoms prior to dropping him/her off.

1. Sneezing, runny nose, watery eyes, deep cough, vomiting or diarrhea, green or yellow mucous, fever within the last 24 hours, eyes that are weepy, yellowish, inflamed or have a discharge. Unusual irritability or lack of sleep for whatever reason.
2. If the child has had a fever, has thrown-up or has had diarrhea, **he or she should be free of these symptoms for a full 24 hours without the use of medication to mask symptoms before returning to school.**
3. A doctor's note is required for re-admittance for the following: pink eye, chicken pox, head lice, hand and mouth disease or any other contagious disease.

Parents should notify the center of any contagious disease so the director may inform the other parents.

Medication can be given IF parents sign a medication request form and specify when the dosage is to be given and the dosage the child is to take. For medication that is given on a regular basis, for ex. – asthma inhaler, a form can be left on file. A medication sheet will not be valid for more than a month at a time, after that a new sheet must be submitted.

Potty Training

Children in the three and four year old classes must be potty trained in order to be in those classes. (These classes have a very full schedule and it is difficult for a teacher to take time away from the rest of the class to attend to a child who is not potty trained.) If your child has a problem with this, please see the director. If it is deemed necessary for a child to wait until he or she is potty trained to attend class, the child's space will not be given away and tuition will not be due until he/she returns.

What To Bring For MDO/Preschool/Daycare

Children should wear comfortable clothes that they can wear indoors and outdoors, and will not be ruined by paint, dirt, etc. Please dress child in clothes that make it easy for them to attend to their own restroom needs. Don't forget to apply or send sunscreen, if needed, and send mosquito spray with a note giving the teacher permission to apply on your child. We will go outside each day that weather permits. On days when the ozone alert warns of dangerously high levels, there will be no outside play because of the many children who suffer breathing disorders such as asthma, and to safeguard all of our child from respiratory problems.

All children must have a complete change of clothing (underwear, shirt, pants, and socks) stored in their class or bag, in case of accidents. **All clothing must be marked with child's name!!**

Please do not send your child in sandals. The toe tip of the sandal will sometimes catch on the floor or carpet and children will often trip. Also, being an open shoe, a sandal can lead to a foot injury on the playground or in the gym. Children will not be allowed to ride scooters in the gym wearing sandals. Tennis shoes are the best choice in shoes for this program. Children will not be allowed to play outside without shoes. Wearing any type of boot is strongly discouraged.

Please do not send children in costumes or with jewelry or toys from home, unless it is a special occasion day in their class. This causes distractions, and children will sometimes lose a treasured item, causing tears and frustration. The exception to this being a comfort item that they may keep with them at naptime.

Nursery Babies need:

- *diaper bag – LABELED
- *disposable diapers – LABELED
- *2 full changes of clothes – LABELED
- *food cut into small pieces. Knives are not allowed in classrooms.
- *send any utensils needed: clean bottles for every feeding, sippy cups can be refilled.
- *to be changed out of night diaper before they arrive at RCCLC.
- *spoons and bowls are provided by RCCLC

Toddlers need:

- *diaper bag – LABELED
- *disposable diapers – LABELED
- *full change of clothes – LABELED
- *finger food cut into small pieces. Knives are not allowed in classrooms.
- *jacket or sweater – LABELED
- *padded nap mat
- *Send only containers that are no bigger than a cup. There is no room in our refrigerators for half gallon or gallon containers of milk.
- *spoons and bowls are provided by RCCLC

Two's, Three's, Four's and Five's Need:

- *open tote bag or backpack – LABELED
- *full change of clothes – LABELED
- *jacket or sweater – LABELED
- *lunch box – LABELED, with ice pack and unbreakable thermos or cup – LABELED
Food should not need to be heated or refrigerated, must be cut into appropriate size pieces.
Knives are not allowed in classrooms.
- *Send only containers that are no bigger than a cup. There is no room in our refrigerators for half gallon or gallon containers of milk.
A list of classroom supplies will be sent to the 2, 3, 4 and 5 year old children at the beginning of Fall session, along with any other pertinent information needed.

- *Please: NO boots, gum, candy, sugary snacks, toy guns, glass bottles, dishes or containers.

Other Policies

Please do not block the driveway with your car. When bringing your child into the building, park in any available spaces and always turn off your engine. It is not a good idea to leave any children in your car unattended. **When exiting after dropping your child off, drive toward the dumpster and circle around to the right toward the entrance to the parking lot. This prevents possible accidents happening between cars leaving and entering the parking lot.**

Please hold your child's hand in the parking lot. No running, please. Always check before you back up your car, as little ones are hard to see.

Log In/Out

Parents are asked to log in/out with their pin code on the keypad located at the reception desk on a daily basis. You may not share pin numbers, each individual person who picks up must use their own individual pin number. The school requires a record of every child who attends each day. Identification will be checked in the afternoon by any teacher who does not recognize the person picking up the child. If the person picking up your child is not on your normal pick up list, please provide a note to the teacher of your child's class informing them who the person is.

We will not release your child to anyone other than those indicated on the pickup list that you fill out at the beginning of the school year, unless otherwise notified. Identification will be required from anyone we do not know, even if they are on the pickup list. We will not release children to anyone under the age of 18, unless they are being driven by an adult who is visible in the vehicle waiting for them.

Registration Priorities

1. Teacher's children
2. Members of Riverchase Community Church
3. Non-members of Riverchase Community Church currently in the program
4. Open to all

Birthday Parties

Cupcakes are welcome to celebrate birthdays after lunch. Remember icing can be messy for young children. Special holidays will be celebrated in the classroom. Your child's teacher will inform you of these and will be asking for your assistance.

***Please, no party invitations at school unless the whole class is invited.**

Biting

Biting is a problem that sometimes arises when toddlers are frustrated, and/or cannot express themselves any other way. The problem will be addressed with understanding and discipline in the following way:

- a. Toddler/Twos will be told in a firm voice that "no", this is not to be done (1st time).
- b. Parents of the child who bites and child who is bitten will be notified.
- c. Toddler will be put in a time out situation or will be removed from the room, if possible, and will, again, be told "no" (2nd time). At this point the parent may provide a deterrent, such as a baby's first toothbrush on a paci holder (provided by the parent/guardian), to be worn at all times.
- d. Parent of child who bites will be asked to keep child at home until problem is solved. Child's place will be held (3rd time) for a reasonable amount of time.

Parents of a child who bites will also be encouraged to call and discuss this situation with their pediatrician or a child psychologist if the problem persists.

If the skin is broken from a bite, it will be washed and a topical antibiotic will be applied. A parent of this child will be called immediately.

Snow Days/Inclement Weather Closings

Because our weather is so unpredictable, you are asked to watch ABC 33/40 or Fox 6 for school closings.

When Hoover schools are closed for inclement weather, RCCLC will also be closed. When the weather is questionable, an announcement will be made on the above stations, regardless of what the Hoover school system does. RCCLC will send a text or email announcement with notifications of these closures or delayed openings.

Because every child does not come on the same day/days, it is not feasible to offer “make-up” days, nor is it possible to reduce tuition for closings due to inclement weather. Thank you for your understanding.

Field Trips

Because of requirements regarding car seats, children under the age of four will not be able to take field trips. If a child does not bring their car seat or booster seat on a field trip day, they will not be allowed to go on the trip. We do not keep extra seats at the school and it is not always possible to track down a parent to get a seat here by the time the group is leaving on the trip. If a child is not at the school and ready to leave by the departure time, they will be kept at the school.

Parent – MDO/Preschool Communication

Parents are welcome to ask for a conference at any time by calling the office and making an appointment. The director and teacher may request a conference with the child’s parents if there are concerns. Parents are welcome to visit the school and are encouraged to participate in parties, field trips and other projects. Siblings will not be allowed to attend field trips.

Suggestions for improvement are encouraged. Any changes in policy will be made in writing.

Non-Discrimination Policy

Riverchase Community Church MDO/PS admits students of any race, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, nationality, or ethnic origin in administration of its educational policies, admission policies and other school administered programs.

Students with disabilities or physical impairments will be welcome if the school can safely, adequately and financially accommodate the child’s needs without significant change in the quality of the program for other children.

Substitution of Days

During the year, whether summer or fall session, we are unable to swap or exchange days for vacations, holidays, etc. Please remember that holidays are not factored into the cost of tuition and because of this, there is no refund.

Department of Human Resources – State of Alabama

Riverchase Community Church is under compliance with the Alabama State Department of Human Resources with regard to exemption from licensure. Although we are exempt, there are still requirements that must be met. One requirement is that the church must notify you of the program’s exemption, and that you as a parent or guardian, must sign a notarized statement to that effect. This procedure must be repeated each year for the program to operate. Time and date of notary process will be announced each year.

Drop – In Service

Drop – in service is offered for all ages, 3 months to 5 years for 7:00 – 9:00 am, 9:00 am – 1:00 pm, 1:00 – 4:00 pm, 1:00 – 5:30 pm and 4:00 – 5:30 pm time frames. You must have a child enrolled in RCCLC to participate in drop – in. (24 hour notice is needed.) Please give your request to the director. You will be asked to pay the charges on the drop – in day. There are no discounts for drop – in service.

Daycare

Full daycare is offered. Riverchase Community Church offers 3, 4 or 5 day daycare from 7:00 am – 5:30 pm and 2, 3, 4, or 5 day daycare from 8:00 am – 4:00 pm. Please contact the director for more information and prices.

Discipline Code

Riverchase Community Church Preschool accepts the responsibility for establishing and maintaining proper standards of discipline and behavior within our school. In order to maintain good order and insure an environment conducive to learning, Riverchase Community Church considers the following behaviors to be offenses that come under the discipline code:

1. Disrespect toward teachers including but not limited to: talking back, refusal to follow instructions, speaking in an inappropriate manner.
2. Disrespect toward fellow students including but not limited to: derogatory and humiliating remarks, invading personal space.
3. Violence, the threat of violence and/or physical or verbal intimidation directed toward teachers or other students (some examples of physical violence/abuse - hitting, kicking, biting, slapping, pulling hair, pushing someone down; some examples of verbal abuse – repeatedly calling another student names, making threats of violence to another child, using demeaning language toward another student, i.e. “you are stupid”, “I hate you”.)
4. Theft of belongings from the church, teacher or another student.
5. Persistent disobedience or disorder.
6. Inciting other students to engage in disruptive behavior.
7. Endangering the safety of student’s self and/or other students.

Consequences of the above actions will be handled as follows:

First offense: Student will be placed in timeout with the Director or appointed personnel for an appropriate amount of time. Student will have the consequences of his/her actions explained to them. Student will be asked to apologize to individual on the receiving end of their behavior if appropriate. Conduct note from Director will be sent home to parents.

Second offense: Student will be placed in timeout with the Director or appointed personnel for an appropriate amount of time. Student will have the consequences of his/her actions explained to them. Student will be asked to apologize to individual on the receiving end of their behavior if needed. Conduct note from Director will be sent home to parents. Parents will be contacted for a conference with Director about student’s behavior and possible ways to improve behavior.

Third offense: Student will be placed in timeout with the Director or appointed personnel for an appropriate amount of time. Student will have the consequences of his/her actions explained to them. Student will be asked to apologize to individual on the receiving end of their behavior if needed. Conduct note from Director will be sent home to parents. Parents will be given a specific amount of time (i.e. two weeks) in which their student’s behavior must improve.

Fourth offense: Student will be placed in timeout with the Director or appointed personnel for an appropriate amount of time. Student will have the consequences of his/her actions explained to them. Student will be asked to apologize to individual on the receiving end of their behavior if needed. Conduct note from Director will be sent home to parents. Parents will be asked to remove the student from Riverchase Community Church Preschool.

Riverchase Community Church Preschool recognizes that each child has individual needs and problems. While we want to work with parents and students toward a resolution of behavior problems, RCCLC must ensure the safety of all its students and that is why this discipline code has been put into place.

Dropping Out of the Program

If you decide to drop out of the program, you must give a two week notice. Failure to do so will result in total payment of that month's tuition. No refund will be given for any portion of a month not attended.

Changes in Schedules

You will no longer be able to make any changes without paying a fee. All changes must be made through the director. The receptionist and the teachers cannot authorize any changes.

- a. Schedules marked on registration forms will be effective for either the September – May school year or the Summer session, whichever is applicable. (This is applicable to new enrollees, as well as those currently in the program.) If changes occur during either session, re-registration and payment of all fees will be needed to continue.
- b. MDO Summer session will consist of June, July, and mini session in August (lasting until the first day of school).
- c. Any child who withdraws for the summer, and will return at a later date (such as at the beginning of the school year), must re-register and pay all applicable fees. Places will not be held without re-registration.

These charges were necessary due to the volume of changes required in our records during any given month. (When one person makes a change, we have to record that change in 5 different places to keep our records up-to-date. As such, this record keeping is overwhelming in terms of time and accuracy.) Thank you for your understanding and cooperation.

Acknowledgement of RCCLC Policies and Procedures

Please read, sign and return the following sheet to the RCCLC Director. This sheet must be on file in our office. Thank you for allowing us to be a part of your child's care.

I have read the Parent's Handbook for Riverchase Community Church Learning Center program. I understand the policies set forth in this handbook and agree to abide by them.

Child/Children's Name(s)

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date