



## 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.

Lisa Boling  
Director  
Riverchase Community Church  
2053 Old Montgomery Highway  
Birmingham, AL 35244

[preschool@riverchase.cc](mailto:preschool@riverchase.cc)  
[www.riverchase.cc](http://www.riverchase.cc)  
205-988-8515

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## **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 child 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 using age-appropriate toys and activities. They will participate in a Bible curriculum for their age, music and story time.

All children two and up, use theme based Christian curriculum, including ABeka, handwriting, 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 for three and four year old classes.

## **Hours of Operation**

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.

## **Classes Offered**

Nursery – 8 weeks up

Toddlers – when walking to approximately 24 months

Two's – 2 years old

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 here, by hiring only those teachers who are capable and willing to provide it. Summer registration will be paid by all RCCLC summer students (school age). Fall registration fee will be paid by everyone, nursery through 4K, who attends throughout the year. There is an annual supply fee payable on September 1st,

or half on September 1<sup>st</sup> and half on March 1<sup>st</sup>, 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 childcare, 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.**

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 are a daycare parent and wish to keep your child out during any time that the RCCLC is open for daycare, there is no refund, discount or pro-ration for that period.

Checks should be made out to RCC or Riverchase Community Church, and should be given to the RCCLC Director, Assistant Director, or Administrative Assistant. You may also pay through Venmo. **PLEASE DO NOT PUT FEES IN YOUR CHILD'S BOOKBAG NOR GIVE IT TO A TEACHER.** We prefer you do not pay cash. Please get a money order if you do not have a checking or Venmo account.

Tuition and extended monies are collected for the month prior to attendance. All tuition can be paid **on or before** the first day of the month for that month, or it may be split into two payments, due **on or before** the 1<sup>st</sup> and 15<sup>th</sup> 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 15<sup>th</sup> 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 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 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.

### **Non-Payment of Tuition**

Daycare (7:00 am – 5:30 pm or 8:00 am – 4:00 pm) tuition can be paid in full **on or before** the first day of the month or can be paid  $\frac{1}{2}$  **on or before** the first of the month and  $\frac{1}{2}$  **on or before** the 15<sup>th</sup> 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 until payment issues are resolved.

## Health and Medical Information

The health of all children who attend the program is very important. Before entering the program, all children must submit an immunization certificate, or a religious exemption form, for your child and a Child's Medical Report form. Both 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 these forms, 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 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. To avoid spreading 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, foot and mouth disease or any other contagious illness.**

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.

## What To Bring For Daycare

Children should wear comfortable clothes that they can wear indoors and outdoors, and will not be ruined by paint, dirt, etc. Please dress children in clothes that make it easy for them to meet 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 to your child. We will go outside each day that the 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!!**

Tennis shoes are the best choice in shoes for this program. For children potty training, crocs are a good choice because they are easily washed out if there is an accident. 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
- \*2 full changes of clothes (weather appropriate) – LABELED
- \*formula or breast milk with individual bottles or inserts – LABELED
- \*containers for food, sippy cups can be refilled – LABELED
- \*spoons and bowls are provided by RCCLC

Toddlers need:

- \*lunch bag – LABELED
- \*full change of clothes (weather appropriate) – LABELED
- \*finger food cut into small pieces.
- \*jacket or sweater – LABELED
- \*padded nap mat – LABELED
- \*send only containers that are no bigger than a cup.

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

- \*open tote bag or backpack – LABELED
- \*full change of clothes (weather appropriate) – LABELED
- \*jacket or sweater – LABELED
- \*lunch box – LABELED, with ice pack and unbreakable thermos or cup – LABELED
- \*Send only containers that are no bigger than a cup.

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: Be mindful of allergies within the daycare. NO NUT PRODUCTS allowed. NO boots, gum, candy, sugary snacks, toy guns, glass bottles, dishes or containers.

## Other Policies

Please do not block the driveway with your car. It is not a good idea to leave any children in your car unattended. **When exiting after dropping your child off, follow the sign and circle around to the left by the dumpster toward the entrance to the building. 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.

## Birthday Parties

Mini 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.**

### **Snow Days/Inclement Weather Closings**

When Hoover schools are closed for inclement weather, RCCLC will also be closed. When the weather is questionable, an announcement will be made. RCCLC will send a text or email announcement through Group Me with notifications of these closures or delayed openings.

### **Parent – Learning Center Communication**

Parents are welcome to ask for a conference at any time by calling the office and making an appointment. The director, assistant 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 field trips. 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 Learning Center 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 are welcome if we can safely accommodate them.

### **Substitution of Days**

During the year, 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.

### **Discipline Code**

Riverchase Community Church Learning Center accepts the responsibility for establishing and maintaining proper standards of discipline and behavior within our school. To maintain good order and ensure an environment conducive to learning, Riverchase Community Church Learning Center 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, spitting, 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

Riverchase Community Church Learning Center 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**

All changes must be made by the director. The assistant director, receptionist and 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/or payment of all fees will be needed to continue.
- b. The 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 later (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.

### **Behavioral Standards**

We foster and encourage a loving Christian environment for all families. We should all be setting a loving example for our children. With respect to that, we have certain behavioral standards that we expect parents to abide by. As with our employees, gossiping about another family is not permitted. If you are known to be gossiping about another family or child, or another church, etc, RCCLC has the right to immediately terminate your child's enrollment. RCCLC Director has the right at any time, and for any reason to terminate an enrollment.

### 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. This handbook is found on our website: [www.riverchase.cc](http://www.riverchase.cc) .

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Child/Children's Name(s)

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Parent/Legal Guardian Signature

Date

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Parent/Legal Guardian Signature

Date