



Policy and Procedure Handbook

2018-2019 School Year

22881 178th Ave

Cold Spring, MN 56320

Phone Number for Absences: 320-420-6492

Email: contact@riverdepot.org

River Depot's Policy and Procedure Handbook

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I. Philosophy

Purpose

River Depot, as an extension of River of Life Church, exists to provide a loving, nurturing, and safe environment in which to teach our children the importance of a personal relationship with our Savior, Jesus Christ. River Depot is a place for children to learn, grow, relax, and have fun after the school day ends.

Objective

To partner with parents, family members, and the church body in instilling a deep-seated desire to:

- Know Christ
- Grow in Christ
- Show Christ to Others

River of Life Church's Core Values and Beliefs

- Children are gifts from God (Psalm 127:3-5).
- Children can grow in grace and use their spiritual gifts for the glory of God and the edification of the church (2 Peter 3:18 & 1 Corinthians 14:12).
- The church family has a responsibility to fulfill its pledge to nurture and train our children in the ways of the Lord (Proverbs 22:6).
- As a church family, it is our job to partner with parents and to equip and teach them to be the spiritual leaders of their home (Deuteronomy 4:9-10).

II. Policies

Wellness and Allergies

Children must be symptom-free from the following (without medication) for at least 24 hours before entering the classroom:

- Fever of 100° F or higher
- Vomiting or diarrhea
- Conjunctivitis (pink eye or other infection)
- Rash
- Nasal draining that is green or yellow

- Sore throat
- Open sores
- Cold
- Excessive coughing
- Lice

If a child develops any of these symptoms upon or after check-in, the parent/guardian will be contacted via phone call or text for pick-up.

An allergy alert will be printed on the security nametag of any child who has been identified by parents/guardians as having an allergy. The type of allergy will be listed in RED. All leaders (staff and volunteers) are trained to look for allergy alerts on each child's nametag.

Parents/guardians of children with severe allergies requiring the possible use of an EpiPen or similar device must advise leaders on their storage and use. EpiPens or similar devices must be supplied by the parents/guardians of the affected child. They must be labeled with the child's full name.

Injury and First Aid

- If a child is injured while in the care of River Depot, the leader will advise the child's parent upon pick-up unless it is an emergency.
- If your child needs medical attention, you will be called immediately so you can take your child to a doctor. If there is an emergency situation, we will call 911 for assistance. At that point, the paramedic professionals will decide on further course of action. You will be responsible for all emergency and medical expenses.
- All injuries must be reported no matter how minor they may seem. The leader must complete an Ouch Report located in the classrooms, and a copy will be sent home with the child upon pick-up.

Safety and Security

It is of utmost importance that our children be taught and nurtured in a responsible and safe environment. We also desire that our leaders be protected from any false allegations of misconduct.

- Each applicant desiring to teach or volunteer at River Depot is required to complete an application process, which includes a personal interview, reference and criminal background check.
- Each staff member and volunteer in our ministry is required to read and abide by the policies and procedures outlined in this manual.

- We have a detailed check-in and check-out procedure outlined in the parent/guardian responsibility section of this manual.
- In the event that there is a need for last-minute volunteers (who have not been screened according to policy), the individuals responding will be cleared for temporary duty by the Director or Assistant Director and placed with an experienced leader who has completed the application process and has been cleared for service. Individuals on the substitute list (who have completed the application process and have been cleared for service) will be utilized first.

Children's Evacuation and Shelter Plan

In case of tornadoes, the in-place shelter for children will be the Pre-K classroom across the hall from the River Depot Homeroom. Our procedure is to sit on our bottoms with knees up and cover our heads with our hands. If it becomes necessary to evacuate our church building (in the event of a fire, etc.), this is the procedure to follow:

- Anyone in the nursery or 2-year-old room will exit through the doors that lead to the outside play area. Make sure everyone is accounted for.
- Children will leave the building through the doors on the west side of the church, across from the indoor play area. The leader will need to bring an attendance sheet with them to account for all children as soon as they exit the building. Take the children to the Fitness Center located behind the youth building. Remain there until the all-clear is given to re-enter the building or until parents/guardians are able to pick up their children.
- Keep your class in a straight and quiet line. Do not allow them to play or run through the parking lot. Do not release a child to anyone other than the parent/guardian who has the matching security badge.

School Cancellation

If ROCORI Schools are canceled, River Depot will be closed. If school is released early due to weather, River Depot will be closed.

III. Classrooms & Ratios

In an effort to provide the best possible care and learning experiences for your child, we closely monitor the adult to child ratio in each classroom and make every effort to achieve an optimum environment. River Depot K-5's leader to child ratio is 1 to 15 or less.

IV. Curriculum

The two greatest commandments given by Christ are to love God with all that we are and to love others as He loves us. Accordingly, our curriculum will always help our children integrate these precepts into every area of their lives through eventual acts of service, obedience, worship, study, and prayer.

Our curriculum will always be designed to give our children an understanding of the flow of Bible events, so that are able to know God and recognize how He has worked throughout history to restore a loving and right relationship with His people.

V. Staff & Volunteer Procedures & Responsibilities

Requirements to Serve

- Each staff member and volunteer is required to complete an application process, which includes a personal interview, reference and criminal background check.
- All staff members and lead volunteers must be 18 years of age or older.
- Each teacher assistant must be 16 years of age or older.
- Each teacher assistant volunteer position must be at least 14 years of age or older.
- Staff members and volunteers are expected to acknowledge and agree with River of Life's Core Values and Beliefs, as listed on page 3 of this handbook.

Scheduling

- Staff members and volunteers will coordinate with the Director or Assistant Director concerning schedules.
- Once a schedule is made, it is the staff member's responsibility to find a replacement if they are unable to serve as scheduled and to notify the Director or Assistant Director as soon as possible. Team member contact information will be provided.
- Volunteers should notify the on-site Director or Assistant Director via text message or phone call at least 24 hours in advance if they are unable to attend when scheduled. Volunteer time should be made up accordingly.
- In the event of an illness or emergency causing the staff member or volunteer to be late or absent, it is imperative that the volunteer CALL (not email or text) the on-site Director or Assistant Director as soon as possible.

General

- Staff members and volunteers must be knowledgeable of and adhere to the policies and procedures outlined in this handbook.
- Personal belongings should be kept off the floor and out of reach of children.
- Volunteers are asked to refrain from using cell phones unless it is an emergency.
- Special treats or snacks can only be brought in on special occasions and only when approved by the Director or Assistant Director. No homemade treats, please.
- Staff members and volunteers will refrain from engaging in any conduct, language, activity (including the posting of questionable or inappropriate messages or material via social media), or associations that may reflect negatively or bring discredit upon themselves, their position as a staff member or volunteer, and/or River Depot and River of Life Church.

Arrival

- Please be on time for your scheduled hours. It is essential that we have the appropriate staff/volunteers present when expected.
- Keep track of and wear your nametag lanyard at all times.

Class Time

- No one is allowed in your classroom unless they are wearing an approved nametag/lanyard.
- Volunteers and children will remain in the homeroom, classroom, or respective play areas at all times.
- Volunteers are encouraged to welcome and interact with the children by:
 - Sitting on the floor
 - Engaging at the tables
 - Playing with the toys
 - Being at “eye level,” which often aids in gaining and maintaining the children’s attention
 - Enjoying time spent working with the children and the opportunity to minister to them

Check-out/Departure

- When a parent/guardian arrives, the security leader will make sure that the parent/guardian has the corresponding security badge in order to pick up his/her child.
- The parent will proceed to pick up his/her child from the appropriate classroom/play area.
- The teacher must make sure that the security badge matches the child’s security nametag lanyard.

- Do not release a child without matching the security nametag and badge first.
- If someone other than the parent/guardian must pick up the child, s/he must be listed on the River Depot Registration Form and must show a picture ID, such as a driver's license, in order to be cleared for pick up.

VI. Parent/Guardian Procedures & Responsibilities

Hours of Operation

River Depot is open Monday through Friday, 3:00-6:00 PM, following the ROCORI School District calendar found at the bottom of the page at:

<https://www.rocori.k12.mn.us/information/district-calendar>.

Communication

Indicate to staff what is the best way to reach you—phone call, text message, or email. We will occasionally send home notes with students.

Absence

If your child is going to be absent from River Depot on a day that you have communicated is one of their regularly scheduled days, you must call this number 320-420-6492 (Assistant Director Michelle's cell phone) to excuse him/her, leaving a message if no answer. This policy is for your child's safety. Please note that calling your child's school does not mean that you have contacted River Depot. Remember to call if your child is leaving school early for an appointment, illness, field trip, sports event, vacation, birthday party, etc.

Nametags/Security Badges

We will provide a nametag (to be kept at River Depot) for your child(ren) and two laminated security badges per family. Please show your badge upon each pick-up, as we may have different staff members helping with check-out each day. If you wish to have someone else pick up your child, they must be on your registration form and show a photo ID.

Pick-up/Check-out

When you pick up your child, please show our River Depot leader your security badge. You will then get to go to the classroom/play area your child is in. A teacher or volunteer will then match the badges to okay pick-up. If someone else beside the security badge holders picks up your child, they must show a photo ID for security purposes; that person must be listed on your registration form as an authorized pick-up person.

Payments

Invoices for the week of childcare will be given to you on Friday when you pick up your child, and payments will be due on Monday. You can also pay your invoices online (with a convenience fee) or set up recurring weekly payments online through our website www.riverdepot.org. Late payments may incur a late fee.

Late Policy

All children must be picked up on or before 6:00 PM each evening. You may be charged for any time that you are past our 6:00 PM ending time. If you have an emergency or extenuating circumstance, please communicate the specifics to the Director/Assistant Director.

VII. Daily Procedures

Snacks

Each day, we will serve a snack to children in our program, paying close attention to food allergies. Children will need to wash their hands before eating snack. Please make sure your child does not bring his/her own snack, as we must protect children with severe food allergies.

Medication

Should your child need medication administered during River Depot hours, please communicate that with our leaders. Always label medication with the child's full name and have updated dosage on the label as well.

Clothing and Footwear

Please ensure that your child is wearing proper clothing and footwear for each season. In the winter, we will be playing outside if the weather allows, so children will need boots, snowpants, hats, and mittens while there is snow on the ground. We follow similar procedures to your child's school in regards to clothing and footwear. Clothing should not contain any offensive printed language. Tennis shoes are required for playing outside on the playground, just as they are in school. If there is bad weather, we will not go outside to play.

Classroom Management and Discipline

We believe in modeling positive leadership qualities to children and will operate in a direct, respectful way with children. Teachers will redirect children in a kind and clear manner if a child is having a hard time following our rules. If necessary, a teacher will discuss behavior with the child and have him/her fill out a Behavior Journal report indicating which rule was broken

and what s/he will do instead next time. We will keep a copy and send the original home for you to view/discuss with your child. We are looking for growth, not perfection, in our students and will operate based on the Golden Rule: Treat others as you would like to be treated.

Rules

1. Obey the teacher
2. Listen
3. Be kind
4. Be safe
5. Keep my hands and feet to myself

Preventative Actions

1. Create a loving, caring atmosphere
2. Establish and communicate realistic expectations
3. Focus on positive actions
4. Be fair and consistent

Corrective Actions

1. Handle situations individually and respectfully
2. Give a warning when a child fails to follow a rule by reminding the child of the rule
3. Explain why the behavior is unacceptable, what the consequences are
4. Redirect the child in a positive way, explaining the appropriate behavior
5. If a child repeats the action, guide him/her over to a quiet pace separate from the other children for a short, designated period of time
6. After a third time, the child will be escorted to the Assistant Director or Director to handle the situation in an appropriate manner. Parents/guardians will be notified with a Behavior Journal report and/or phone call if necessary.

Aggressive Behavior

1. Biting, hitting, pushing, scratching, kicking, or pulling are considered aggressive behaviors and will be addressed promptly.
2. If a child displays any of these behaviors, s/he will be removed from the class, parents/guardians will be notified, and Corrective Action Plan will be put into place.
3. River Depot reserves the right to suspend any child who does not adhere to our policies.

Abuse/Neglect

River Depot staff members are required by law to report all suspected physical, emotional, and sexual abuse or neglect of children to appropriate authorities.

IV. Parent/Guardian, Staff, & Volunteer Acknowledgement Form

The River Depot Policy and Procedure Handbook contains important information about River of Life Church and how the River Depot After School Kids Club operates. I understand that I should consult the Director if I have any questions that are not answered in this handbook. I also acknowledge that revisions to this handbook made occur at any time.

My signature below acknowledges that I have received and read this entire handbook. My signature also indicates that I agree to serve/cooperate faithfully and to comply with and adhere to the policies and procedures outlined in this handbook.

_____ Signature
_____ Printed Name
_____ Date
_____ River Depot Director Signature

V. Children's Code of Conduct Form

At River Depot, I will:

6. Obey the teacher
7. Listen
8. Be kind
9. Be safe
10. Keep my hands and feet to myself

_____ Name(s)
_____ Date