

Welcome to Riverbend Dayschool. We feel very honored that you have chosen to enroll and entrust your child to us. We look forward to meeting you and your children.

This handbook is written to give you a better understanding of our school and to explain to you our educational philosophy and policies. RDS is a ministry of Riverbend Community Church and, therefore, is Christian-oriented. We desire to serve families within our community to support and encourage them in the education and nurturing of young children.

Under the guidance of qualified teachers, our program is planned to give your child broader opportunities for learning—academically, spiritually, emotionally, relationally, and physically. We desire to support you in laying a solid foundation upon which to further build a successful future in all lessons of life. By cultivating and enriching your child's learning environment, we hope to ensure a positive and memorable experience. We are interested in all areas of your child's well-being.

In reading through this handbook may you gain a sense of the spirit and character upon which RDS is established and an understanding of our educational philosophies and policies.

Thank you for entrusting your child to us. We are looking forward to an exciting year.

### **Mission Statement**

Riverbend Dayschool seeks to demonstrate the love of Jesus Christ to preschool-aged children while encouraging their mental, physical, spiritual, emotional, and social development.

As an outreach ministry of Riverbend Community Church, we believe this nurturing and caring atmosphere is another way we can proclaim God's Word and help in the spiritual development of children. We care seriously about each child's growth and commit to being a positive influence in showing God's love.

Our objectives are to help children as follows:

- Demonstrate the love of Jesus to each child every day.
- Focus our school staff and church to support and build up the families of each child.
- Provide a place other than home where the child finds love and security.
- Afford exciting new experiences through many different and varied activities.
- Help each child face and overcome problems and complete tasks.
- Teach the children to handle themselves in social situations with their peers.
- Provide a safe and healthy environment to grow and learn.

Most importantly, we want the children to know (through Bible stories, prayer, song, and example) that they are loved especially by our Lord and Savior. We want each child to always feel safe, secure, and very special.

### **Curriculum:**

Everyday experiences are interpreted in ways consistent with the Biblical understanding of God's plan. Theological concepts are integrated into the total curriculum and not taught as a separate subject. This integrated approach is designed to connect the learning of children during the week and on Sunday. The religious domain of a child's development should not be separate from other developmental domains.

Curriculum includes large and small group experiences. Our classrooms are set up with learning centers and play centers as well as book centers. Our program uses a theme-based learning while introducing letters weekly. Each week all the areas of learning (reading, math, science and health) are incorporated to give the children an integrated learning experience. We love and use books, books, and more books. Poetry, songs and music are also used. We have a very "hands-on" approach to learning and encourage this.

After studying many models of learning philosophies and styles, we have attempted to garner the best of each in order to provide your child with the most well-rounded learning environment.

### **Related Arts:**

We offer a library from which the children can check out books. We also have a special "Library Time" each week.

We also have a chapel time and music class once a week.

## **School Policies**

**Age:** A child must be 2, 3, or 4 years old by September 1 for those classes respectively.

**Registration:** During January of each year, we will hold registration for the upcoming school year for the children who are currently enrolled in the program, members of Riverbend Community church, and the community.

**Registration Fee:** A registration fee is to be paid at the time the parent registers a child. This is a non-refundable fee.

**Enrollment Forms:** Before a child can be admitted to school, the Director must have on hand the registration forms and completed enrollment kit.

**Extended Absence:** If your child is not able to attend for an extended period of time due to illness, travel, or extenuating circumstances, you are still required to pay the monthly tuition.

**Tuition:** Monthly tuition is due on the first Tuesday of every month. Checks or direct deposit are requested.

**Immunizations:** Riverbend Dayschool requires that all students enrolling in the preschool program be immunized with all current vaccinations. This is in accordance with the state of South Carolina DHEC and its regulations.

**Arrival and Dismissal:**

Our school days for 3's and 4's are Tuesday, Wednesday, and Thursday; the 2's are Tuesday and Thursday. The school day begins at 9:15 and ends at 12:15. Our Wednesday play day is also from 9:15 to 12:15.

Parents are asked to bring their children no earlier than the start time—teachers are preparing for the day until 9:10—and to be as prompt as possible at dismissal. We encourage parents to visit with each other but to do so away from the classroom and hall. Also, our school days begins when the first child arrives, so please do not expect teachers to visit.

After drop-off is complete, the doors to the school will be locked for safety reasons. If you need to enter the building before dismissal time, please use the door bell at the entrance.

Children are to be brought to the classroom by their parent or other responsible adult and left in the care of the teacher or assistant. At the end of the day, please drive to the designated area (orange cones) for pick-up. Your child will be brought to your car.

The safety of the children while in the parking lot is a major concern. Parents must be responsible for their children at all times while in the parking area. Please be very alert and watchful.

**Daily Information:**

Our School will provide daily activities in art, sand, and outdoor play. Please dress your child in comfortable, washable PLAY clothes and sneakers. We request that there be no “flip-flops”. We ask that you send one change of clothing in a ziplock bag. We will also need an art shirt to help protect clothing. Be sure each item is properly labeled with your child’s name.

Children should not bring any type of toys to school. We have many exciting and fun toys with which they can play.

The teachers are eager for children to share special discoveries that they make at home or on trips with families. Items representative of the changing seasons are especially welcome as is any other nature item (bird nests, feathers, etc) Books may be brought to school to share at any time.

Please turn your cellphones off during carpool pickup. This is to ensure your full attention is on the safety of the children.

The Dayschool will serve a nutritious snack each day. Water is served with the snack, and the children will have access to cups of water throughout the morning. Parents are always welcome to bring special snacks such as muffins, cookies, etc. We ask that you arrange this with your child’s teacher. (Teacher will communicate if there are children with specific allergies or dietary restrictions.)

Birthdays are very important to us. If your child has a birthday during the school year, please discuss with the child’s teacher if you would like to bring a special treat for the class. Balloons are not allowed for safety reasons. No birthday invitations are allowed to be sent from school. Also, please remember to be considerate to others when planning your child’s birthday party.

A class newsletter will be sent home weekly. This will help keep you updated and informed of your child's activities. There will also be a monthly letter to give important information and/or updates.

Our yearly schedule coincides with Lexington District 1. A school calendar will be given at orientation with only a few exceptions to the District's schedule. (In case of inclement weather, if Lexington 1 is closed, we will be closed. If Lexington 1 has a delayed start, we will be closed. If there is an early closing, please pick up your child as soon as possible.)

### **Health and Safety:**

**\*\*\*The Dayschool is not allowed to administer any medication to children!\*\*\***

The school will make every effort possible to protect the health and safety of each child. Cooperation of parents in helping prevent the spread of communicable diseases is of great importance. Children who are sick (even a little sick) are best treated at home. We ask you to please be considerate of the other children and staff and not bring a sick child to school.

For a child's own protection and for the protection of others, the staff asks you to keep your child home in the following situations:

- Has a fever (100 degrees or higher) or had has one during the previous 24 hour period.
- Is on an antibiotic. Wait at least two days (48 hr) or until the child is feeling better.
- Has heavy nasal discharge.
- Has a constant cough.
- Is extremely fussy, cranky, and generally not up to par.
- Has vomited or had diarrhea in the previous 24 hours.
- Has symptoms of a possible communicable disease (lice, impetigo, strep throat, chicken pox, conjunctivitis)

Please call the school if your child has a communicable disease or has been absent from school for more than a week.

Children are encouraged and expected to wash their hands after visiting the restrooms and play. Hand washing is a big issue in early childhood programs, and we will be asking the children to wash hands frequently.

In case of accidental injury, we will make an immediate attempt to contact a parent, the emergency contact, or the child's physician. If necessary, we will also call the ambulance.

Until the arrival of parent, contact person, or ambulance, a staff member will be present and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expenses not covered by the school insurance. Please keep the school updated on any changes in emergency information.

**Observations, Visits and Conferences:**

Parents are always welcome at school. We love to have you. Any time you feel you would like to observe, you are more than welcome. You will need to notify the Director.

Parent/Teacher Conferences are scheduled twice a year, and parents are requested to participate., either in person or by phone. Conferences may also be scheduled at any time the parent or teacher feels it is necessary. We want to assist you in any way that we can to help your child adjust to school and relate to you your child's growth and development.

### **Discipline Policy:**

Disciplining a child includes comforting, caring, nurturing, and passing on traditions of Godly values. Setting limits for children is both important and vital for learning and teaching in a classroom setting. The staff uses positive ways of guidance, including redirecting the child, anticipating and eliminating potential problems. Positive reinforcement, encouragement, and example are also used in the classroom. Corporal punishment is never used.

### **What We Do:**

- ⇒ Praise, reward, and encourage the children
- ⇒ Reason with and set limits for children and give gentle reminders
- ⇒ Model appropriate behavior
- ⇒ Modify the classroom environment to anticipate trouble
- ⇒ Listen to the children
- ⇒ Provide alternatives for inappropriate behavior
- ⇒ Explain things to the children on their level
- ⇒ Use short supervised periods of “time out” or “renewal time” (only used when a child is feeling out of control and needs help calming down and focusing)

### **What We Do NOT Do:**

- ⇒ Criticize or belittle the children
- ⇒ Leave any child alone, unattended, or without supervision
- ⇒ Use raised voices or frightening tone

\*\*\*Our main goal is to love and nurture each child.\*\*\*



