



Parent Handbook

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Welcome to River Depot!

Our Purpose

River Depot is a place for children entering into Kind. through 5th grade to learn, grow, relax, and have fun after school and during full-day care through the summer. As an extension of River of Life Church, River Depot exists to provide a loving, nurturing, and safe environment in which to teach our children the importance of a personal relationship with Jesus.

River Depot reserves the right to amend policies at any time. The most current changes due to COVID-19 protocol can be found in an addendum at the end of this handbook.

River Depot is exempt from licensing by the state of MN because we are a non-profit organization providing care to school-aged children. Because of this exemption, we are not eligible to take childcare assistance payments from the county.

Hours of Operation and Closures due to School Cancelations

Students are bussed from public and parochial elementary schools in the district.

Hours of Operation

Monday through Friday – 6:15 – 7:45 a.m. and 3:00 – 6:00 p.m. following the ROCORI school district calendar

Early Dismissal days – 12:00–6:00 p.m.

Summer – 7:00 a.m.–6:00 p.m.

We are closed on the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Each year there are also a few additional days surrounding some holidays that we'll be closed. We will announce those dates at least one month ahead of time.

We are open for most (but not all) "non-school days" during the school year from 7:00 a.m. – 6:00 p.m.

Dates we don't plan to offer full-day care will be announced at the beginning of each trimester. However, we do need at least 6 children to sign up for full-day care in order to offer it each day. We will ask you to sign up for full-day care two weeks prior so that we can announce any date that we won't be able to be open at least 7 days ahead of time.

School Cancellations

If ROCORI schools have a weather-related cancellation, River Depot **will not** be open that day. If bad weather causes the schools to call an early release, River Depot **will not** be open that day.

Attendance and Payment Policies

Attendance Guidelines

Children who attend River Depot 4 or 5 days each week are considered "full-time."

Children registered "full-time" are allowed one unplanned absence/month, which they will not be charged for as long as River Depot is notified before 3:00 p.m. that school day or by 8:00 a.m. on summer full days. Otherwise, all other days are charged for, whether your child is in attendance or not.

Children registered for three days or less are not eligible for the one unplanned absence/month. Each week, you will be billed for the number of days that you registered for.

If the days of the week that your child change, we expect to be told of the changes the Thurs. of the week before.

You are responsible for paying for the number of days that you register for. If the number of days your child attends River Depot will be changing from week to week, you need to have the schedule approved by the director before you register.

Absences

If your child is going to be absent from River Depot on a day that we are expecting them, **please call the Director to excuse them**, leaving a message if there is no answer. **This policy is for your child's safety.** We need you to notify us that your child will not be getting off the bus with us. Remember to call us if your child is leaving school early for an illness, appointment, field trip, birthday party, etc. and will not be riding the bus.

Late Pick-ups

Children must be picked up before 6:00 p.m. each evening. You will be charged a late fee if picking up after our 6:00 p.m. closing time.

Pick up between 6:00 – 6:15 = a \$5 late fee

Pick up after 6:15 = a \$10 late fee

Billing and Payments

Payments must be made for the days you committed to at registration. Invoices are given out each Friday and payments are due the following Monday or the first day your child attends each week. You may also pay online or set-up regular recurring payments using the app found on our webpage at RiverDepot.org. Please note that a convenience fee is added by the payment app. You can also set up recurring payments to be made out of a checking account. Balances that are more than 7 days late will incur a \$10 late fee.

Withdrawal from the Program

If a family decides to withdraw from our program, we require 10 business days prior notice in writing. You are responsible for paying for those last 10 days of care whether your child attends River Depot or not.

Illness, Medications, Food Allergies, Injuries and Emergency Care

Illness ***Please see the addendum at the end of the handbook for additional COVID-19 policies and procedures.**

If your child is sick or showing any symptoms of illness, they should be kept at home, so they can rest and not infect others. If your child stays home from school, they should not attend River Depot that day. Children must be free from the following conditions for 24 hours before returning to River Depot.

- *Fever of 100° F or higher follow the COVID-19 protocol in the addendum
- *Cough follow the COVID-19 protocol in the addendum
- *Vomiting or diarrhea follow the COVID-19 protocol in the addendum
- *Sore throat or any respiratory or cold symptoms follow the COVID-19 protocol in the addendum
- *Rash follow the COVID-19 protocol in the addendum
- *Conjunctivitis (pink eye or any other eye infection)
- *Nasal draining that is green or yellow
- *Open sores
- *Lice

If a child has any of these symptoms on arrival or develops any while in our care, a parent/guardian will be contacted via phone call, and a text message will be sent if we do not reach you in person to arrange for pick-up.

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. The directions of dosage and time that the medication should be given also need to be given in writing.

Food Allergies

An allergy alert will be printed on the attendance book and on a child's name tag for any child who has been identified by parents/guardians as having an allergy. All leaders (staff and volunteers) are trained to look for allergy alerts when distributing food at River Depot.

Parents of children with severe allergies requiring the possible use of an EpiPen or similar device must advise leaders of this and supply the epinephrine injector or similar device labeled with the child's name that will be stored here and used in case of an emergency.

Injury, First-Aid, and Emergency Care

If your child is injured while in the care of River Depot, a leader will advise the child's parent via an "Ouch Report" upon pickup unless it is an emergency. If your child needs medical attention, you will be called immediately so that 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 professional will decide on further course of action. You will be responsible for all emergency and medical expenses. Our staff cannot transport your child to a physician's office or hospital.

Child/Staff Ratios, Daily Procedures, and Curriculum

Child/Staff 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. The ratio of children to staff will be a maximum of 15 children to 1 staff person.

Snacks and Lunches

During the school year, a healthy afternoon snack will be provided when children arrive. Our children's wing is nut free; we do not allow children to bring their own snacks that may contain nuts. Children are asked to wash their hands before being served lunch or snack. On full-day care days during the school year, your child will need to bring a lunch (with no nut products) from home.

During the summer, we provide a healthy morning and afternoon snack. Historically, we have participated in the school's free summer lunch program. If anything changes with that arrangement, we will notify you. Children are welcome to bring a packed lunch any day that they don't want to eat the school lunch provided for that day.

Daily Schedule

Children participate in a variety of activities while under our care including homework help and tutoring, fun academic activities and games, physical recreation, and a Bible lesson. We will do our best to help your child complete their homework while at River Depot. If you have special requests or concerns about how we can help your child, please talk to us about that.

During the summer, children rotate through periods of academic activities and recreation. We have weekly themed lessons with educational activities, crafts, projects, Bible lessons, structured outdoor recreation, outdoor free play, group reading, and private reading time. Occasional field trips are planned throughout the summer. Typically bussing for the field trip is included in the daily tuition. Many field trips don't have entrance fees, but if there is a fee for the activity, that fee is passed on to the family and will be added to your invoice.

Proper Clothing and Footwear and Personal Property

Clothing should not contain any offensive printed language.

We play outside as often as weather permits. We require that children bring tennis shoes and appropriate outerwear such as rain jacket, winter coat, snow pants, hat, and mittens to participate in our daily outdoor activities. Writing your child's name in their outerwear is recommended.

Please do not let your child bring personal items such as toys or electronics from home. Children will not be allowed to play with them. Occasionally, we will send written notices home about "Show-and-Tell" events when children are invited to bring something from home.

Pick-Up Policies/Security

You gave us the names of up to three people that are allowed to pick up your child. If someone other than one of those three people is ever going to pick up your child, we require a phone call or text from you with the name of the person picking up your child. We will ask to see a form of identification from that person.

When you drop off or pick up your child, please use the walkie-talkie at the front desk if a staff person is not there. A message like, "Alex is here for drop-off" or "Mom here for Alex" would be suggested. Sign the "Sign-In/Out" page for that day and leave a note in the "notes" section if there is something special about pick-up that day or drop-off the following day that we should know about.

Curriculum

We incorporate the two greatest commandments given by Christ - to love God with all that we are and to love others as He loves us - in all that we do at River Depot. We use curricula that help kids come to a deep understanding of God's love for us and his desire for us to show our love for him through everything we do. We use a wide variety of game-type activities to learn the truths of the Bible as well as strengthen math, reading, and writing skills

Classroom Management and Discipline

Our program aims to be a safe and positive environment for all our children and staff. In order for this to take place, we follow a few general rules. When behavior issues arise, our staff will redirect children in a kind and clear manner.

Our Rules

1. Be kind in your actions and words
2. Follow directions the first time
3. Listen to others by being quiet when others are talking
4. Make choices to keep others and yourself safe
5. Be in control of your own body by keeping your hands and feet to yourself and using your inside voice

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.

Corrective Actions

Our staff provide an environment to prevent and correct unacceptable behavior. Students are given a verbal warning and, after a second occurrence, given a short break away from their classmates for a designated amount of time to give them the opportunity to think calmly about how they will change their behavior. If there is a third occurrence, a "Stop, Think, & Re-start Sheet" will be filled out. This behavior journal indicates which rule was broken and walks through ways for children to identify their feelings and make better decisions next time. We will review the behavior journal with a parent at the time of pickup and discuss an action plan for how to assure there will be a positive change in the child's behavior. When positive discipline measures do not result in children meeting acceptable standards of behavior, a child may be suspended from attending our program or even expelled if a child repeatedly breaks the rules or fails to meet behavior expectations.

Aggressive Behavior

Any behavior considered aggressive such as biting, hitting, pushing, scratching, kicking, pulling, or any words spoken in an aggressive manner will be addressed promptly. If a child displays any of these behaviors, they will be removed from the class, parents/guardians will be notified, and a Corrective Action Plan will be put into place. River Depot reserves the right to suspend and expel any child that we feel acts in an aggressive manner or repeatedly breaks our rules.

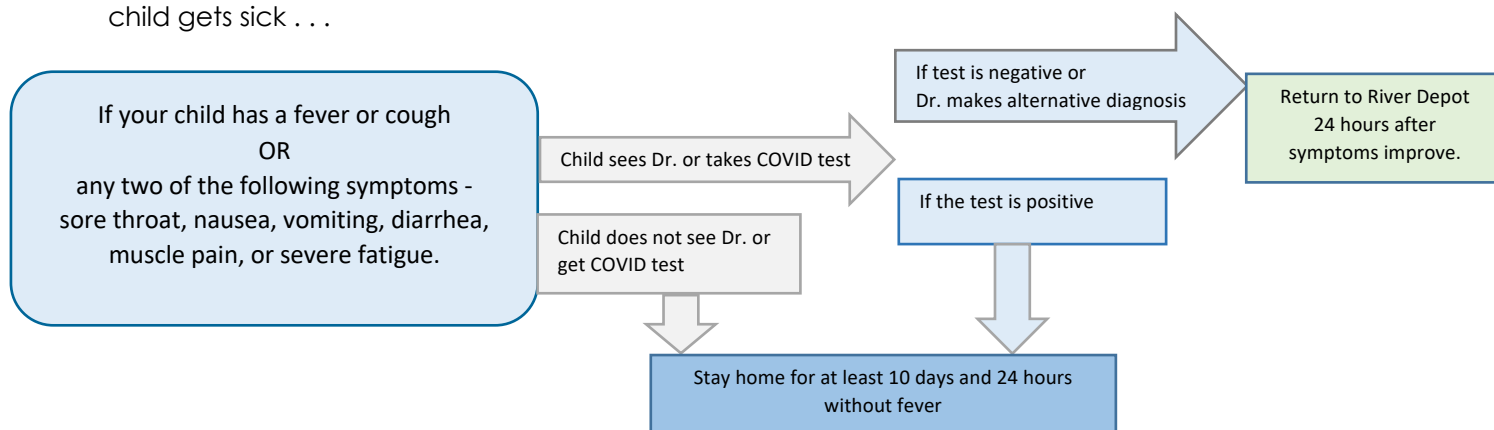
Communication

Effective communication is essential in establishing parent/staff relationships, trust, and respect. Please feel free to talk to the director about any questions or concerns you have about your child's care. If anything changes in the information that you gave to us on your child's registration form, we ask that you give us the new information in writing as soon as the change takes place.

4/1/2021 Addendum

With the advent of COVID-19 and the guidelines put in place by Governor Walz's orders and the MN Dept. of Health, these changes or additions have been made to our program during this time.

- Here is a flow chart that shows the guidelines that we were given to show what needs to be done if your child gets sick . . .



- * We will make the decision on whether or not masks will be required for children and staff as we are given guidance by the state.
- We plan to return to the use of the walkie-talkie system for drop-off and pick-up unless we are advised to go back to the method of parents staying outside the building and texting us when they arrive.
- We are not using drinking fountains at this time. Please have your child bring a water bottle.
- To avoid sharing of supplies such as pencils, color crayons or markers, scissors, glue sticks, etc., we will give each child a small container with their own supplies. If your child wants to bring additional art supplies from home, they are welcome to do so if it is no larger than 6 inches x 10 inches in size and it is marked with their name on it.
- We have hygiene and cleaning guidelines in place that are consistent to the CDC guidelines for childcare facilities. Regular handwashing and use of hand sanitizer are encouraged, and all high touch points are cleaned with sanitizer on a frequent basis.

Parent/Guardian Acknowledgement form

Please keep the handbook for your reference. This form needs to be read, signed, and then can be detached from the Parent handbook and returned to River Depot staff before your child's first day of care.

Under Minnesota Statutes, chapter 245A.03, subdivision 2, paragraph (27), River Depot is exempt from state licensure. Because our program is not licensed or supervised by the state of Minnesota, it is not eligible to receive childcare assistance payments.

Please sign below stating that you understand that our program cannot receive payments for service from Minnesota's childcare assistance program.

Signature _____

Please check the boxes below that apply.

Full-Time Child Care

☐ I am registering my child/ren for 5 days/week **After School Care**

☐ I am registering my child/ren for 4 days a week **After School Care**

☐ they will be there these 4 days every week _____

(it's okay if this routine changes occasionally, just let us know by Thurs. for the following week.)

☐ the 4 days that they attend each week will change, and I will let River Depot staff know in writing by Thurs. each week what their schedule is for the following week.

☐ I am registering my child/ren for 5 days/week **Before School Care**

☐ I am registering my child/ren for 4 days/week **Before School Care**

☐ they will be there these 4 days every week _____

☐ the 4 days that they attend will change and I will let River Depot staff know by Thurs. each week what their schedule is for the following week.

Part-time Child Care

☐ I am registering my child/ren for 3 days/week **After School Care**

☐ I am registering my child/ren for 2 days/week **After School Care**

☐ they have a routine schedule of these days _____

(it's okay if this routine changes occasionally, just let us know by Thurs. for the following week.)

☐ the days may change from week to week, and I will let you know in writing by Thurs if the days will be different for the following week.

☐ I am registering my child/ren for 3 days/week **Before School Care**

☐ I am registering my child/ren for 2 days/week **Before School Care**

☐ they have a routine schedule of these days _____

(it's okay if this routine changes occasionally, just let us know by Thurs. for the following week.)

☐ the days may change from week to week, and I will let you know in writing by Thurs if the days will be different for the following week.

There are a limited number of openings for 1 day/week. Please contact the director to check availability.

This handbook has important information regarding how River Depot Faith Based Kid Care and River of Life operate. I understand that I should consult with the Director if I have any questions not answered in this handbook. I also acknowledge that revisions to this handbook may happen at any time.

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

Signature _____ Date _____

Printed name _____

_____ (check here please if you agree) I allow River Depot and River of Life Church to use photos or videos taken of my child/ren to be used in social media or promotional materials.

Signature _____

Please see the back of this page to have your child/ren sign the "Child's Code of Conduct Agreement"

Child's Code of Conduct Agreement

Please read through our rules and discuss them with your child/ren before having them sign below.

At River Depot, I will:

1. Be kind in my actions and words
2. Follow directions the first time
3. Listen to others by being quiet when others are talking
4. Make choices that will keep others and myself safe
5. Be in control of my body by keeping my hands and feet to myself and using my inside voice

Child #1 signature _____

Child #2 signature _____

Child #3 signature _____

Child #4 signature _____

OFFICE USE: Acknowledgement Form reviewed by _____ Date received _____