



## **Parent Handbook Fall 2020 – 2021**

**River Depot located within River of Life Church  
22881 178<sup>th</sup> Ave.  
Cold Spring, MN 56320  
Email: [contact@riverdepot.org](mailto:contact@riverdepot.org)**



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## Welcome to River Depot!

### Our 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 God. River Depot is a place for children to learn, grow, relax, and have fun.

### Hours of Operation and Closures due to School Cancellations

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

#### Hours of Operation

Monday through Friday – 3:00 – 6:00 p.m. following the ROCORI school district calendar

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

Most (but not all) “No School” days during the school year – 7:00 a.m. – 6:00 p.m.

We’ll announce the “No School” days that we’ll be open at the beginning of each trimester.

Summer – 7:00 a.m. – 6:00 p.m.

River Depot is closed several days around the 4<sup>th</sup> of July Holiday, exact dates will be announced at the beginning of summer. We may also be closed the week before school starts in the fall.

#### School Cancellations

If ROCORI schools have a weather related cancelation; River Depot will not be open that day. If the weather causes an early release, River Depot will not open that day.

### Attendance and Payment Policies

#### 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 him/her, 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 heschool early for an illness, appointment, field trip, birthday party, etc. and will not be riding the bus.

Each child is allowed one absence/month for which you will not be charged **as long as you notify us before 3:00 PM on school days or 8 AM on a full day**. You are not eligible for that credit unless you notify us of the absence **before** the time that we would be expecting your child that day.

#### 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

#### Payments

Payments must be made for all committed days. You will receive an invoice each Friday or the last day your child is scheduled to attend River Depot each week if they do not attend on Fridays. Payments are due the following Monday or the first day of the week your child attends if they aren't scheduled to be here Mondays. You may also pay your invoice online or set recurring payments online at our website [www.riverdepot.org](http://www.riverdepot.org). Please note that a convenience fee is added by the payment app. Late payments may incur a late fee.

#### Withdrawal from the Program

If a family decides to withdraw from our program we require 7 days prior notice in writing. You are responsible for paying for that last week 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 (must have **no fever for 48 hours** before returning to River Depot.)

\* Cough

- \* Vomiting or diarrhea
- \*Conjunctivitis (pink eye or any other eye infection)
- \*Rash
- \*Nasal draining that is green or yellow
- \*Sore throat or any respiratory or cold symptoms
- \*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 don't 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 needs 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 EpiPen 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 pick up 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 can not transport your child to a physician's office or hospital.

### **Child/Staff Ratios, Daily Procedures, and Curriculum**

#### Child/Staff Ratios **\*Please see the addendum at the end of the handbook for additional COVID-19 policies and procedures**

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 they arrive. Please make sure that your child does not bring his/her own snack, as we must protect the children who may have food allergies. Our children's wing is a nut free area during the school year. During the summer, if kids from River Depot are the only ones using the rooms we are allowed to have nut products in the room as long as none of the children attending River Depot have nut allergies. Children are asked to wash their hands before being served snack. On days that we are providing all day care for kids during the school year your child will need to bring a lunch from home.

During the summer we provide a healthy morning and afternoon snack. We have been able to provide lunches through the school district's lunch program through the summer in some fashion and plan to be able to do that as long as the district provides them. The details of that change depending on the year and situation. Children can always bring a lunch if that is what you prefer for them to do.

### Daily Schedule

Children participate in a variety of activities while under our care including: homework help, fun academic activities and games, physical recreation, a Bible lesson and we 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 communicate those with us. Depending on staff availability, we do sometimes have tutoring available a couple days a week for an additional charge.

### Proper Clothing and Footwear and Personal Property

We play outside as often as weather permits. We require that children bring tennis shoes and appropriate outerwear that includes rain jacket, winter coat, snow pants, hat, and mittens to participate in our daily outdoor activities. Clothing should not contain any offensive printed language. 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 can bring specific things from home.

### Pick-Up Policies/Security

You gave us the names of three people that are allowed to pick up your child. If someone other than one of those three people are 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.

### 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. We use *Handwriting without Tears* curriculum materials for penmanship practice.

### **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.

### 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. Be safe
5. Keep your hands and feet to yourself

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 members are all given action plans 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 think calmly about how they will change their behavior. If there is a third occurrence, a Behavior Journal will be filled out. The Behavior Journal indicates which rule was broken and what s/he will do instead next time. We will review the Behavior Journal with a parent at the time of pick up and discuss an action plan for how to assure there will be a positive change in the child's behavior.

### 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, s/he will be removed from the class, parents/guardians will be notified, and Corrective Action Plan will be put into place. River Depot reserves the right to suspend any child who does not adhere to our policies.

### **8/17/2020 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.

- Guidelines for children in childcare settings state that if a child has a fever or the new onset of a cough or shortness of breath, children should stay home at least 7 days or for 3 days with no fever and improvement of respiratory symptoms – whichever is longer. Please talk to us if you have any questions about your child's illness and we will discuss what steps should be taken for your child to return to River Depot.
- At this time we will not be using the walkie-talkie system for pick-up. We ask that you text us when you are here to pick up your child and we will bring them to the doorway. If you come into the building please stay in the small vestibule at Door 3.
- 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 currently have children assigned to consistent small groups of 12 children or less. Each group of children is assigned to consistent staff members, and students do not rotate or move from room to room or group to group. Children do not need to wear masks. Staff members that intermingle between the different classrooms and groups of children will wear masks.
- 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 is encouraged and all high touch points are cleaned with sanitizer on a frequent basis.
- We hope to provide long term full day care for your child in the case of the area schools moving to a distance learning scenario during the school year, but cannot guarantee that service will be provided at this point.

**Parent/Guardian Acknowledgement form**

Please keep the handbook for your reference. This form should be detached, read, signed, and returned to River Depot staff.

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 child care assistance payments.

Please sign below stating that you understand that our program can not receive payments for service from Minnesota's child care assistance program.

\_\_\_\_\_

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 outlines 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 \_\_\_\_\_

**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. Be safe
- 5. Keep my hands and feet to myself. I am in control of my own body.

Child #1 signature \_\_\_\_\_

Child #2 signature \_\_\_\_\_

Child #3 signature \_\_\_\_\_

Child #4 signature \_\_\_\_\_

OFFICE USE: Acknowledgement Form reviewed by _____ Date received _____
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