

## PARENT HANDBOOK



Thank you for enrolling your child in the Riverside Presbyterian Church Preschool! It is a privilege to share in your child's growth and development. We are an Interdenominational learning center. Our mission is to create a partnership of parents, students, staff, church and community that leads to creativity, cooperation, and the development of critical thinking in a safe environment that fosters kindness to all and a love of learning.

We provide a stimulating educational setting with a "catch em being good" philosophy. We strive to have each child develop at their best rate academically, socially, and physically. We support creativity through expression. Students are encouraged to question and think for themselves. They are coached to enjoy problem solving. Our play-based education is carefully planned to maximize physical and mental growth. We aim for happy students with a positive attitude about self, others and school.

Specific goals of our program are:

- To provide an integrated approach to child development; physically, social-emotional and intellectual.
- To foster positive self concepts in each child.
- To promote social behaviors that encourage sharing and respect.
- To create an emotional climate where students try new things and solve problems.
- To develop large motor coordination through indoor and outdoor activities and group games.
- To develop small motor development through art, writing and executive functioning activities.
- To develop pre-reading and math skills.

To accomplish these goals we have created policies and practices that we ask you to become familiar with.

### **Absence**

Please inform staff of a student absence by messaging via Remind.

### **Allergies**

Precautions are taken and safeguards are in place to help prevent any child from experiencing an allergic reaction. Please notify the staff in writing of any allergies your child may experience.

### **Arrival**

The day begins at 8:30 am. If you arrive early, please wait on the bench and take advantage of our book swap shelf. You may take a book and/or leave a book at any time. All students will be signed in by staff upon arrival and escorted to their classroom by the adult dropping them off. Persons not known to staff will be required to provide identification. Early arrival drop off is available beginning at 8:00. Please see the director for cost and payment information.

### **Birthday**

Birthdays (and half birthdays for summer dates) will be celebrated in the classroom. If you wish to send a treat for classmates, please make it non-edible.

### **Calendar**

Preschool begins the day after Labor Day and ends the Friday before Memorial Day each year. Days off during the year align with School District #96.

## **Communication**

Daily/immediate communication will be sent via Remind. Join at <https://www.remind.com/join/rpcpresc>  
This is also the way staff will communicate non emergency information about your child as needed. You are encouraged to have all adults who will pick-up and/or drop-off join the Remind group including nannies, grandparents and sitters. Weekly electronic newsletters will be sent highlighting activities for the upcoming week through Remind as well. Join the Facebook page to see photos of day-to-day activities at <https://www.facebook.com/rpcpreschool>

## **Conferences**

Conferences are held annually in November with a check-in time in Spring or at other times by appointment. You are encouraged to contact your child's teacher at any time throughout the year, to talk about anything of note, in addition to the structured meeting opportunities.

## **Daily Schedule**

Each morning consists of free play and project time, circle time, snack, STEAM and Spanish. After lunch, gross motor and story time take place prior to rest time for those staying until 2:45 pm.

## **Discipline**

The philosophy of "catch em being good" fosters an appreciation for self discipline and a prosocial environment. Students are encouraged to assume responsibility for their actions. There is never corporal punishment and physical restraint is solely used in threat of danger to self or others.

## **Dismissal**

Please be prompt at pick-up. Each student will be signed out and dismissed individually. Please notify staff of anyone picking up the student other than those on the emergency contact form. Persons not known to staff will be required to provide identification. If a student is not picked up within 10 minutes of dismissal, each person on the emergency contact form will be contacted prior to request of police assistance. The child will be well cared for and protected, will not be held accountable for the situation, and it will not be discussed with the child.

## **Dress**

When dressing for the day, remember we are active and may get messy! All students should be dressed for the weather and have shoes that allow for walking and running. Each student should have a change of clothing, including shoes, socks and underwear just in case.

## **Emergency Evacuation**

In the event we would evacuate the facility, students will be escorted to the Riverside Public Library. Families will be notified via Remind followed by individual calls/texts of the evacuation and ability to pick up their students from the Library.

## **Emergency Lockdown or Shelter in Place**

In the event of an emergency within the building or due to inclement weather, parents will be notified via Remind of the situation followed by individual calls/texts along with instructions for how, when, and where to pick up their student.

## **Emergency Medical Care**

Immediate services will be secured in case of emergency. Parents will be notified of any accident, injury or illness of a child via Remind and phone call/text.

**Facility**

Our learning center consists of three classrooms with adjacent bathrooms, an outdoor play space, an indoor gym, and the use of two kitchens.

**Field Trips**

We strive to offer students hands-on experiences which lead to field trips throughout the year. For our annual Zoo trip, adults are expected to provide or secure transportation and children must be accompanied by an adult. We walk throughout the neighborhood frequently on mini-field trips as part of the academic day.

**Food**

All students will bring lunch, snacks and a water bottle. Parents will be informed if their child is in a classroom that is nut free.

**Fundraisers**

Several fundraisers are coordinated to support specific projects benefiting the preschool. Families are asked to participate to the extent to which they are able.

**Medication**

Prescription medication in its original container with the full pharmacy label and over the counter medication with the child's name and will be administered as directed and documented with the date, time, dose and staff member upon signing the medication release.

**Parent Visitation**

Parents are allowed to visit at any time during normal hours of operation. Special opportunities are provided throughout the year (ex. guest reader). Parents with talents, skills or knowledge about a unit of focus are especially encouraged to visit during that week. Annually a ladies' night, dudes' night and grandparents' day are scheduled to provide important adults opportunities to interact in the school setting.

**Personal Belongings**

Other than a change of clothing, snack, lunch and water bottle, all personal items should remain at home unless it is a special circumstance (ex. show and tell).

**Pest Management**

In compliance with the State regulation, our Preschool has an Integrated Pest Management Plan (IPMP) available to families upon request. Families will receive a two day notice of any chemical pesticides being used which will only be applied on non attendance days.

**Photography**

A Photo Release is signed annually allowing for the Preschool to take photographs for publications and social media. Students will not be identified by name.

**Prayer**

Students are led in a prayer of thanks during snack time daily.

**Release of Information**

No records or personal information will be released to anyone other than the adult(s) listed on the registration form unless written permission is obtained from that adult.

**Sickness**

Children should stay home at any sign of illness or if a sibling is home sick. Children with a rash accompanied by fever, who have vomited in the previous 24 hours or who have diarrhea should not be sent to school. They should be fever free for 24 hours without medication, or 24 hours without gastro-intestinal symptoms before returning to school. If a pattern of contagious illness is observed, parents will be notified via Remind without identifying those who are ill.

**Staff**

All staff may be messaged through Remind or emailed at [rpcpreschool@rpcusa.org](mailto:rpcpreschool@rpcusa.org)

**Toileting**

All students must be toilet trained and wearing underwear. They are able to use the bathrooms freely and are expected to do so independently including managing their own wiping and clothing. Should an accident occur, students will receive assistance changing clothes and will be reassured. No punitive measures are taken.

**Tuition Payment**

***Tuition is due by the first day of each month, September - May.*** May tuition is prorated to reflect the deposit accompanying the registration form. A 30-day written notice should be submitted should a student withdraw from the program. Withdrawal does not alleviate obligation for tuition unless a student is transferred to the public school ECE program. Failure to pay tuition by the 1st of the month will result in a \$25 late fee. Accounts with a balance after the 5th of the month will result in suspended learning until the account has been paid in full.

**Riverside Presbyterian Church Preschool is licensed and inspected by the State of Illinois Department of Children and Family Services (DCFS), the State Fire Marshal and the Riverside Fire Department.**