



# River Care

M O T H E R S   D A Y   O U T

## Parent Handbook 2024-2025

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# OUR MISSION

The mission of River Care is to provide a safe, loving Christian ministry to encourage the physical, academic, emotional, social, moral, and spiritual growth of preschoolers. River Care will provide learning activities and experiences appropriate to the age, skills, and interests of preschool children.

Physically, we will provide opportunities for preschoolers to develop appropriate gross and fine motor skills.

Academically, we will encourage skills needed for a successful transition to kindergarten. We will introduce colors, numbers, and letters in ways that preschool children can comprehend.

Emotionally, we will encourage a positive self-image, evidenced by a sense of achievement, security, and self-confidence.

Socially, we will encourage a sense of belonging and an appreciation of friendship. We will help preschool children develop compassion and understanding of the needs and feelings of others.

Morally, we will encourage the development of honesty, kindness, faithfulness, and other virtues. We will teach self-discipline and respect for authority.

Spiritually, we will introduce the basic beliefs of the Christian faith through acquaintance with the stories of the Old and New Testaments. We will help preschool children develop a positive impression toward God, Jesus, the Church, the Bible, and Believers.

Because preschoolers are active learners, our staff seeks to provide a variety of large and small group activities that encourages growth in all developmental areas. Some of the activities that preschoolers will enjoy daily are: Books, Music and Movement, Art, Dramatic Play, Puzzles and Manipulatives, Fine Motor, Sensory and Nature Materials, Chapel, and hands-on Math and Literacy activities.

# OUR STUDENTS

This ministry serves children of Flint River Baptist Church members as well as children from the surrounding community. Children 18 months through 5 years are eligible to participate in the program.

The director shall review and approve or deny all applications for enrollment. No child may be denied enrollment because of race, color, or national origin. We accept children from all religious backgrounds. Eligibility for children with special needs shall be evaluated on a case-by-case basis. The director shall determine availability of enrollment.

Activities planned for a 3-year-old class assume that a child be potty-trained before entering that class. Children not potty-trained by the beginning of the Fall Program may be asked to attend the 2-year-old program, if any positions are available. If no positions are available, the child will be required to stay home until potty training is achieved. Paying the monthly tuition as usual can reserve the child's position in the classroom.

The following forms must be in our office before a child may attend the program:

- River Care Student Registration Form
- Form River Care Medical Form
- Policies and Procedures Agreement

## Staff/Child Ratios

Each class has one primary teacher. We also have teachers aides available to assist primary teachers as needed.

Toddlers (18 - 24 months) - Class limit is 5

Two Year Olds - Class limit is 7

Three Year Olds - Class limit is 8

Four Year Olds - Class limit is 11

# PROGRAM HOURS

River Care is open Monday - Thursday from 9am - 1pm.

We follow the Madison County School System Calendar. River Care will stay open on E-Learning days. A copy of this calendar is available upon request, and is subject to change. If there are changes, we will notify you as soon as they are made.

IMPORTANT DATES 2024 - 2025	
August 1	Open House
August 5	First Day of MDO
September 2	Labor Day - Closed
Sept 30 - Oct 3	Fall Break - Closed
November 11	Veteran's Day - Closed
November 25 - 29	Thanksgiving Break - Closed
Dec 23 - Jan 2	Christmas Break - Closed
January 20	MLK Day - Closed
February 17	Presidents Day - Closed
March 10 - 13	Spring Break - Closed
May 15	Last Day of MDO

We will follow the Madison County School System schedule for closing when inclement weather occurs or when snow, tornadoes, flooding, etc., are predicted. If MCSS are closed we will not be in session, and if schools open late we school will start a half an hour after MCSS schools open.

# TUITION AND FEES

**Registration Fee:** This is a once a year fee. It holds your child's spot and covers the cost of supplies for the year. It is \$100 per student and is non-refundable.

**Tuition:** This fee is charged per child per month regardless of attendance or closings. We will require payment to be made on the first day of the month. A \$10 late fee will be added if it is not paid on or before the 6th of the month.

Monthly tuition is determined by the days your child attends. Tuition for the 2024-2025 year is outlined below:

- Monday/Wednesday - \$180/Month
- Tuesday/Thursday - \$180/Month
- Tuesday/Wednesday/Thursday - \$220/Month
- Monday - Thursday - \$260/Month

**Penalty:** Any family not up-to-date on fees will be withdrawn on the 15th of the month not paid for. Their spot will be offered to the first person on the waitlist. Tuition for the month must be paid in full before the family may re-enter the program.

## **Fees for Late Pick-up:**

At River Care, we strive to provide the very best care possible for your children. At the same time, we must also be considerate of our teachers and their families. If you pick your child up after 1:10 p.m., there will be a charge of \$20. If you are more than 30 minutes late, the late fee will be \$40.

After three late pick ups in one year, your late fee will double. Any subsequent late pick-ups will be reviewed by the River Care Board of Directors and appropriate action will be taken.

# HEALTH AND WELLNESS POLICY

## **Illness:**

Please do not bring your child if he or she has any of the following symptoms:

- Fever (must be fever free for 24 hrs)
- Vomiting or Diarrhea (within 24 hrs)
- Unexplained Rash
- Inflamed Throat and/or Mouth
- Colored Discharge from Eyes or Nose
- Head Lice (or known exposure to head lice)
- Open Wounds without proper bandages
- Childhood Diseases (chicken pox, measles, mumps, scarlet fever, whooping cough, etc.)
- Exposure to anyone positive for COVID-19
- Any child who appears to be sick or might endanger self or others will not be permitted to stay. If your child is sent home for fever, vomiting and /or diarrhea they may not return to school the next day.

## **Medications:**

- No medication or medical procedures (prescription or over the counter) shall be administered without being a written, signed authorization from the child's parent(s)/guardian(s). This form is available upon request.
- Any prescription drug or over the counter drug sent to the center shall be in its original container.
- Over the counter drugs shall be clearly labeled with the child's name and the written instructions for administering the drug.
- Medication should not be used beyond the date of expiration.
- A measuring device (if the medication requires measuring) shall be provided for each child's medication.
- Dosages and procedures shall be recorded in the child's file.
- Medicines/drugs shall be returned to the parents or disposed of properly when no longer needed.

# DROP-OFF AND PICK-UP

## **Drop-Off:**

We ask that you do not drop off before 8:55. Doors will remain locked until 8:55 to allow teachers time to prepare for the day.

We screen each individual that is allowed into the classroom. For that reason we ask that you do NOT enter the classroom. Please try to make your goodbye short and sweet at the door.

## **Pick-Up:**

Children must be picked up by a pre-approved adult. The adult will be asked to show their child's Pick Up Card or a photo ID at the door.

Please be prompt to pick up your child at 1:00 pm. At 1:10, a \$20 late fee will be added to your next month's tuition. At 1:30, the fee doubles. If the child has not been picked up by 2:00pm and we have not heard from a parent/guardian, DHR will be contacted.

Call the center right away if you know you are going to be late, but please note that the charges will still apply. In the event that you are involved in an emergency, please notify the director. We will remain with your child until you arrange care.

# WITHDRAWAL

If for any reason you must leave the program, we request a 30-day written notice. This gives the program a chance to fill your empty spot. You will be held financially responsible until a written notice is received. You will be released from financial responsibility 30 days from the date our office receives notice.

If, for any reason, our ministry is unable to work with a child or his/her parents, we reserve the right to withdraw the child.



# WHAT TO BRING

## Toddler and 2-Year-Old Classes:

- Backpack
- Plenty of Diapers and Wipes
- 2 Changes of Clothes (Top, Bottoms, and Socks)
- Lunch (We cannot refrigerate or heat lunches. Please make sure all food is toddler-friendly and not a choking hazard.)
- Spill-Proof Water Bottle
- Please label all items.

## 3-Year-Old and 4-Year-Old Classes:

- Backpack (Large enough to fit a 9x12 inch folder without bending.)
- A Change of Clothes (Top, Bottoms, Underwear, and Socks)
- Lunch (We cannot refrigerate or heat lunches. Please make sure all food is toddler-friendly and not a choking hazard.)
- Spill-Proof Water Bottle
- Please label all items.

\* We request that children wear comfortable, washable play clothes and closed toe shoes with a rubber sole for ease at indoor and outdoor play. Please no sandals, Crocs or slippers.  
\*

# WHAT NOT TO BRING

For safety reasons, please have your child leave the following at home:

- Toys
- Candy or Gum
- Jewelry
- Money

These can easily become broken or lost at school. Teachers will not be responsible for the above personal belongings.

# SCHOOL SUPPLIES

In an effort to make our ministry affordable, we do not charge a school supply fee. The cost of educational supplies is covered largely by registration fees, and also by donations. We have an Amazon Wish List that we keep updated. We greatly appreciate your donations that help us to provide high-quality learning experience for our preschoolers. You can access our wishlist by using the QR code below:



We also keep a running list of "Second-Hand Items" we can use. This list is available upon request. If your child has outgrown some of the toys on it, we gladly accept your hand-me-downs!

# BIRTHDAY POLICY

If you would like to send a birthday treat to share with the class, you are welcome to! Please let the teacher know in advance, and ask the teacher about allergies of the children. The special snack will be served at morning snack or at lunch.

Birthday invitations for parties may only be brought in if you are inviting the whole class. If you are not inviting the whole class, please mail them.

# DISCIPLINE POLICY

**"Love one another as I have loved you." - John 15:12**

At River Care, our preschoolers are expected to treat each other with love and respect. Discipline at River Care is handled in a positive manner, consistent with the developmental needs of children. Clear behavioral limits are set and consistently enforced. Children are encouraged to gain self-control and to handle conflicts in a peaceful, effective manner.

Methods of positive guidance include but are not limited to: modeling and praising appropriate behavior, encouragement, listening, retelling of expectations, redirection, providing appropriate behavioral alternatives, and

We do NOT: physically punish, push, or pull a child, embarrass or shame the child in front of the others, take away snack, lunch, recess, or any of the learning activities, or leave a child unattended, or threaten any of the above.

When a child has not responded to other positive guidance techniques, we will use a "COOL-DOWN" method. This will consist of a quiet space that is out of the main activity of the classroom but is in the teacher's sight, and a few self-soothing sensory tools. After a brief interval of no more than five minutes the child will return to his or her regular activities. This time allows the child to exercise self-control. With the help of the teacher, older preschoolers can begin to examine situations and learn to make better choices.

\* Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. Physical or emotional abuse of another child or teachers, which is determined to be repetitious or excessive by the staff and director will be grounds for dismissal from our program.

# PARENT INVOLVEMENT

There are many opportunities for parents to help the teachers and staff!

Parents who have a talent, career, or hobby that they think would be interesting to the children are encouraged to set up a time to share it with the children.

If you are interested in working as a substitute teacher, please email [rivercare@frbc.org](mailto:rivercare@frbc.org)

On an as-needed basis, parents may be asked to serve on special committees for specific projects such as special events, holidays, fundraisers, etc.

Please contact the Teacher or Director after class hours with your praises, suggestions, concerns, or questions. We encourage open communication.

## FIELD TRIPS

Field trips take place outside of program hours, and are used to enhance the curriculum planned for our three and four year olds. Parent/Guardians are responsible for transporting and chaperoning their own child for the entirety of the trip. Siblings are welcome, and must also be transported and chaperoned by the parent/guardian.