



Early Learning Center Parent Handbook

721 Keys Road Yakima, WA. 98901 ~ (509)965-2602 ext. 215

Web Site: www.riversidechristianschool.com

Email: ELC@riversidechristian.net

Welcome

Riverside Christian School Early Learning Center is privately owned and operated by Riverside Christian School, a 501C3 non-profit corporation, for the purpose of providing quality Christian childcare to families involved with Riverside Christian School.

Riverside Christian School Early Learning Center operates under the by-laws, policies, and guidelines of Riverside Christian School as stated in the Riverside Christian School Policy Manual

Purpose: The Riverside Christian School Early Learning Center exists for the purpose of providing childcare services to families and employees involved in Riverside Christian School.

Philosophy: Riverside Christian School Early Learning Center philosophy is based upon the belief that the foundation for all of life is clearly delineated in the word of God – the Bible.

Worldview: Riverside Christian School Early Learning Center maintains a Christian worldview as outlined in our statement of faith.

Goals: To support families involved in Riverside Christian School by providing a quality Christian learning center.

To support children by providing a secure, safe, nurturing, happy environment that allows children freedom to explore, to learn, and to achieve their God-given potential.

Riverside Christian School Early Learning Center offers an age-appropriate program administrated by certified professionals. Children have opportunity to engage in activities that are designed to stimulate curiosity and intellect, challenge and develop individual skills, activate developing minds and build Christian character.

Riverside Christian School Early Learning Center is designed to contribute positively to the mental, physical, emotional, and spiritual development of children.

Discrimination on the basis of race, color, national origin, sex, age or disabilities is strictly prohibited.

Questions or concerns may be addressed with the teacher, the administrator, or the board of trustees of Riverside Christian School.

Administrator: Mr. Randy Reynolds / Director: Mrs. Kristie Kuhlmann

General Information

An invoice will be email the first week of the month. Payment is considered delinquent if not received by the 10th of the month, and a \$25.00 late fee will be assessed, unless special arrangements have been made with the financial manager.

The Early Learning Center will generally operate according to the Riverside Christian School calendar during the school year. Riverside Christian Early Learning Center offers full time and part time care.

It will be closed on:

- Labor Day
- Veterans' Day
- Thanksgiving break (see school calendar)
- Christmas break (see school calendar)
- Martin Luther King, Jr. Day
- Presidents' Day
- Spring break (see school calendar)
- Memorial Day.

Ages: 3 years to 12 years

Hours of Operation: Monday through Friday
7:30 a.m. to 6:00 p.m.

Rates:

Full time (Four or more hours per day five days a week)

1st Child \$4.25 per hour

Additional children \$3.25 per hour

A partial hour will be charged as an additional hour.

Part time

1st Child \$4.75

Additional Children \$3.75

One-hour minimum charge

After 6:00 p.m.

Rates increase \$.50 per minute per child.

Time will be calculated according to the ELC clock. Exceptional circumstances will be considered by administration.

Procedures

Registration Procedure: Application packet may be picked up at Riverside Christian School Early Learning Center. Packet must be completed before students will be enrolled. Enrollment information includes application, medical record forms, immunization form, pick-up permission information, emergency contact information, payment plan agreement, medical consent form, field trip permission form, and transportation agreement.

Sign in and out procedure: Parents/Guardians must sign their children in and out each day. You must sign your **full signature** and the time in, and again your **full signature** and the time out. The ELC provider or classroom teacher will sign in children arriving directly from school. Sign in/out times will be according to the ELC clock. Children will be released only to those who appear on the pick-up permission card. Identification may be required. Sign in/out records and files will be maintained by RCS Early Learning Center.

Half-day/No School Days: Parents who reserve space for their children in the Early Learning Center on half-days and no school days will be charged for the time reserved, whether or not the child is in attendance, **unless** they notify the childcare center at least 24 hours in advance of the change of plans.

Snacks: Snacks will be provided at mid morning, mid afternoon, and after school. Snacks are prepared and served in accordance with USDA guidelines. Monthly snack menus will be posted. **If your child has food allergies, please provide a snack from home.** Children who are in ELC during lunchtime must bring a lunch or buy one from the school. Please provide ice packs if necessary.

Discipline: The safety and care of all children is of primary importance. Children are expected to follow the same behavior standards of the RCS classroom, engage in behavior that is age appropriate and respectful. Those who make poor choices will be redirected appropriately and parents will be notified. Blatant refusal of a child to comply with ELC rules will result in an immediate call to parents, who will be expected to remove their child from the Center. RCS Early Learning Center will NOT engage in corporal punishment. Repeated, uncontrollable behaviors will result in discontinuation of childcare services.

Toys: Children are discouraged from bringing personal items, such as toys, to the Early Learning Center, unless arrangements are specifically made with the provider. We cannot be responsible for lost or damaged items.

Child Abuse: Washington State Law mandates the reporting of any form of suspected child abuse and/or neglect to Child Protective Services.

Parent Connection: It is of vital importance that communication is maintained between the Early Learning Center and parent/guardian. Personnel will be available by pre-arrangement to address concerns, questions, suggestions, or other issues. Parents may also contact the administrator.

Parent Access: Parents have the right of free access to their own children at all times. Parents may reach Riverside employees by email in this format –[last name, first initial @riversidechristian.net](mailto:lastname.firstname@riversidechristian.net). Parents also may call 965-2602 and request extension 215.

Communication: Kristie Kuhlmann, Early Learning director, is available in the Early Learning Center from 7:30 a.m. to 3:30 p.m., should parents have need to speak to her, either personally or by telephone. If Kristie is unable to take your phone call immediately, she will return the call as soon as possible. Email is a very effective communication tool. Her address is kuhlmannk@riversidechristian.net. Parents are asked to please respect Kristie's family time by not calling at her home, unless it is an emergency situation. In an emergency, parents should contact the administrator if Mrs. Kuhlmann is not available.

Sickness or Medical Emergency: The RCS Early Learning Center is not equipped to deal with children who are ill. It is expected that children who are ill will not be brought to the Early Learning Center. Should a child become ill after arriving at the Center, he/she will be sent to the nurse's station to ascertain the seriousness of the illness.

The following conditions will result in the expectation that parents/guardian will pick up the child immediately:

- A fever of 100 degrees or above
- Vomiting or continual diarrhea
- Unexplained rash or skin eruption
- Communicable diseases, including pink eye, ringworm, impetigo, poison oak or poison ivy
- Obvious unexplained pain or physical discomfort
- Head lice (includes nits)

Should a minor emergency occur, a staff person trained in CPR/first aid would administer treatment. Parent/guardian will be notified. A major emergency will result in immediate contact with emergency services, and the child will be transported by ambulance to the hospital, if necessary. Parents/Guardian will be notified immediately. The RCS Early Learning Center requires personnel to be on site who have been fully trained in CPR, first aid, and correct handling of blood-borne pathogens.

Medications: Medications will not be administered to children unless the following criteria have been met:

- Prior written consent/ instructions from dentist/doctor
- Medication is in original container labeled with child's full name, name of medication, dosage, frequency, and duration.
- Prescription medication must have original pharmacist label.
- Medication form is filled out and signed by the parent and doctor.

Disaster Plan:

- Evacuation plan and routes are posted beside exit doors.
- Fire drills are conducted monthly and documented by the administrators.
- Fire extinguisher is located directly to the left of the childcare door, and staff are familiar with its use.
- Earthquake drills are conducted quarterly.
- Lockdown drills are conducted regularly.
- Pictures and other wall hangings are secured to the walls; shelving and bookcases are not overfilled.

Pesticide Policy: Any treatments for insect control will be done on Friday evenings after 6:00 p.m. or before 10:00 a.m. on Saturday. This will allow 48 hours before children return to the premises. Please direct any question to the Early Learning supervisor.

Outdoor Play Policy: It is the policy of RCS Early Learning Center that outdoor time is written into the daily schedule so that all children participate. Outdoor time is an important time for children to get fresh air into their lungs and to stretch their legs. Children do not get colds from cold air. Colds come from germs; providing outside time daily may actually help the children stay healthy. We ask parents to provide appropriate clothing for their children, which include hats, coats and gloves and dry clothing for accidents during the winter months.

Activities at RCS Early Learning Center include the following:

- **Academic Activities:** Study for tests review of classroom concepts that are sent to the Center by the teacher, specifically for students who are struggling with a particular concept; help with homework and classroom projects; other academic assistance requested by the classroom teacher for a particular student
- **Fine Arts Activities:** Art, crafts, music appreciation, singing, rhythm instruments, creative movement
- **Fine Motor Development Activities:** Coloring, cutting, gluing, writing, painting, play dough sculpting, finger plays, lacing
- **Gross Motor Development Activities:** Outside games, running, jumping, ball catching and throwing, tetherball, basketball, tumbling, climbing, nature walks
- **Creative Thinking Activities:** Puzzles, mazes, block building, Tinker Toys, Lego's, board games, creative play
- **For Fun and Other Benefit:** Cooking, stories, field trips, puppets, bubble making & blowing, planting, dramatic play, dress up
- **Christian Character Building:** Bible stories, prayer, Christian songs, simple role-play, emphasis on Christian values

Return to Elementary Office

The Minimum Licensing Requirements (WAC 388-295-2080) for the Early Learning Centers require that we must have written documentation signed by the parents in each child's file and that we explain to parents our center policies and procedures, center philosophy, and program and facilities.

The above and following information has been read and/or discuss with _____,
(Parent/Guardian)

Whose relationship to the child is the _____.
(relationship to child)

- | | |
|--|--|
| <input type="checkbox"/> Purpose | <input type="checkbox"/> Laws pertaining to mandated child abuse reporting |
| <input type="checkbox"/> Philosophy | <input type="checkbox"/> Parent Connection |
| <input type="checkbox"/> Worldview | <input type="checkbox"/> Parent Access |
| <input type="checkbox"/> Goals | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Hours of operation and scheduled holidays | <input type="checkbox"/> Policy regarding children who are ill |
| <input type="checkbox"/> Monthly rate and fee schedule | <input type="checkbox"/> Medical emergency and medication management |
| <input type="checkbox"/> Late fees and late pick up fee | <input type="checkbox"/> Disaster preparedness plans |
| <input type="checkbox"/> Registration procedure | <input type="checkbox"/> Pesticide Policy |
| <input type="checkbox"/> Sign in and sign out procedures | <input type="checkbox"/> Outdoor Play Policy |
| <input type="checkbox"/> Half-Day/No School Days | <input type="checkbox"/> Discipline Policy |
| <input type="checkbox"/> Snacks | <input type="checkbox"/> Center policy regarding toys |
| <input type="checkbox"/> Childcare activities | |

_____ has been given a copy of our center Parent Handbook and has been
(Parent/Guardian)
informed that our health care plan is posted in our classroom. _____ has been
(Parent/Guardian)

asked if _____ has any chronic health conditions and/or life threatening medical
(Child)

conditions. An appointment has been scheduled to discuss the individual plan of care, if applicable. _____ acknowledges there are no special accommodations necessary
(Parent/Guardian)

for _____ to attend our center.
(Child)

Parent/Guardian Signature

Date

RCS Early Learning Center Director

Date