

RIVER CANYON SCHOOL

PARENT HANDBOOK

*River Canyon School's mission is to spark a love of learning in our children
By enlivening the imagination, connecting with nature,
and nurturing the unique power of each individual.*

River Canyon School is a play-based school for children 2.5-7 years of age. As much a community as a school, River Canyon works in partnership with families to enhance children's growth and development, and to provide a safe learning environment. The interaction between teachers, classmates, parents and the community play an important role in the development of your child. Each can encourage a child's creativity and learning, as well as intellectual, emotional and physical development.

The school aims to be a fun and happy place for your child. We want him/her to be comfortable here, making River Canyon School a positive experience for both your child and you. This handbook is intended to explain our customs and policies. *We understand that some of these traditions and practices may be unfamiliar. Please do not hesitate to ask our School Director, teachers, or veteran families if you need additional information. We are excited to have you in our community!*

I. RIVER CANYON SCHOOL WAYS

A. PROGRAM, ELIGIBILITY, AND TIMES OFFERED

The school year runs from August to May, observing most statutory and public school holidays. Please refer to the School Calendar for more information. We offer the following programs:

PROGRAMS

Half Days 8:30-12:30 Kinder 8:30-12:00 Preschool 8:30-12:30 Nursery 12:30-4:00 Preschool 8:30-4:00 Friday Enrichment	Apple Blossom Kinder Class Monday-Thursdays Peach Blossom Preschool Class Monday-Thursdays (3 day option offered) Sweet Pea Nursery Class M-F with 2,3,4, and 5 day options	Tuition Rate Sheet is posted on the website and provided in the enrollment packet.
Nap Time 12:30-4:00	Nap Time Days Families can choose a combination of nap days but children must attend mornings to attend nap time.	Tuition Rate Sheet is posted on the website and provided in the enrollment packet.

River Canyon does not offer drop ins or make up days.

*Registration in the Kindergarten class will be open to children who will be 5 years of age on or before October 31st of their attending school year.

*Registration in the Preschool class will be open to children who will be 4 years old on or before December 1st of their attending school year.

*Registration in the Nursery class will be open to children who will be 2.5 years old on or before August 1st of their attending school year.

*UPK available to children who turn 4 years old prior to August 31st.

B. TUITION AND SUPPLY FEES

Each family will receive a Tuition and Fee Schedule as part of their enrollment paperwork. Monthly fees are set in accordance with the needs of the program. We accept electronic payment through the ELV Parent or checks must be made payable to River Canyon School. They may be given to the Director or mailed to

River Canyon School
730 25 Road
Grand Junction, CO 81505

It is the responsibility of the parents to ensure that the fees are paid by the first day of each month. A charge of \$20.00 will be levied for any checks not honored by the bank. Also, a late fee of \$15 will be assessed after the 10th of each month.

C. OUR CLASSROOM AND COMMUNITY

In our school, most learning occurs through play, which is often imitating adults. Children plant seeds and tend the garden, build and demolish, mold beeswax and paint with watercolors, sing, listen to and enact nursery rhymes and fairy tales. The toys they share are simple and natural, leaving room for the child's own imagination. Outdoor play is an important part of the day.

The effort in kindergarten is to create a harmonious, orderly environment in which children can develop confidence in themselves and a natural respect for others and the world in which they live. The teachers accomplish this peaceful tone through a carefully planned, rhythmical program that balances periods requiring more and then less concentration, group and then individual participation, and indoor than outdoor activity. Following is the rhythm of the day in the classroom:

Sample: Rhythm of the Day (*this will vary depending on which class your child is in. Teachers will email rhythms out to each family*).

8:30 Meet outside for greetings and playing
9:00 Walk in wild area, holding hands, listening to nature, skipping and running
10:00 Story
10:15 Wash hands, set table, eat snack around the inside table
10:20 Snack
10:40 Wash dishes, inside creative play, main activity, craft
11:30 Clean up
11:44 Circle time
12:00 Lunch
12:30 Pick up

Sample of Morning Main Activity

Monday- painting
Tuesday- seasonal craft
Wednesday -chopping veggies
Thursday- baking
Friday- Beeswax or seasonal craft

RCS provides all snacks and lunches. Exemptions will be made for medical and religious reasons.

Our snack and lunch menu will be posted and sent out to families at the start of each school year.

D. THINGS TO BRING TO SCHOOL

Please label all items brought to school with your child's symbol or name.

What to bring every day

- Water bottle with child's symbol attached. Please take home daily to clean and refill. Please no juice.
- Hat for shade and/or hat for warmth, depending on season. Hoods do not suffice, as they tend to fall off.
- Closed-toe shoes and socks. Please, no flip-flops or sandals.
- Appropriate outerwear and footwear (coat, jacket, gloves or mittens, boots), depending on season

What to have in cubby/at school

- One full spare outfit, rolled and placed in a small reusable bag. Please label all items with the child's name.
- Slippers for indoor wear. Slippers with a closed back tend to stay on best.

E. CLOTHING AND PERSONAL BELONGINGS

We appreciate your consideration of the following:

- Please be conscious of the weather and remember that we are **outside EVERY DAY**. When children are properly dressed, the weather does not get in the way of play. Check the weather forecast before leaving your home.
- Suggested outdoor gear and clothing: wool socks, waterproof boots (lined for winter), waterproof gloves or mittens, rain jacket and pants, winter coat, snow pants, winter hat, and sun hat. If you need assistance with these items please reach out to the RCS Director.
- We highly discourage tie shoes unless your child can tie themselves.
- We ask that your child's clothing be absent from cartoons or commercialized characters. Please do not send clothing or shoes with flashing lights, as they become a distraction.
- **Children may not bring toys, trinkets or money from home. It is too easy to have things lost, broken or quarreled over. If these items are brought to school, they will be put away until the child is ready to go home. Absolutely no electronics are to be brought to the school.**
- Please check the lost and found basket is under the parent sign-in table for any missing belongings.

F. DROP-OFF AND PICK-UP

Drop-Off

- Each child should be ready to participate by 8:30 each morning. You may arrive as early as 8:15. Early drop off will be charged \$20.00. Please no early arrivals.
- **Children dropped off after 9:15 need to have been pre-approved by your child's Lead Teacher. Perpetual late drop offs will be subject to a late fee of \$20.00.**
- It is our request that children arrive without having watched early morning television or videos; listened to recorded tapes, CDs, or radio; or used electronic games, devices, or computers.
- Place everything neatly in the cubby.
- Go with your child to use the toilet and wash hands.
- Sign in at the Parent Table using the provided tablet.
- Get the children properly dressed in layers to go outside (depending on their class).
- We understand that drop offs may be difficult but we have found quick goodbyes are the best way to help ease the transition from home to school.
- Children in the Sweet Pea Class need to be dropped off at the door of the classroom.

Pick-Up

- Apple Blossom and Sweet Pea Families: Please arrive by 12:30 to pick up your child (3:45-4:00 for extended day). Parents are invited to pick up their child on the playground.
- Peach Blossom Families: Please arrive by 12:00 to pick up your child for morning pick up or 3:45-4:00 for afternoon pick up.
- Please be respectful of the staff's personal time and arrive on time.
- If any person other than the expected parent/caregiver is to pick up the child, please inform the teachers before pick-up. These names should be listed on the child's online information sheet.
- Gather items to be taken home from your child's cubby.
- Sign out at the Parent Table using the provided iPad.
- Please see the "Policies" section of this handbook for Late Pick-Up Policy.

- Families need to be out of the school building by 4:00 each day in order for staff to close the school in a timely manner. Families are welcome to play on the playground after school but there is no access to the bathrooms and teachers are not available to supervise your child after 4:00.

G. SPECIAL OCCASIONS

River Canyon School has several special events, festivals, and fundraisers throughout the year. Please refer to the school calendar and River Canyon Tales for details. This section describes our most common special occasions.

Birthdays

Birthdays are very meaningful at River Canyon School. We will hold a special ceremony for each child on the day of, or near, their birthday. If your child was born in the summer we will celebrate it as close to it as possible. We look forward to sharing these celebrations with you! Your child's lead teacher will contact you individually to schedule your child's birthday celebration.

The teachers will have prepared a gift too: 1st year children in the Sweet Pea class will receive a ball; children turning 4 years old will receive a "star child"; children turning 5 years old will receive a pocket tooth fairy under their pillow; and children turning 6 years old will receive a peg doll with small bag.

Please bring the following on the day of your child's special day:

- Fruit to share with the class

Festivals

We celebrate many festivals throughout the school year -- some during the school day and others with families in the evenings. Please see the School Calendar for specific dates and make every effort to attend, as the children look forward to sharing these events with their families.

The *Harvest Festival* takes place in late October. We celebrate with crafts, games, apple cider, and food. We usually gather at the school in wholesome and or imitable costumes, such as firemen or farmers, avoiding commercialized characters, superheroes and scary dress. The children take part in crafts, hear a story, we share a meal, and a song around the bonfire. The parents are usually expected to provide a soup or some kind of baked good to share.

The *Lantern Walk* is held on a November evening as the nights grow longer and colder. The children make lanterns and sing lantern songs in class for weeks before. We all join together for hot apple cider and a story around the fire, then light our lanterns and venture out into the cold, dark night, singing and lighting the path along the way with our own small lights, which together make a larger, brighter light.

The *Winter Spiral* is held in early December. All children and their families are invited to attend, even if it is not a regular school day. Like the Lantern Walk, it carries the theme of our own little light joining the light of others in order to bring a greater light into the world. Each child walks the pine bough spiral carrying a candle in an apple holder. The candle is lit on the large white candle in the center and then carried out the other side, placing it on a golden star to light the path as they leave. As each child passes through, the room grows brighter and brighter. This is our most reverent of all our festivals and carries a silent, sweet but solemn tone.

The *Mayfaire Festival* is celebrated in late April or May when the weather is warm and sunny. There will be flower crowns and craft making, a spring puppet play, songs to sing and dancing around a Maypole. Our Mayfaire festival includes a popular silent auction fundraiser and bake sale at which we hold a silent auction to sell fabulous themed baskets donated by local businesses and/or provided and assembled by the parents. This celebration is full of gaiety and movement outward toward the summer.

Field Trips

In keeping with seasonal themes throughout the year, a variety of field trips may be taken. In the event of a field trip, you will receive a permission slip to be signed before your child will be allowed to go. When on a field trip, strict adult/child ratios will be maintained; regular headcounts will be conducted, and no driver will leave until all children are accounted for. RCS does not provide transportation for field trips. It is the responsibility of parents to arrange transportation to and from field trips. Carpooling is suggested, but it is not the responsibility of the school.

First Aid kits are always taken on field trips. In case of emergency, 911 will be called and the parents notified. If a child arrives at school late and the group has already left for the field trip, it will be the responsibility of the parent to transport their child to the site of the field trip or to make other childcare arrangements for that day.

H. PARENT/FAMILY RESPONSIBILITIES

River Canyon School relies on parent/family participation to run smoothly, and we find that the benefits of such involvement far outweigh the time commitment required. Because family support and participation is essential to the success of our school, families who fail to complete these responsibilities may be asked to withdraw their children from the program, or to find other ways of offering support.

Here are some of the things we all do to support the school:

Volunteer Hours

Each family is asked to contribute volunteer hours each month, as follows:

3 hours/month for each child who attends 3 or more times a week

2 hours/month for each child who attends 2 times a week

Parents may choose from a variety of ongoing or one-time duties in order to fulfill their monthly volunteer hours. Common jobs include:

- Laundry, vacuuming, or bathroom or kitchen sweeping, mopping
- Joining in a work day (usually on the weekends, all kids welcome)
- Helping make a festival happen
- Cutting the corners off the watercolor paper, helping with other classroom prep
- Weeding the gravel areas, helping with gardening, taking debris to dumpster, sweep patio and sidewalks
- Mending broken toys, costumes, hand towels, napkins, etc.

For more ideas, check the to-do list at the parent check in station or ask the teachers. It is the parents' responsibility to find ways to complete their hours. Those who are unable to complete these duties in any given month will be required to pay \$45 in place of volunteering.

Volunteering in the Classroom

Parents who wish to volunteer in the classroom must complete a FBI, CBI and TRAILS background check. Parents are responsible for scheduling fingerprinting and the cost of fingerprinting. RCS will complete the TRAILS check and cover the cost.

Parents who volunteer in the classroom are not allowed to take un-related children to the bathroom, change children's clothes or provide first aid to children. Parents are not allowed to supervise children without an RCS teacher present.

Parent Work Days

Parent Work Days are offered, but not required. Dates will be shared with parents when they are available.

Festival Support

Families are also asked to help with festivals and fundraising events. Examples of such support include planning, set up/clean up, and providing refreshments or other materials.

Each family is asked to donate a themed basket worth at least \$50 for our Mayfaire silent auction in May. Most families ask local businesses for donations. Baskets are due a week before the event.

Family Council

River Canyon staff, board members, and families can join our Family Council. The Family Council meets monthly and supports the school by assisting with fundraising, event planning, and volunteer opportunities.

Parent Meetings

Parents are required to attend parent meetings. These meetings serve an essential role in building relationships with teachers and other River Canyon School families. They are also an opportunity to learn more about the teaching philosophy of RCS and how it can be incorporated into family life. Parent meetings usually include a short “topic of interest” from teachers, followed by conversation and/or hands-on activities such as candle making, crafting, and learning songs from the school. Time spent at parent meetings may be counted toward volunteer hours.

Bi-Weekly Updates

Reading the bi-weekly e-newsletter from the teachers is an important way to stay informed about school events and expectations. It will often have information about how you can help and fulfill your hours, as well as information about what’s happening that month at school – birthdays, upcoming field trips, meetings, etc.

UPK Family and Community Engagement Policy

River Canyon School Board of Directors and Staff believe that a community based approach is the best way to build a strong school.

Ways To Engage:

1). Home Visits

All families enrolled at RCS will be offered a home visit prior to the start of the school year. Home visits are designed to reduce the first day of school anxiety and start developing relationships with families.

2). Parent Evenings

It is traditional for RCS to hold 3 to 4 parent evenings a school year. These meetings are used to create community amongst staff and families and to educate the families on Waldorf inspired education. Free child care is offered to parents to encourage attendance.

3). Community Work Days

Families will be encouraged to attend our community work days. These work days are designed to create community amongst staff and families while working side by side to maintain and better our school grounds. Children and extended family members are always welcome.

4). Community Events

We offer a number of events throughout the year. Most are free to attend while our Harvest Festival is a school fundraiser.

5). Communication

Lead teachers send out bi-weekly newsletters to all families. The newsletter is class specific and gives the families a glimpse into our daily and weekly activities. Newsletters also educate parents on Waldorf philosophy and practices. Teachers are encouraged and expected to communicate with all families on a regular basis.

6). Family Council

We have a robust Family Council. The Family Council plans family events outside the regular school events. These events include but are not limited to after school playdates, coffee mornings, date nights and potluck dinners. Family Council meetings are held monthly and children are welcome to attend. The Family Council will also assist with fundraising events and teacher appreciation.

7). Parent Teacher Conferences

We hold fall and spring conferences for all families.

8). Services and Resources

The Director or lead teachers will assist and connect families who need outside services or resources.

9). Parent Information Board

Our Parent Information Board is located at our check in table. Current community events, educational and resources are posted.

II. RIVER CANYON SCHOOL POLICIES

A. RIVER CANYON SCHOOL BOARD

The River Canyon School Board is responsible for the administrative and business affairs of the school. The Board serves in an advisory/consultative capacity to the teacher(s) and takes responsibility for the growth and well-being of the school. Change of guidelines, program decisions, and policies may be made by a consensus of the Board at a Board meeting. The parent group will be informed of any major changes through written notice when necessary. Any proposed by-law changes will be presented to the members and held for vote at an annual, general or special meeting. Board meetings are closed meetings unless noted otherwise.

B. NON-DISCRIMINATION POLICY

River Canyon School does not discriminate on the basis of race, gender, creed, political affiliation or financial status. The School, at present, cannot provide therapeutic services for severely disabled children. Children with less severe disabilities may be allowed into the school provided that parents and teachers agree to that and a letter of approval from a medical professional or other care provider.

C. ADMISSION AND REGISTRATION

Admission

Students are admitted on a “first come, first serve” basis, in the following order:

- Current students
- Siblings of current students
- Alumni
- New registrants

Wait List Policy

We do maintain and strictly adhere to an ordered waiting list. When contacted by phone or email (as indicated by you) to determine your availability to fill a vacancy in a class, you will be given 48 hours to provide a response. If the enrollment coordinator has not heard from you within 48 hours, the registrar will contact the next family on the waiting list. If you would like to update your contact information on the waitlist or be removed from our wait list at any time, please email to info@rivercanyonschool.org.

Registration

Registration forms and release forms are to be filled out entirely to complete your child’s registration prior to school commencing. Completely fill out the online application and an online enrollment form will be emailed to you. Once all forms are filled out, the Director will review and add your child to the class roster. Please update any information that may change throughout the year on your child’s online file using the parent portal. Parents may be asked to update information on the parent portal twice a year.

Parent Portal Link: elv.earlylearningventures.org/parent/login

There is a registration fee of \$50.00 due at the time of student registration. This fee is non-refundable. The registration fee must be supplied with the online registration forms to secure your child’s spot in the program.

Withdrawal

Once the program has started, the teachers, parents of the child and /or the Board may remove a child from the program upon recommendation. **Members wishing to resign must tender their withdrawal or reduction of days in writing to the enrollment coordinator in October or January.** If received late, the board reserves the right to keep the fees for that month. Monthly fees will be refunded accordingly. We strongly encourage new parents to try our program for at least a month before withdrawing a child from the program.

Probationary Period

Each student will be subject to a six-week probationary period. This period will begin on the first day the child attends school. A child’s continuation in the program is at the discretion of the teachers and Director.

The Director reserves the right to dismiss families due to safety concerns, the school inability to meet a child's needs or if family is unreasonably combative with staff.

D. HEALTH, ILLNESS, MEDICATION & ACCIDENTS

A completed Health & Immunization Form or Waiver must be on file at the school before the child can attend. State regulations require that physical exams and immunizations be current and renewed yearly.

Illness Policy

The health of all the children is our primary concern. Please safeguard your child and others by keeping him/her at home if signs of illness are present. The teachers have the right to refuse a child's admittance to class when in doubt about the child's health. They also have the authority to request a written statement from the child's doctor indicating a clean bill of health before the child returns to school.

If a child becomes sick while at school, the parent will be contacted to pick up their child. The child will be isolated (if necessary) from the other children until the parent arrives.

Please contact the facility when your child is ill and describe the illness. If a specific diagnosis is made, e.g., strep throat, conjunctivitis, chicken pox, etc., let the facility know so other families can be alerted. If your child contracts a communicable disease such as mumps, chickenpox, lice, whooping cough, red measles, scarlet fever, etc., your family doctor or public health nurse should be contacted and their recommendations be followed regarding return to school. The incident must be reported to school teachers and the Department of Health.

Clearly there are instances when it is necessary for a child to remain at home. A child must be kept at home if he/she:

- A child's temperature should be normal without medication for 24-hours before the child is brought to the center. If your child has a fever in the evening, he/she should not be brought to the center in the morning, even if his/her temperature is normal. Fever is defined as 100.6° F or higher.
- If your child vomits during the night, he/she should not be brought into school the next day.
- Diarrhea, as defined by the CDC, consists of more than one abnormally loose stool. A child should not return to the center until his/her bowel movements have returned to a normal consistency.
- Conjunctivitis (Pinkeye): a child with pinkeye must be on medication before returning to the center.
- Rash: body rash, not associated with diapering, heat or allergic reactions, especially with fever or itching.
- Sore throat coupled with a fever or swollen neck glands.
- Lice, Scabies: Children must not return to childcare until they are free of lice and nits (eggs). Children with scabies can be admitted after treatment.
- If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused, or irritable. This is sufficient reason to exclude a child from preschool.

Please note: Classroom teachers will use their best judgment, as well as these guidelines, to determine when to send children home.

- Has or has had a fever of 100 degrees or more within the past 24 hours.
- Has discharge from the eyes or ears, is coughing up a lot of mucus
- Is not well enough to go outside and play
- Meets any of the conditions for exclusion indicated below

Bronchitis Signs and Symptoms: Coughing and breathing difficulties
Communicability: By contact with germs from saliva, mucus, or the tears of an infected person.
When to Return: When well enough to participate in program activities.

Chicken Pox Signs and Symptoms: A mild fever and itchy rash that starts as pink bumps that turn into blisters and finally into scabs.
Communicability: By close contact or from airborne droplets from one to two days before, and until about five

days after the rash appears. New cases can appear up to 20 days after contact.
When to Return: Not until the sixth day after the rash starts.

Colds
Signs and Symptoms: Sneezing, runny nose, sore throat, cough, watery or irritated eyes, headache, and crankiness - sometimes a fever.
Communicability: By contact with germs from the saliva or mucus of an infected person, from one to two days before symptoms appear until several days after symptoms appear.
When to Return: When well enough to participate in program activities.

Ear Infections (Otitis)
Signs and Symptoms: Earache, pulling at the ear, unusual crankiness, difficulty in hearing, or funny sensations in the ear caused by a mucus backup in the middle ear.
Communicability: Not contagious.
When to Return: When well enough to participate in program activities.

Fifth Disease
Signs and Symptoms: A distinctive rash beginning on the face that makes the child appear to have very red cheeks. After one to four days a rash appears on the arms and moves to the trunk, buttocks, and thighs. The body rash may come and go for one to three weeks, usually appearing when the child is hot.
Communicability: 50% of exposed children will come down with the rash 10-14 days afterwards.
When to Return: Because this disease is mainly contagious during the week before the rash begins, a child who has the rash is no longer contagious and does not need to stay home from school.

Hepatitis A
Signs and Symptoms: Fever, weakness, loss of appetite, nausea, dark urine, and yellowing of the skin and whites of the eyes.
Communicability: Contact with virus infected food, stool, water, or environment. The virus is shed for up to three weeks, starting two weeks before symptoms appear. The illness may occur up to 50 days after contact.
When to Return: One week after the illness starts and when the fever is gone.

Medication Policy

Only prescription medications will be given while a child is at school. If your child has a prescription medication, please record this on the registration form. The school requires a signed request form from the parent, and detailed instructions from the child's physician for any medication that must be administered during school hours. Prescription medications must be provided in the original container. The parent is required to provide their request before the child starts school, or at the start of the prescription if started during the school year. The school is not responsible for any complications in this regard. Forms are available from the teachers and must be submitted each year. Any other medical conditions need to be dealt with by the teachers on a one-to-one basis.

It is the parent's responsibility to ensure the prescription medication is given to the teacher before each class. The teacher will ensure it is not accessible to the children, but quickly accessible by the teacher in an emergency. The parent is responsible for picking up the medication at the end of class and will always ensure the medication has not expired. Under no circumstances will the teacher give out any other medication while a child is at River Canyon School.

Sunscreen Policy

Parents must apply sunscreen before school and teachers will re-apply according to directions per label.

Medical Emergency Policy

Please ensure that the child's registration form is properly filled out indicating the doctor's name, health care number, emergency contact, and allergies for use in the event of an emergency.

If an accident or medical emergency occurs at the School that requires the child to be rushed to the hospital, an ambulance will be called. It would be the responsibility of one teacher to accompany the child while the assistant or parent will remain with the other children.

Medical Problems and Situational Concerns

If your child has health problems, you as a parent/guardian are responsible to inform the teachers. In some cases, it may be necessary to provide the school with a signed waiver of responsibility, absolving the school, its staff and the parent helpers from legal responsibility.

Please keep us informed about disturbances and difficulties in your child's life. As children grow, they may experience transformation in their routines, suffer occasional illness, or struggle with concerns related to home, family, or friends. Please communicate any changes that affect your child. The greater our communication, the better we can support your child.

Incidents/Accidents Involving Children During Class Time

The teachers will document any incident causing injury or emotional stress. All accidents will be documented indicating injury and any first aid given.

An incident form allows for accurate descriptions of an incident or accident that occurred during class time. The form will be given to the parent(s) to read. Both teachers and parent(s) are required to sign it. The original will be kept with the child's file. Parents can request a copy if they choose. The Director will review incidents/accidents that occur and make recommendations to ensure the safety of the children.

If a minor injury occurs, we will take the necessary action. If a major accident occurs, those listed on the child's emergency card, including your healthcare provider, will be contacted in order of your preference. Should we be unable to contact any of them and immediate medical help is required, we will call an ambulance and your child will be taken to Community Hospital or the hospital specified on your emergency file card. The teachers are required to hold current CPR and First Aid certifications.

It is our policy to report suspected child abuse to the proper authorities. As a parent of a child/children in licensed childcare, you may report any suspected abuse by calling: Child Abuse Hotline @ 970-242-1211

E. EMERGENCY PROCEDURES

Fire drills will be held once a quarter.

Fire Safety

In the event of a fire in the River Canyon School facility or the Koinonia Church facility, the following procedure will be followed:

1. Alert everyone verbally.
2. Children are lined up quickly and quietly in front of a teacher.
3. One teacher leads the children out of the room, choosing the door that she/he feels provides the safest exit. The other teacher and Parent Helper (if present) will follow the group.
4. The teacher takes attendance.
5. Proceed with relocation procedures.

Relocation Procedures

1. Teachers and Parents escort the children to the far corner of the parking lot away from the school.
2. Parents will be phoned to pick up their children. If they cannot be reached, the Emergency Contacts will be phoned to pick up children.
3. When possible, an Evacuation Notice will be posted on the outside door to notify parents if the teachers are unable to reach them.
4. The Teachers and Parents will remain with the children until all children have been picked up.

F. EXTREME WEATHER POLICY

In the event of a snow day, we will follow the lead of Mesa County Public School System when deciding to close the school because of inclement weather. Please listen to radio or television broadcasts to find out about closures.

G. LATE PICK-UP POLICY

It is the parent's/guardian's responsibility to ensure the child is picked up after class. The teacher is not responsible for the children after class. If by 15 minutes after class, no one authorized has arrived to pick up your child the following actions will be taken:

1. **There will be a \$15 late pick up fee at 12:45 and 4:15.**
2. The following people from the child's registration form will be contacted in the following order until someone is reached to come and pick up the child: parents, authorized persons to whom the child may be released, emergency contacts.
3. If no one is reached, the teachers are required to call the police to arrange safekeeping of your child until you do arrive.
4. If someone other than the parent is reached to pick up the child, a phone message (if possible) and a note on the entrance door of River Canyon School will be left to advise the parent(s) of the child's location.

In the case of an emergency, you may be late picking up your child. Please call the teacher to inform him of your expected arrival or what other arrangements you have made for your child's pick up. (Call RCS: 970-644-5404).

H. DISCIPLINE AND CHILD GUIDANCE POLICY

Respect for adults, fellow classmates and property is an attitude that is valued and encouraged at River Canyon School. If these areas of respect are disregarded, then the need for discipline arises. Normally, the teachers will handle the day-to-day reminders that children need through redirection, purposeful work, and age-appropriate building of social skills. If a child is having difficulty, it is often helpful for him/her to work with the teacher in a meaningful task until equilibrium is recovered. If more persistent problems occur, a parent-teacher conference will be scheduled and appropriate action will follow.

River Canyon School maintains a positive approach in problem solving, including the following measures:

a. Set Clear Expectations

The teachers will develop and share with the children positive expectations that are age and developmentally appropriate, ensuring the safety of all children, adults and materials in the program.

b. Redirection

If the teachers see a potential problem they will try engaging one or more of the children in another activity.

c. Purposeful Work

When difficulties arise children will be given "a job" to assist the teacher and be helpful in the classroom.

d. Problem Solving

The teachers will apply problem-solving approaches, which encourage children to resolve conflicts with others.

e. Time Outs/Finding "Golden Actions"

If the actions of a child put themselves or others at risk of injury the child will leave the play area. Children are asked to sit on "the watching bench" until we see that they have found their golden actions again.

f. Teacher/Parent Meetings

When there are continued difficulties within the classroom, the teachers will meet with the child's family to develop goals and strategies to deal with the situation. When necessary, with written (parental/guardian) permission, the teachers may access community resources for consultation or referral. We may consult with an early childhood mental health consultant or other specialist as needed.

g. Facilitator/Teacher/Parent Meetings

If the teachers feel that a child is disruptive to the point that the safety, learning, and enjoyment of other children is being affected on a recurring basis, after the actions of clause (f) above, the teachers will arrange a meeting with the parents (without the child present) and three independent board members -- normally the Director, Secretary (takes minutes) and a board member in the same class.

I. PROTOCOL FOR HANDLING ISSUES OR CONCERNS

We want your school experience to be a happy one for both your child and your family. If you have concerns or issues regarding your child, the teachers, or the program, please bring them up for discussion by following this protocol:

1. Bring concerns to a teacher's attention by special appointment or at a mutually agreed upon time for a phone discussion. Please refrain from discussing concerns with the teacher while class is in progress or while children are in the room. This way the teachers can devote all their attention to the discussion of the problem or concern. Work together with the teachers to develop goals, strategies and possible solutions.
 - a. Express issues or concerns respectfully while keeping confidentiality in mind.
 - b. The teachers may be able to provide another view to a situation. Remember he/she is the "expert" in child development and the co-op environment.
 - c. Remember to look towards the policies and guidelines of the program. Perhaps they can be of assistance.
2. If things are unable to be resolved between parent and teacher, please contact the Director for assistance. Again, a meeting may be necessary to help generate strategies and solutions.
 - a. Inform the other party before involving the Director.
 - b. The Director will look to both parties involved for information and act to help mediate the problem solving process.
3. If the problem is still unable to be resolved, the Board will need to take the situation to a Board meeting for resolution.
 - a. Both parent and teacher will be informed before this action is taken.
4. If the above "Child Guidance Policy" has been addressed and the teachers have handled a situation and have exhausted their best efforts, then the teachers have the option to send the child home from school.

This protocol is in place to help maintain a positive and respectful environment in our program even during times of conflict. We also want to ensure the confidentiality of the children and their families is maintained at all times. If any questions or concerns rise concerning our facility, you may call the [Colorado Office of Childcare Services at 303-866-5958](tel:303-866-5958).

J. SUPERVISION OF CHILDREN

It is important that children be signed in when brought to school, and signed out when picked up so that we have an official daily record of everyone in attendance. There is an iPad at the Parent Table. Upon enrollment, each parent and caregiver will be issued a security code to clock their child in and out each day.

During the school day, children and teachers all stay together. We have regularly scheduled times when all visit the bathrooms together. The children are instructed to always ask a teacher before they leave the room to use the bathroom at other times, and the classroom door is kept open until they return. The teacher from whom permission was sought is responsible to be aware of the child's departure and return. When outside, the children have boundaries within which they must stay. The teachers must be able to keep the children within sight at all times and to maintain a consciousness of each child's whereabouts. Upon returning indoors, a head count will be taken to ensure that all are present.

K. VISITORS POLICY

- All visitors must sign in and out on the Visitors Sign-in Sheet located on the Parent Check in the Sweet Pea cubby room.
- Visitors must comply with both River Canyon Policies and Procedures and Colorado Department of Human Services Rules and Regulations.
- Visitors must be in the presence of a staff member during all interactions with River Canyon School students.
- All visitors (non-parent or government agencies) must be pre-approved by the Director and will be required to have a background check done.

L. DIAPERING/TOILET TRAINING

Children who attend River Canyon School are required to be **fully toilet-trained prior to admittance**. We have no diapering or toilet training facilities on the premises.

M. PRIVACY POLICY

River Canyon School considers issues relating to you and your child's privacy to be a serious matter. At the same time, River Canyon School needs to collect, store, use and disclose personal information to enable it to operate the School.

River Canyon School has created and implemented a privacy policy so that you understand what River Canyon School may and may not do with you and your child's personal information. River Canyon School encourages you to review the Privacy Policy, which is included with the registration packet.

N. BYLAWS

A copy of River Canyon School's bylaws is available upon request. Although we try to keep this handbook up to date, any policy changes will be noted in the Executive meeting minutes are located in the Parent Handbook binder in the classroom. RCS follows all licensing rules and regulations of the State of Colorado.