

Two Rivers Study Center

Parent Handbook

2020-2021

Table of Contents

PHILOSOPHY
HOURS OF OPERATION
REGISTRATION/ENROLLMENT
PAYMENTS
ARRIVAL AND DEPARTURE PROCEDURES
HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)
MEDICATION POLICY
MEDICAL EMERGENCY
BABYSITTING
MEALS AND SNACKS
CLEANLINESS/HYGIENE
A TYPICAL DAY IN OUR PROGRAM
CONDUCT AND GUIDANCE
DISCIPLINE
SPECIAL ACCOMMODATIONS.
INDOOR/OUTDOOR PLAY
DAILY ATTIRE & EXTRA ITEMS FROM HOME
FIRE DRILLS
PROCEDURE FOR DISASTER (NATURAL OR MAN-MADE)
CLOSINGS
HOLIDAYS
PARENT STATEMENT OF UNDERSTANDING

WELCOME!

PHILOSOPHY

With the educational system in an unknown state (crisis), we have the opportunity to work with families to support their child's educational needs, while providing a safe and fun place. Students will have the opportunity to continue their learning during the day, engage in a wide range of enriching activities while developing relationships and enhancing their sense of belonging. Our program is designed to address each of these opportunities in a safe, fun, and empowering way.

HOURS OF OPERATION

Our program provides full-time care for Kindergarten through 12th grade students and operates Monday-Friday from 8:00 am to 4:00 pm.

REGISTRATION/ENROLLMENT

Children are enrolled to the Study Center on a first come, first served basis. Registration is available on our website at <https://tworivers.church/study-center>. In order for a child to begin attending, parents/guardians must enroll online, submit the first month's payment, and submit a signed acknowledgement of policies and procedures (found at the end of this handbook).

NOTE: All withdrawals from the program require a 2-week notice in writing.

PAYMENTS

The Two Rivers Study Center operates on tuition fees and donations so please ensure payments are made promptly. Tuition reminders and accounts due are the sole responsibility of the parent and reminders are not sent out unless payments are overdue or a return/late fee has been added to an account. With the exception of the first payment, all payments are due by the last Friday of the month. A \$25.00 fee will be added for all returned or late payments. Children will not be allowed to return on Monday if payment is not received by the last Friday of the month. Spots will only be held for 2 weeks due to non-payment. Fees are not reduced for days of illness, early pick up, suspension, or absences due to participation in other activities. Parents are responsible for tuition fees whether a child attends the program or not.

ARRIVAL AND DEPARTURE PROCEDURES

Staff will meet all parents/guardians in front of the church for drop-off and pick-up each day. Parents/guardians will not enter the building. Staff will take the students' temperatures and ask a few COVID-19 screening questions. Upon completion, students will enter the church and head to their designated learning space. Parents/guardians will be responsible for signing a daily attendance log at pick up each afternoon.

Your child will only be released to the persons listed on the emergency or authorized pick-up section of the enrollment form. This person will be requested to show proper identification. Only parents/guardians listed on the enrollment form will be allowed to modify your information. All changes to your information must be

made with Megan Lewis (megan@tworivers.church). In any case concerning a custody clause or dispute, court documents must be provided.

LATE PICK UP

Please call if an unexpected emergency will cause you to be late picking up your child. There is a \$1 per minute charge for children not picked up by 4:05 pm (the program's closing time is 4:00pm). You will have seven days to make the payment. If a child has not been picked up by 4:00 p.m., the staff will attempt to call the parent(s)/guardian(s). If parents/guardians cannot be reached, our staff will call the two emergency numbers on file. If at 5:00 p.m. the child is still at the site and parents/guardians and emergency contacts cannot be reached, the local police or Department of Social Services will be contacted. In the event that a child is repeatedly left past the closing hour, we reserve the right to terminate the child's enrollment in the program.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

In an effort to maintain a healthy environment, the following guidelines must be followed very strictly. Staff perform daily health checks to ensure children are healthy and to note any illness or injury. Children who become ill may not remain at the program, nor will an ill child be admitted. If a child becomes ill during the day, a parent/guardian will be notified to pick up the child immediately. If we are unable to reach the parents/guardians, we will then begin calling the persons listed on your enrollment form. Under no circumstances may a parent bring a sick child to the Study Center. If the child shows any signs of illness (see symptoms requiring removal of care below) or is unable to participate in the normal routine and regular activities, the child will not be permitted to be at the Study Center. Sick children will expose all children and staff members they come in contact with.

The following symptoms will require removal of the child from our care:

- A fever above 100.4 degrees.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), discharging eyes or ears.
- Frequent scratching of body or scalp, lice, rash or any other spots that resemble childhood diseases, including ringworm.
- A communicable disease.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24-48 hours (depending upon illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to school immediately if he/she has been free of other symptoms for at least 24 hours. Allergy related symptoms and non-communicable diseases do not require exclusion.

Please notify us if your child will be absent from the program.

All children must be able to participate in their normal daily schedule (outdoor play included). Weather permitting, children will go outside every day. We cannot keep one child inside due to illness.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care until they are fully recovered and symptom free for 24 to 48 hours. For the success of our programs, please respect the health of the other children in our care by cooperating with us on these state mandated rules.

MEDICATION POLICY

If your child needs medication while at the program, you must complete an "Authorization to Administer Medication" form. The medication must be given to Study Center staff, and:

- Be in its original container
- Labeled with child's name (we cannot share medications among siblings)
- Labeled with the date that the prescription expires
- Labeled with the dosage and directions on how to administer the medicine
- Include the name of the physician prescribing the medication

All medication will be kept in a locked container and out of the reach of children, unless we receive specific written instructions from a physician to do otherwise. To avoid giving children outdated medication, the staff will document expiration dates and contact parents when a prescription is expired and dispose of medication not picked up by parents.

MEDICAL EMERGENCY

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries will receive appropriate first aid. In the event of an emergency injury or illness that requires immediate medical attention, we will call 911, provide first aid and/or CPR, and then contact parents or guardians. Responding emergency medical personnel will make determinations as to whether the child should be transported to the nearest hospital.

MEALS AND SNACKS

The parent is required to provide lunch, two snacks, and water daily. (Students can keep a refillable water bottle with their name on it at the Study Center as long as they can be responsible to wash it at the end of each day with the dish soap and water provided). All food/beverage carriers must be labelled with first and last name.

If your student/s is eligible to receive free lunch through the public schools, be sure to contact them about how you can still receive the meals. We know the school systems are working hard to maintain this service.

CLEANLINESS/HYGIENE

The Study Center staff does their best to maintain strict cleanliness and hygiene standards in compliance with CDC and Department of Social Services guidelines. Children's hands are washed for 20 seconds

before and after meals, entering the classroom from the playground, and after toileting. We use paper towels for drying hands, so children do not have to use the same towel.

All employees are required to wash their hands frequently and wear masks/face shields when individuals cannot maintain six feet of space between them. Children will be required to wear a mask during drop off and pick and when in public areas of the building. Children will NOT be permitted into the center without a mask.

A TYPICAL DAY IN OUR PROGRAM

A typical day will provide a balance between virtual learning, enrichment activities, and active play. A sample daily schedule would be:

- Arrival
- Morning Reflection
- Virtual Learning Labs
- Snack/Break Time
- Virtual Learning Labs
- Lunch
- Virtual Learning Labs
- Snack/ Break Time
- Enrichment/STEM Activity
- Indoor/Outdoor Activity
- Departure

CONDUCT AND GUIDANCE

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. Study Center staff use positive guidance methods including reminders, distraction, logical consequences, and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and based on developmental level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor be allowed to hurt others.

Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Challenging behaviors are a part of growing and learning. Our goal as we work through these periods of time will be for staff to have regular, ongoing conversations to express concerns and to discuss strategies for challenging behaviors with you to ensure that we are working together as partners to help your child. Parents/guardians will be kept informed of their child's progress.

For the safety and well-being of everyone, all children are taught and expected to follow these center rules:

- No running permitted outside of designated areas.

- Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will NOT be allowed.
- No use of obscene, derogatory or disrespectful language.
- Children may not walk around the church with food or cups.
- Respectful treatment of other people and all property/furniture is expected.
- Willful destruction of property will be charged to the parent/guardian at the cost to replace the item.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent/guardian and will result in loss of privileges or activities, suspension or termination from the program.

DISCIPLINE

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines.

Please keep in mind that there WILL be disagreements between children. Children can have a hard time expressing their feelings. Sometimes they hit, throw, yell, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences."

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents/guardians. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made for the safety and well-being of all.

SPECIAL ACCOMMODATIONS

In order for us to provide the best care for each child, it is important that we have as much information as possible on all participants. If your child has any special concerns or needs including: allergies, existing illness, injuries, disabilities, long-term, continuous use medication, any limitations or need for special provisions etc., please set up a meeting with Megan (Megan@tworivers.church). As a small center, we have limited staffing and may not be able to meet all needs. But if we can accommodate the special provision, we will be happy to enroll your child.

INDOOR/OUTDOOR PLAY

Indoor play: We provide a variety of age-appropriate materials for indoor activities. Materials that will be used include: playground balls, board games, school supplies (paper, pencil, crayons, etc.), STEM supplies and other related materials and equipment.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play (see daily attire below). We will frequently take the children outside to play in the yard, on the church's property. We do not go outside when temperatures are below 32 degrees (including wind chill), or 95 degrees and above (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of school until they are able to participate in all activities.

DAILY ATTIRE & EXTRA ITEMS FROM HOME

Children should be dressed for active play as we like to have fun! Having fun involves outdoor play and potentially messy activities, so make sure that your child is dressed appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play. For the winter months please make sure to include coats, hats, mittens, and boots. During the summer months, please do not dress your child in flip flops or open toed sandals as these types of shoes can cause children to fall. Please remember it is a requirement that shoes be worn at all times.

Please refrain from bringing personal items from home unless it is something required to use for school work. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Personal cell phones or gaming devices will be stored in a designated area and are only permitted during certain times of day as long as their use does not interfere with learning or group activities. Students who use phones or gaming devices during restricted times will lose the privilege of bringing such devices for the next three days.

FIRE DRILLS

We are required by state law to do fire drills. We vary the time of the day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills or have outside time when the temperature is below 32 degrees or above 90 degrees. At least one teacher from every class must take their cell phone, first aid kit, student emergency contact binder (this binder will have parent names and contacts so that all parents can be reached in the case of an emergency). A staff member will remain in the building to do a sweep of the classrooms. After the sweep has been completed the staff member should then turn off the lights and shut each door to indicate that everyone is out of the building and safe.

Once we have exited the building children or staff will not re-enter the building until each mentor has read off the names of their children on the roster and all children have been accounted for. Once children are back in their appropriate learning areas, the mentors will call roll again to make sure that all children are accounted for. At all times, our emphasis will be on keeping children safe.

PROCEDURE FOR DISASTER (NATURAL OR MAN-MADE)

In the event of a fire, thunderstorm, severe winter weather, tornado, earthquake, flood, bomb threat, terrorist attack, or any other natural or man-made disaster, staff will keep each other informed. The program staff will contact each parent/guardian of the children at our program and inform them of any

location changes or pick-up instructions. The staff will evaluate the environment for safety and determine if the children need to move to a safer location.

CLOSINGS

Please understand that we close only when absolutely necessary. In the case of inclement weather, please check <https://tworivers.church/study-center> or Two Rivers Church Facebook page for cancellations or delayed opening changes. If poor weather develops during the day, parents/guardians may be contacted to pick up their children early due to center closing early. We contact all parents/guardians by phone and email about early center closings.

HOLIDAYS

Our program will be closed on the following holidays:

November 3 - Election Day

November 11 - Veteran's Day

November 26-27 - Thanksgiving

December 21-31 – Winter Break

January 1 - New Year's Day

January 18 – Martin Luther King Day

February 15 - President's Day

April 5-9 – Spring Break

May 31 - Memorial Day

STATEMENT OF UNDERSTANDING

I understand that I am not to leave my child at the program site unless a Two Rivers Study Center staff or volunteer is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must either be listed with the Study Center or other arrangements must be made by calling the staff directly to inform them of a change.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

I understand that Study Center staff and volunteers are mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I understand the risk of COVID-19 and acknowledge that the Study Center, despite best efforts cannot ensure a COVID-19 free environment.

I understand the Study Center is a ministry of Two Rivers Church, and my child will participate in Christian themed (God's love, acceptance, peace, etc.) experiences and activities. I will contact Megan (megan@tworivers.church) if I have any concerns about this.

I have received a copy of the 2020-2021 Two Rivers Study Center Parent Handbook and have read and understand the statements above.

Parent/Guardian 1 (Please Print Name)

x _____
Parent/Guardian 1 Signature

Date

Parent/Guardian 2 (Please Print Name)

x _____
Parent/Guardian 2 Signature

Date