

# *Rye Country Day School*

K.M.H. Educational Services, Inc.

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## **Parent Handbook-2020/2021**



*“Believe in children—there is faith in their eyes, love in their touch, and kindness in their gestures. Thrill with them at life’s big and small moments...hold them close.”*



**We have provided excellence in Early Childhood Education for Seacoast families since 1974**

*While the Mission, Vision and Philosophy of Rye Country Day School have not changed, the current health crisis has made it necessary to revise the policies contained in this handbook. We have highlighted in red the necessary changes we have made to help us maintain a safe environment for your children.*

## **Rye Country Day School** *COVID-19 Changes for the fall of 2020*

The changes below are needed this year to help Rye Country Day School keep our students and staff safe. **Our biggest change is not allowing parents into our building or on our playground.** We have always welcomed families and cherished the face to face communication and time spent together. Safety comes first! We will communicate with parents from a distance, by phone, email or Zoom. Please know, we will do everything in our power to keep your child safe, and let them know they are loved and cherished. We will learn through play and find joy each day!

We have made necessary changes to both of our Early Morning Care and Extended Day Programs. Parents using these programs will need to sign up and pay in advance. Please carefully read our revised Early Morning Care and Extended Day information. We are sad we are unable to keep these programs flexible, but safety requires planning ahead.

We have been running a safe, successful and fun summer program since June 29<sup>th</sup>.

We are following the **NH Reopening Guidance for Child Care** ([STAY AT HOME 2.0](#)) and keeping up with any changes. We are also relying on our parents to keep us informed and to help keep every child safe! We will update you throughout the year of modifications to our pandemic policies.

### **Drop-off and Pick-up**

- Drop off and pick up will take place outside of our building. Teachers will not be taking children out of cars. Parents park their vehicle and bring their child to the designated drop off space for a health screening which includes a temperature check (touchless thermometer) and health and travel questions for parents to answer each day. All adults will be wearing a mask. Children are not wearing masks. **Class specific plans will be shared with parents prior to the start of school.**
- Once cleared, your child will be brought inside to wash hands or a teacher will help them use hand sanitizer if their group starts outside.
- We are asking for one consistent drop off and pick up person, preferably a household member.
- Our class times will be staggered.

### **Daily Operations**

- Only students and staff will be allowed in our building during the day.
- Each child will bring a backpack or tote bag and a snack from home that includes a water bottle (*community snack will not be offered in preschool this year*). We are a tree nut/peanut free environment.
- Children will have space for their belongings inside the classroom. Rather than putting their mail and artwork in their mailbox, it will go right into their backpack/tote bag. We will not use mailboxes this year which eliminates a touch zone.
- Each child will have a writing bag filled with markers, pencils, etc.... that only they use.
- Children will stay with their group during their program time. Children will eat in their classroom.

## Daily Operations (continued)

- Our preschool classes will be a small group of students with one teacher or a slightly larger group with two teachers. Our classes are grouped by your program choice. For example, 2-day friends are a group, 3-day friends are a group and so on. While program choice is always part of the way we put classes together, this year it is even more important for consistent groups.
- We have two smaller Toddler classes, each with 1 teacher. They will spend time together inside and outside.
- Our Kinder Owl class will likely have one lead teacher and a floating teacher.
- We will spend as much time as possible outside and are currently seeking approval for a project space adjacent to our playground which will allow for more time in the fresh air.
- We are not using sensory tables and each child will have their own bag of playdough.
- Children will be spaced whenever possible, i.e. during seated work, snack and lunchtime. However, our children are young and will play next to each other, near each other and with each other.

## Cleaning and Disinfecting

- All classroom toys are disinfected at the end of each day. We have removed pillows and soft items that are not easily cleaned.
- High contact surfaces are cleaned throughout the day and more thoroughly at lunchtime and at the end of each day with a complete school cleaning each weekend.
- Our playground has been divided into separate spaces. Climbing rungs and swings are disinfected before a new group comes to use that space. Each group has their own bucket of toys to use and they are disinfected at the end of the day.

## Additions to Our Health Policy

- Teachers are wearing masks inside and anytime they cannot safely distance.
- At this time, we are not asking children to wear masks.
- Staff and students will be washing hands often and if water is not readily available, using hand sanitizer that Rye Country Day School will supply.
- A child needs to be kept home for any of the currently identified COVID-19 symptoms:
  - Fever of 100.4
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - **If your child exhibits any of these symptoms at school, you will be called and must pick them up.**
- We are keeping groups smaller and as consistent as possible. If there is a suspected case, we will follow the directions provided by DHHS.

## Additions to Our Health Policy (continued)

- If your family has travel plans during the year, please contact our office. There are requirements to quarantine before returning to school if you have traveled to certain regions and if you have traveled by public transportation.
- Rye Country Day School will be using New Hampshire's COVID-19 Reopening Guidance for Child Care when addressing potential symptoms or exposure to COVID-19. **See below**

### Taken from NH Reopening Guidance for Child Care ([STAY AT HOME 2.0](#))

Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the facility:

- a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and **self-isolate** at home following the instructions below.
- b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should **self-quarantine** for 14 days from their last exposure or return from travel.

Person(s) with suspect or confirmed COVID-19 must stay out of child care until symptom-based criteria are met for **discontinuation of isolation**:

- a. At least 10 days have passed since symptoms first appeared **AND**
- b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

Any person that develops symptoms of COVID-19 while at the child care facility should be masked if they are over 2 years of age, removed from contact with others, and be immediately sent home.

### Things for Your Child to Practice at Home Before the Start of School

- Using the bathroom independently
- Washing hands often and independently making sure to wash the top and bottom
- Changing clothing independently
- Zipping and unzipping their backpack and snack bag
- Practice opening snack items independently (consider buying child friendly reusable containers)
- Sneezing and coughing into their elbow and immediately washing hands
- Have your child practice blowing their nose and immediately washing their hands
- Just before the start of school come up with a goodbye routine to use when dropping your child off at school (Two hugs or a high five and let your child know their teacher is always here to help them).

# Rye Country Day School

## Philosophy

Rye Country Day School provides a safe and nurturing environment which promotes the physical, social, emotional and cognitive development of young children. We believe that learning occurs as a result of the interaction between the child's thoughts and rich experiences with materials, ideas and people. The experiences we provide match the child's interest and understanding. Our integrative approach focuses on the process of learning, giving children tools which help them become successful and responsible learners.

By meeting the children at their individual levels, by involving them actively in their learning, and by celebrating their growth, we help to build a positive self-esteem. Each child becomes an integral part in a community of learners. The community of learners is in turn nurtured by the cooperative efforts of teachers and parents.

Our parental support comes from a confidence in our program. This confidence is based on direct information obtained through parent meetings, conferences, open houses and monthly newsletters. Parents are always welcome to observe and participate in our program. *(Due to the current health crisis, only enrolled students and staff are allowed in our building.)*

## Professional Staff

With knowledge of child development, our dedicated teachers prepare the learning environment and plan appropriate experiences for each child. They provide the opportunity for guided choice among activities, materials and equipment. They allow time for exploration through active involvement. They encourage sustained engagement in an activity by asking questions to extend learning and by making suggestions to stimulate thinking. The teacher's physical proximity, ability to focus attention and verbal encouragement facilitate the child's completion of a chosen task.

Our teachers respond quickly and directly to the children. The child who is comforted sensitively learns security; the child who is disciplined appropriately learns self-control. Teachers nurture and celebrate each child and are committed to meeting their individual needs.

Here the teachers become models for the development of self-esteem as they demonstrate respect for and acceptance of the children as well as their own teaching peers. They share ideas and utilize each other's strengths to present a well-balanced, creative and challenging program.

### *Our Teachers*

- Develop a partnership with parents in caring for and teaching their children.
- Have teaching degrees in early childhood education or a related field and teaching experience.
- Participate in ongoing teacher training throughout the year.
- Provide appropriate teacher-to-child ratios.
- Have current first aid and Infant/Child CPR certificates.

# Rye Country Day School

At Rye Country Day School, children, parents, and teachers enjoy the pleasure of playing, working, communicating, problem solving, serving, exploring, inventing, and building a stronger community. Together we strive to make sense of our world and discover ways we can contribute to make it better with respect, acceptance, and friendship. At Rye Country Day we provide a learning community for children and adults: a place where children are valued for their ability to do meaningful work, their wonder and curiosity, their perspectives, and their ability to play; a place where families are valued for their bonds and traditions, their commitment to work, home, and community, and their dreams for their children; a place where staff are valued for their vision, their delight in children, their skill, heart, and knowledge, a commitment to families, and an ability to play. We cherish what we learn from each other.

## **MISSION:**

To provide excellence in family focused Early Childhood Education.

## **VISION:**

To facilitate the growth and development of each child while building a community of learners: Teachers, Children, Parents, Community.

## **OBJECTIVES**

### **ADMINISTRATION:**

To develop a strong administrative staff that will continue to inspire excellence and encourage teachers to take risks as they grow in their knowledge of the young child. They will provide opportunities for teachers to collaborate with other early childhood professionals.

### **STAFF:**

To develop a cohesive team that continues to grow in their knowledge and understanding of young children. A collaborative team that strives to bring the best in early childhood education to children and their families.

### **FAMILIES:**

To focus on communications between school and home. To provide opportunities for parents to be active participants so they become an intricate part of their child's education. To commit to family education so parents will have the tools to become strong advocates for their children.

### **OUTREACH:**

To continue our community outreach by offering workshops for parents and teachers, providing opportunities for community service, maintaining open communication with area schools, growing in our model of inclusion and hosting events for families.

**To accomplish our Mission/Vision, we will:**

1. Employ individuals who are dedicated to children and provide opportunities for their professional growth.
2. Develop a collaborative relationship with the community.
3. Maintain and take pride in a clean, safe and attractive center.
4. Create a positive environment that is warm and nurturing for children, staff and families.
5. Practice effective leadership skills.
6. Establish open lines of communication among administration staff and families.
7. Provide a developmentally appropriate curriculum based on the interests and abilities of each child.
8. Establish a joint partnership with our families by providing services and resources that meet their individual needs.
9. Continually assess and modify our efforts to accomplish our vision.
10. Develop our own advocacy skills and empower parents to learn as much as they can about their children.
11. Bond together a community of learners who focus on the strengths and contributions of each member.
12. Create an extension of the family environment by focusing on the strengths and contributions of each community member.
13. Observe and respond to each child's interests, abilities, and needs.
14. We will provide children with many opportunities to engage in meaningful experiences inspired by their own interest and observations of their world.

## **Assessing Children's Learning and Development**

At Rye Country Day School assessment of individual children's development and learning is essential for planning and implementing appropriate curriculum. In developmentally appropriate programs, assessment and curriculum are integrated, with teachers continually engaging in observational assessment for the purpose of improving teaching and learning.

Accurate assessment of young children is challenging because their development is not always even and sequential. Rye Country Day School's developmentally appropriate assessment practices are based on the following guidelines:

Assessment of young children's progress and achievements is ongoing, strategic, and purposeful. The results of assessment are used to benefit children--in adapting curriculum and teaching to meet the developmental and learning needs of children, communicating with the child's family, and evaluating the program's effectiveness for the purpose of improving the program.

The content of assessments reflects progress toward important learning and developmental goals. The program has a systematic plan for collecting and using assessment information that is integrated with curriculum planning.

The methods of assessment are appropriate to the age and experiences of young children. Therefore, assessment of young children relies heavily on the results of observations of children's development, descriptive data, collections of representative work by children, and demonstrated performance during authentic, not contrived, activities. Input from families, as well as children's evaluation of their own work, are part of the overall assessment strategy.

Assessments are tailored to a specific purpose and used only for the purpose for which they have been demonstrated to produce reliable, valid information.

Decisions that have a major impact on children, such as referrals for special education, are never made on the basis of a single developmental assessment or screening device but are based on multiple sources of relevant information, particularly observations by teachers and parents.

To identify children who have special learning or developmental needs and to plan appropriate curriculum and teaching for them, developmental assessments and observations are used by public schools or private therapists.

Assessment recognizes individual variation in learners and allows for differences in styles and rates of learning. Assessment takes into consideration such factors as the child's facility in English, stage of language acquisition, and whether the child has had the time and opportunity to develop proficiency in his or her home language as well as in English.

Assessment legitimately addresses not only what children can do independently but what they can do with assistance from other children or adults. Teachers study children as individuals as well as in relationship to groups by documenting group projects and other collaborative work.

## Confidentiality Policy

Parents can be assured that all records and family information will be kept confidential. If requests are made by school districts, therapists, or other providers for information about a child, parents will be able to review any material and will sign a release form giving Rye Country Day School permission to share information before it is sent.

### Children with Special Needs (Special Education Process)

At Rye Country Day School we believe strongly in early intervention. If we are concerned about a child's development, we will contact parents and share our observations and concerns. We will be strong advocates for the child and will be a support system for the family. We will recommend that the child go through a screening process at their receiving school district and will be happy to accompany parents through the process. If parents would prefer having their child screened by private professionals we will make recommendations for specialists that we have had experience with in the past.

### Assessment

Classroom teachers use many forms of assessment during the year to monitor your child's development. These assessments include:

**Observation (authentic assessments):** Teachers are keen observers. They support, facilitate and interact with young children through this process. They have been trained to carefully document observations of growth and development. These observations help teachers plan appropriate curriculum for each child and report growth and any concerns to parents.

**Screening Assessments:** Teachers often use screening procedures to find out what children know and what they want to learn next. This screening is "intentional" and is used to find out specific information, such as:

Can they walk up and down stairs using alternating feet?

Have they established handedness (left or right)?

Can they use scissors correctly?

What letters can they identify?

Do they know their colors?

Can they count?

**Portfolio Assessments:** A folder with "work samples" collected throughout the year is carefully kept to assure both teachers and parents that "documented growth" is occurring during their early childhood years. These samples are often shared with the children so they can begin to see how "Practice makes Progress". This documented sharing teaches "perseverance", encourages "personal best", and gives children the beginning understanding of the "joy and purpose of learning".

## Policies and Procedures

**Attendance:** All parents are required to call the school office at 964-4066 or e-mail [ryecountryday@comcast.net](mailto:ryecountryday@comcast.net) prior to 8:30 if their child will be tardy or absent.

**Visitors:** All visitors must check in with office prior to entering the classroom. All visitors will wear a name tag so we are aware of everyone in the building. *(Due to the current health crisis we are not allowing visitors in our building. We will keep you informed of any changes.)*

**Birthdays:** Birthdays are so special to children at this age. When it is each child's birthday, we celebrate them with a special song and birthday sticker to wear instead of food. Some families like to donate a favorite story book or game to the class to celebrate their child's birthday. Please use your class e-mail directory for birthday evites.

**Weather Delays, Cancellations and Early Releases:** Information on cancellation of school due to bad weather can be found on WMUR channel 9. WMUR.com posts listings of all school closings or delays on their website. Look or listen for the **Rye Elementary School Decision**. If they cancel, we will cancel, if they delay, all our classes will be delayed until **9:30 a.m.** When possible, we will e-mail closing or late start information and post it on our Facebook page ([facebook.com/@RCDNH](https://www.facebook.com/RCDNH)) and Instagram ([@ryecountrydayschool](https://www.instagram.com/ryecountrydayschool)).

If it is necessary for us to release children early we will make one of two decisions:

1. **Noon Time Closing:** Morning preschool and pre-k/kindergarten classes will end at their regular time. There will be NO extended day and children attending full day preschool or full day pre-k/kindergarten should be picked up at the closing time of their morning program. A decision will be made by 10:00 a.m. and parents will be notified by e-mail.
2. **3:00 p.m. CLOSING:** If it is necessary for us to close by mid-afternoon, full day preschool and extended day will both end at 3:00 p.m. – This gives our staff that travel long distances an opportunity to get home before dark. A decision will be made by 12:30 p.m. and parents will be notified by e-mail.

We encourage all parents to pay close attention to driving conditions in their area and make wise decisions on whether their children should be picked up earlier.

**We do not make up snow days unless there are extra ordinary circumstances which force us to close for an extended period of time.**

**Dismissal:** Please be here promptly at the dismissal time.

**Permission Slips:** A child must bring a note to school giving permission for that child to go home with another parent, relative or sitter. Established car pools should notify the office in writing. Children will not be released to friends or relatives without parental permission. *(Due to the current health crisis we are asking families to please have one consistent person for drop off and pick up.)*

**Dress:** All children should come to school dressed for active play. We encourage play clothes and shoes that are appropriate for running and active play. Sneakers are best. Please avoid purchasing shoes with deep grooves in the soles. They hold mud which empties onto our carpets during mud season. Our definition of play clothes, is clothing that can withstand your child's active and messy play! As hard as we try, we cannot guarantee that their clothes won't be stained by dirt, grass, paint, dyes, juice, wax, etc. We provide an active, hands-on curriculum where your child will get messy and occasionally stained from spills. Please always dress children for outdoor play. **All clothing must be labeled and children need to bring a tote bag or backpack each day they attend school.** We play outside rain or shine, so please dress children appropriately for the weather. Rain gear is strongly encouraged. Remember, early mornings are chilly, so layered clothing is appropriate.

**Home Environment:** Emotional problems can sometimes be avoided if we are aware of any changes that occur (i.e. parent absences, vacation resulting in baby-sitter, deaths, hospitalization, divorce or separation, personal or family problems). Anything that will affect the emotional well-being of your child should be shared with your child's teacher. **All information will be kept confidential.**

**Parent Conferences and Meetings:** Parent Conferences are scheduled formally twice a year in November and June. You are encouraged to schedule a conference or request a phone call anytime you have questions. We have an **Open-Door Policy** and encourage you to observe and participate in your child's program. We believe that **"Together We Are Better."** *(Due to the current health crisis only staff and children are allowed in our building. We will provide an update in early November about parent/teacher conferences and how we can safely share your child's progress with you.)*

**Communications When Children Change Schools:** Documentation of each child's academic growth and development is carefully kept throughout the school year. Parents can request to see this portfolio at any time. Portfolios and progress reports will be formally shared at conferences in November and June. If your child is moving on to kindergarten or first grade at a new school, sharing these progress reports and portfolios with your child's new school system will be helpful in the placement process.

**Toys and Things from Home:** **Please do not bring toys from home (unless they are requested by a teacher).** It is very difficult for teachers to keep track of children's belongings and they can easily be broken or misplaced. We always encourage children to share their thoughts, ideas, and special family times. The exception to this is at the beginning of the school year when young children with separation issues may need "comfort items" to make this important transition.

**Visitation Policy:** Since our programs are filled, we are unable to offer visitation days for alumni, siblings, relatives, and friends. The State requires that medical, emergency and registration forms are on file for all children who come to school regardless of how long they stay. All children who are not enrolled in our program must be accompanied by a parent at all times. *(Due to the current health crisis, only enrolled students and staff are allowed in our building.)*

**Health:** Any child who has a bad cold or one in the early stages, or a child whose parents do not consider well enough to play outside at recess should not be in school. Not only is there the danger of spreading infection, but with the number of children in school, it is impossible to care for a sick child. If your child is out with a contagious disease, please notify the school immediately so other parents may be notified of symptoms to watch for. **If your child is out with an illness, they must be free of symptoms for 24 hours before returning to school. A child with strep or other illness that requires prescription medication should be on the medication for 24 hours before returning to school.**

When a child exhibits symptom of an illness at school, the parents or designated emergency person will be called to pick up the child as soon as possible. Parents are expected to come to school immediately when their child is ill or to arrange for a family member or friend to pick up their child.

*Please review additions to our health policy included in our "COVID-19 Changes for the fall of 2020" found at the beginning of this handbook*

**Medication:** Any medication that needs to be administered at school must be in the **original container as received from the pharmacy with prescription attached** and be accompanied by:

**1. Signed, written, dated instructions from the child's parent which includes a statement that the dosage instructions have been reviewed with the child's licensed health practitioner and are consistent with the health practitioner's recommendations.**

**OR**

**2. Signed written instructions from the child's licensed health practitioner regarding the appropriate dosage for that child.**

All medication must be given to the office staff. **Medication cannot be sent in a child's backpack or lunch box.** Parents are responsible for picking up their child's medication at the end of the day. Please read these policies carefully and if you need additional clarification do not hesitate to call the school.

### **School Forms:**

State law requires us to have a Current **Health Form** (including immunization record), **Emergency Form** and **Child Reunification/Release Form** on file for your child before they are admitted to school. No child will be admitted to school until these forms are current. For a health form to be current the date of the child's last physical must be within one year of the current date. Rye Country Day School requires that we have a **Parent Information Form** and **2 Emergency Identification Cards** on file for each child before they attend school.

### **Parking at Rye Country Day School:**

Parents may park in the side parking lot in the spaces on the right against our building or in the spaces to the back of the building. Parents may NOT park in the spaces to the left that border the Home Center Building. As you enter the circular drive for pickup and drop off, please leave enough space between cars at the beginning of the drive for cars entering and exiting the parking lot belonging to the office located to the right of our building.

**Cell Phones:** Please refrain from using cell phones during drop-off and pick-up. Teachers often need this time to quickly share information about your child's day.

## Lunch & Snack Policy

*Due to the current health crisis changes have been made to our Snack & Lunch Policy.*

**All children will bring their own snack(s) and lunch from home.**

Children attending our morning programs should pack a snack bag/box that includes a water bottle. Children attending a full day program or staying for Extended Day should pack a snack box/bag (with enough food for a morning and afternoon snack) a separate lunch box and a water bottle. We will encourage children to drink water and refill their water bottle throughout the day. Please use child friendly containers that your child can open independently.

**Please review the information below when packing your child's snack/lunch.**

- As a peanut/tree-nut free school **DO NOT** include any items in your child's snack or lunch that contains nuts or is labeled, **"may contain traces of peanut/tree-nuts."** We do allow items labeled, **"processed in a facility that also processes peanuts/tree nuts"**. We appreciate your understanding as we strive to keep every child safe.
- The licensing rules of the State of New Hampshire do not allow childcare facilities to serve children **under 3 years** of age whole grapes, large chunks of carrots, popcorn or pretzel rods.
- Please avoid sending in squeezable yogurts.
- **Make sure that all snack, lunch bags/boxes and water bottles are labeled with your child's name.**

## Food Allergy Policy

In an effort to create a safe environment for children with peanut and tree nut allergies, K.M.H. Educational Services, Inc. has established a **Peanut/Tree-Nut Free Policy** at Rye Country Day. Children, parents and staff are not allowed to bring peanut, tree nut or nut related products into school. Please read labels carefully when packing your child's lunch and be careful to check that your child does not have peanut butter or other nut related food on their clothing or hands when they enter school. Even though children with allergies will only be eating food brought from home, children with nut allergies can have severe reactions requiring immediate care from just casual contact with clothing, hands, surfaces or toys which have food residues on them.

Rye Country Day School attempts to create a nut free environment by establishing a **Peanut/Tree Nut Free Policy** and providing ongoing education to parents and staff. While there is a policy in place, it is impossible to guarantee that peanut, nut products or residue will not enter the school. We also try to make Rye Country Day School a safe environment for children with other food allergies. We will provide a **"Food Allergy Space"** for children with allergies. Rye Country Day School does not have a nurse on staff.

It will be the responsibility of the parents to provide training concerning their child's specific allergies.

The parents of a child with allergies will be responsible for providing the school with an "Emergency Health Care Plan" to follow in case a medical emergency occurs. This form must be completed and signed by the child's physician. **This form must be updated yearly.** If your child has a prescription for an Epi-Pen, **it is required that we have two Epi-Pens at school for your child**, as well as any other medication that may be listed on their "Emergency Health Care Plan". All prescription medication must be in their original container with prescription attached. **Epi-Pens must have a separate prescription label attached to each of the Epi-Pens.** **All medication must be replaced before it reaches its expiration date.**

When a child with severe food allergies is attending school, the parent must provide the school with a means of contacting them at all times.

Because each child brings their own individual snack and lunch to school, it is impossible to guarantee what is in a child's snack or lunch box, a child with food allergies will eat lunch at the "Food Allergy Space" with other peers who have food allergies or peers who have identifiable "safe lunches".

## Secure Entry-Key Card System

*Due to the current health crisis parents will not be entering our building. Drop off and pick up will take place outside. Specific classroom information/directions will be shared with parents before the start of our school year. (Returning parents-please keep your key card which will be disabled for the time being).*

Because our doors remain locked at all times, Rye Country Day School uses a **Key Card System** that allows families of currently enrolled students to enter our facility through the multi-purpose door at the back of the building. Rye Country Day Staff will enable and disable the system with a master key card and no one will have access to the building before or after school hours.

### Important Things to Remember

- **DO NOT LET YOUR CHILD HOLD OR USE THE CARD.** There is a metal strip in the card that can be fractured causing the card to be ineffective.
- Do not put marks or stickers on the card.
- If you lose your card call office immediately so we can deny access for that card. This is extremely important if we are to keep our facility safe for your child.
- Do not hold the door open for anyone you do not personally know as a school family but rather direct them to the office.
- The key card you are issued will be kept throughout the time your child is attending Rye Country Day School.

### New Families

**One activated key card will be issued to each new family.** These key cards may be picked up in the office at parent orientation or on your child's first day of school. Up to two additional key cards per family may be purchased at a cost of \$5.00 per key card. There will be a \$5.00 fee to replace lost key cards.

### Drop Off and Pick Up Policy

This is undoubtedly the most difficult challenge of our first few weeks. We have a circular driveway and ask that you carefully follow the rules below. If you will not be transporting your child the following information must be passed on to the new driver.

1. Please be prompt in arriving at your designated class drop-off and pick-up times.
2. If you arrive early please pull all the way around so that other cars will be able to pull in behind you.
3. Never park in the circular driveway and leave your car unattended.
4. Please help us out by using the car tag you are given for your child. Please place the car tag on the passenger side visor, visible to teachers who are putting your child in your car. Remember we can't see through tinted windows.
5. **Never get out of your car.** Please allow the teachers to open doors and seat belt children.
6. Reinforce our rule that children may only approach your car holding a teacher's hand.
7. **Keep questions and greetings short to allow for a continuous flow of traffic. (If you need a phone call to finish the conversation, please request one.)**
8. If your child has left something in school, please be patient with us and be willing to pull into a designated space so a teacher can try and retrieve that for you.
9. If at all possible, please situate car seats on the right-hand side of your vehicle.
10. You are also welcome to drop off and/or pick up your child in their classroom. Make sure to check in with your child's teacher upon arrival or departure. *(Due to the current health crisis children will be dropped off and picked up outside and only staff and enrolled students will be allowed in our building)*

*Rye Country Day School is committed to keeping children safe at school. Below are the school rules for our common areas. Children and teachers work together to establish rules for their individual classrooms.*

*(Due to the current health crisis, our playground has been divided in half so two groups of children can play while remaining separate. Each group has their own outdoor toys and equipment is disinfected before being used by the next group of children.)*

## **Playground Rules**

- Play safe
- Structures are open only when a teacher is with you
- Have a purpose for sticks or rocks – no running with either and no gun play, “NO GUNS ALLOWED AT SCHOOL.”
- Transport sand only to sand areas – if sand is dumped on the grass help children remove it
- Swinging on bellies is allowed when it is safe (i.e. only one friend and must only be on end swing).
- Up the ladder – down the slide (if a teacher is supervising children can climb up the slide as long as there is no one waiting to come down).
- Only children in the climber – no toys
- Never climb on or under the fence or stone wall. Children are allowed in the woods when a teacher is with them.
- ALWAYS BE WHERE A TEACHER CAN SEE YOU – teachers monitor the side and back of the shed.
- If you dig a hole please fill it in. No digging near the swings, monkey bars or under the pine trees.
- No eating from the garden unless a teacher gives the OK
- No picking vegetables unless a teacher gives permission
- BE KIND TO ALL LIVING THINGS.
- LISTEN WHEN PEOPLE ARE TALKING.
- USE YOUR WORDS TO WORK THINGS OUT OR COME TO A TEACHER FOR HELP.
- CLEAN UP YOUR MESSSES AND HELP OTHERS.

### **Rye Country Day School Gym Rules**

- Use Walking Feet
- Toys are for playing-not throwing
- Have a safe body
- 4 friends at a time in the loft
- Kneel or sit in the loft
- Toys in the loft stay in the loft
- Respect materials and other children’s work
- Leave it as you found it

### **Daily Schedule**

ALL classes have slight variations in time but include all of the following elements in their daily schedule.

- Welcome Time
- Circle Time
- Small Group/Project Time
- Music and Movement
- Recess and Snack
- Exploring Time (*within each room*)
- Story Time

*Below are common phrases that teachers use with children at Rye Country Day School*

**RCD Phrases**

- Use your inside voice
- Push your wait button
- Hands to your own body
- Personal space
- Calm Body
- You can't say you can't play at Rye Country Day
- We are all friends
- Walking feet
- Use your words
- Stop sign/It's closed
- Red light
- Personal best
- Look with your eyes
- The one you touch is the one you take
- Hands are not for hitting
- Quiet hands/Quiet bodies/Quiet voice
- Can I have a turn when you are done
- If you don't have something nice to say, don't say anything at all.

**Behavior Guidance:** Teachers frequently review our classroom, school rules, and expectations with the children. We believe children are most successful when they know what is expected. Occasionally a child may exhibit challenging, even aggressive, behaviors at school. Our experienced staff responds quickly to keep all children safe. We individualize strategies to benefit the child needing support. We also communicate with the parents and schedule a meeting to address ongoing behaviors. Working as a team, teachers and parents come together to formulate a behavior plan. The plan ensures that we are using the same language at home and school for the targeted goals of moving a child in a positive direction. If an ongoing behavior threatens the safety of the child or others in the program, parents will be asked to provide additional support in the classroom.

## **Rye Country Day School** *Emergency Evacuation Procedures*

**In case of an incident at school that would require the evacuation of the building for other than a brief period of time, the students and staff would be relocated to Learning Skills Academy located at 1247 Washington Road in Rye or to Rye Elementary School located at 461 Sagamore Road in Rye. Parents would be notified where to pick up their children.**

**In case of a major disaster in the area that would cause an evacuation of our students, the Rye Emergency operating Center would follow the procedures listed below:**

Once the Emergency operating Center was opened in response to a disaster causing possible evacuation of the area, their transportation office would contact our facility to get an actual student/staff census for the day. These figures would be utilized to determine the type and number of buses necessary if an evacuation was ordered.

If the incident required evacuation, students and staff would be transported to the host community. The host community for Rye is Dover, NH. The reception center is located at the Dover Middle School, Daley Road (off 108). Parents would not respond to Rye Country Day but to the reception center at Dover middle School. There they would receive information as to where the students and staff of Rye Country Day are being accommodated. If an emergency arose that required evacuation to an area other than Dover, that information would be broadcast over the **EMERGENCY ALERT SYSTEM**.

**COMMUNICATION:** If children are relocated due to an emergency, we will do our best to notify parents by email and notices on our website, Facebook page, and Instagram account. Notices will be placed on our office windows indicating we have been relocated. We will try to contact WMUR Channel 9 with relocation information.

**REUNIFICATION:** The children's **Emergency Identification Cards** and **Reunification Forms** you completed will be used in our reunification process. Children will be kept safe in a group. Parents will need to check in with a Rye Country Day staff member, show a form of identification, and sign a release form prior to taking their child.



**Rye Country Day School**  
PO Box 372  
1245 Washington Road  
Rye, NH 03870  
(603)964-4066



### ***Early Morning Care & Extended Day Information***

*Due to the current pandemic it is necessary for us to revise our formerly flexible Early Morning Care and Extended Day Programs to allow us to safely provide care for those families needing extended programming for their children. We will be registering children in advance on a monthly basis.*

#### **EARLY MORNING CARE INFORMATION**

**Early Morning Care at Rye Country Day** is available to children who have turned three and are potty trained. This program offers children the opportunity to explore quiet activities such as blocks, puzzles, quiet games, and simple art projects.

- **Registration for Early Morning Care:** Parents using Early Morning Care must complete a registration form in advance of each month and payment for that month must be received before the start of the program.
- **Arrival Time:** Children may arrive as early as 7:30 a.m. or any time thereafter.
- **Drop-off information will be shared with families registered for the program.**

#### **EXTENDED DAY PROGRAM INFORMATION**

**Extended Day at Rye Country Day** is available to children who have turned three and are potty trained. This program allows children to continue their day away from home in a familiar and caring setting. Unhurried lunchtimes, quiet reading times, more enrichment programs, and a variety of activity choices fill these extended hours.

- **Registration for Extended Day:** Parents using our Extended Day Program must complete a registration form in advance of each month and payment for that month must be received before the start of the program.

#### **Requirements:**

- Every child will bring a nutritious lunch that includes a drink. Please include ice packs to keep your child's lunch cold and remember we are a peanut/tree nut free facility.
- Children registered for our 5:00 p.m. pickup need to bring an afternoon snack and drink.

**Pick-up information will be shared with families registered for the program.**

**Registration forms for September are included in our initial back to school mailing.** Children registered for September will automatically receive a registration form for the following month. If your child is not attending in September, but you would like to receive registration forms for future months, please contact the office.



# Rye Country Day School

PO Box 372  
1245 Washington Road  
Rye, NH 03870  
(603)964-4066

e-mail: ryecountryday@comcast.net



## Rye Country Day School

### REGISTRATION AND PAYMENT POLICIES 2020/2021

#### Registration Policy

**Registration:** Registration packets will be sent in late January or early February. The due date for the registration form and registration fee will be specified in the registration letter. The registration fee will hold a place for your child until the first tuition payment is due. **With the exception of our Toddler Program, children must be potty-trained before attending Rye Country Day School.**

**Confirmation of Enrollment:** Once your registration form and fee are received, you will receive confirmation of your child's enrollment in the program you have chosen. If we are unable to enroll your child in the program of your choice, we will contact you and let you know what other options are available for your child before we process your registration fee.

#### Payment Policy

**Registration Fee:** The registration fee is **NON-Refundable** and is in addition to the tuition fee.

**1<sup>st</sup> Tuition Payment:** The 1<sup>st</sup> tuition payment is due **August 15<sup>th</sup>**.

**Additional Tuition Payments** will be due September 15<sup>th</sup>, October 15<sup>th</sup>, November 15<sup>th</sup>, December 15<sup>th</sup>, January 15<sup>th</sup>, February 15<sup>th</sup>, March 15<sup>th</sup>, April 15<sup>th</sup>, and May 15<sup>th</sup>. A child may not attend school if their tuition payments are not up to date.

**Tuition payments are NON-refundable.**

**Withdrawing a child from school:** If it is necessary for a child to be withdrawn from school, his/her space will be held until the next tuition payment is due. We cannot hold a space for a child whose future tuition payments are not made.

#### **School Closings:**

- 1. Weather related delays or closings:** please refer to our Parent Handbook.
- 2. Closings due to unprecedented circumstances:**
  - If Rye Country Day School is unable to open as scheduled and will need to remain closed for the foreseeable future, the first tuition payment will be returned.
  - If Rye Country Day School is forced to close for an extended period of time after school has started, we will not collect future tuition payments until we are able to reopen.
  - If Rye Country Day School is forced to close for a brief period of time, it will be necessary for us to address each of these circumstances as they arise.

**Early Morning Care and Extended Day Billing:** Parents using our Early Morning Care and/or Extended Day Programs must complete a registration form in advance of each month attending and payment for that month must be received prior to the start of that program.