

# *Rye Country Day School*

K.M.H. Educational Services, Inc.

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## **Parent Handbook**



*“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**

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# 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.

## 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. Teacher's 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 experienced staff are dedicated to sharing their knowledge with families. They also serve as mentors for new staff. New educators are always paired with an experienced staff member.

### *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 a week-long initial orientation as well as 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.
15. The Administration will work to ensure the resources necessary to support our mission and vision.

# Rye Country Day School

## Health Policy

*We are glad to be back to a more normal routine at school after the Covid-19 Pandemic. We will continue to follow CDC guidance for K-12 schools and ECE programs and monitor the health of our school and Seacoast Communities and keep families informed through email.*

A child with any of the respiratory or gastrointestinal symptoms listed below should stay home and be tested for Covid.

- Fever or 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

Staying home when sick will lower the risk of spreading infectious diseases, including Covid-19, to others. If your child is out with a contagious illness, please notify the school immediately so other parents may be notified of symptoms to watch for.

If your child is ill, but negative for Covid-19, they can return to school once they are fever free for 24 hours without the use of fever reducing medications, and their symptoms have largely resolved.

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.

**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.

**Immunization Requirements:** New Hampshire law requires that all children enrolled in any school, pre-school, or child care center have certain immunizations to protect them and those around them from vaccine preventable diseases.

- A parent or legal guardian who objects to a vaccine or vaccines for their child because of religious beliefs must provide a signed and notarized Religious Exemption form.
- To receive an exemption of immunization for medical reasons from vaccines in a school, the parent or legal guardian of the child must acquire written documentation from a licensed physician or authorized health care provider that certifies that immunization against a particular disease may be detrimental to the child's health.

**Parents will be notified by email of an outbreak of a communicable disease for which immunization is required. A child exempt from immunization will not be allowed to attend school during the outbreak.**

### **School Forms:**

**It is a state requirement that we have the following forms on file for each child before they attend school:**

- **Health Form** - State law requires us to have a current Health Form (**including immunization record**) on file before a child attends school. To be current the date of the child's last physical must be within one year of the current date.
- **Emergency Form**
- **Child Reunification/Release Form**

**Rye Country Day School requires the following forms be on file for each child before they attend school:**

- **Parent Information Form**
- **2 Emergency Identification Cards**

<h3><b>Lunch and Snack Policy (We are a peanut/tree nut free environment)</b></h3>
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**All children will bring their own snack(s) and lunch from home.**

Children attending our morning programs should bring a snack bag/box and a water bottle.

Children attending a full day program or staying for Extended Day should bring 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 will 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.**

- Rye Country Day has a **NO Candy Policy**.
- 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. They are too messy for children to handle independently.
- **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".

## Disinfecting and Cleaning Classrooms

- Air purifiers are in all classrooms
- High contact surfaces are cleaned throughout the day and more thoroughly at lunchtime and at the end of the day with a complete school cleaning each weekend
- Toys and equipment are cleaned as needed



## Weather Delays, Cancellations and Early Releases

Information on delays or cancellation of school due to inclement 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 Country Day School Decision**. 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)).

**DELAYED START:** All classes will be delayed by one hour.

**EARLY RELEASE-Noon Time Closing:** A decision will be made by 10:00 a.m. and parents will be notified by e-mail.

- There will be **NO** extended day.
- **Toddler, morning preschool and Kinder Owl classes will end at their regular time.**
- **Children attending the Full Day Kinder Owl class should be picked up at 12:00 p.m.**
- **Children attending Full Day Preschool should be picked up at 12:00 p.m.**

**EARLY RELEASE-3 p.m. closing:** If it is necessary for us to close by mid-afternoon, a decision will be made by 12:30 p.m. and parents will be notified by e-mail. This gives our staff that travel long distances an opportunity to get home before dark.

- **Morning children attending Extended Day should be picked up at their scheduled departure time.**
- **Children attending Full Day Preschool or the Full Day Kinder Owl class should be picked up at 3:00 p.m. (NO Extended Day).**

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 extraordinary circumstances which force us to close for an extended period of time.**

## Important Procedures

### Drop-off and Pick-up:

- Drop off and pick up will take place outside. Parents will park their vehicle and bring their child to the designated drop off space and check in with a teacher.
- **Class specific plans will be shared with parents prior to the start of school.**
- Our class times are staggered.

### Daily Operations

- Largely, only students and staff will be 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. We are a tree nut/peanut free environment (See Snack Policy).
- Children will have space for their belongings inside the classroom. Mail and artwork will come home in their backpack/tote bag.
- Children will mainly stay with their group during their program time.
- Our classes will be a small group of students with one teacher or a larger group with two teachers. Students may spend some time inside and outside with another class. Those two classes will be a POD.
- We will spend as much time as possible outside and continue with good ventilation and air purifiers indoors.

**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.

**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 invites.

**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.

**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. 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. We play outside rain or shine, so please dress children appropriately for the weather. Rain gear is strongly encouraged. Pants with elastic waistbands are helpful as children become independent dressers. Remember, early mornings are chilly, so layered clothing is appropriate. *Please label all outside gear and extra clothing.*

**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.*

**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 the fall and spring. If your child is moving onto kindergarten at a new school, sharing these progress reports and portfolios with your child's new school system will be helpful in the placement process.

**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. Please call our office prior to visiting.

**NH Child Protective Services:** We are all responsible for the safety of children. [Report Child Abuse | New Hampshire Department of Health and Human Services \(nh.gov\)](#)

**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 Chiropractor's office. Please drive slowly and hold your child's hand in the parking lot.

**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.

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

- Using the bathroom independently for preschoolers and Kinder Owls. Teachers will talk children through the wiping process as needed but we cannot wipe for them.
- Washing hands thoroughly and independently, using soap and warm water.
- Changing clothing independently.
- Recognizing their belongings (let them be helpers packing their things so they recognize what belongs to them). Make sure their backpack is big enough to hold everything or send in an extra bag.
- Zipping and unzipping their backpack and snack bags
- 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). Feel free to call our office if your child was sad at drop off. We are happy to go and check and let you know how they are doing.

***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.**

## 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 garden.
- If you dig a hole, please fill it in. No digging near the swings 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
- 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 (your chin)
- 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
- Only teachers or parents open doors or gates at school!

**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 required to provide additional support in the classroom.

## **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.

Teachers use information from assessments to plan curriculum for the group and individual children. When a child assessment shows a need for further assistance, teachers will incorporate more supports in their classroom activities and curriculum. When an assessment shows a mastered skill, teachers will plan curriculum to challenge further learning.

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.

Children at Rye Country Day are assessed by their classroom teachers during group times as well as individually. Teachers are careful observers and conduct more formal assessments in late fall and spring. Formal assessments are conducted after children are connected and comfortable with teachers.

## Parent Conferences and Meetings

Parent Conferences are scheduled formally twice a year (late fall and spring). Prior to the conference you will receive documentation of your child's progress at school. ***Parents are always welcome to request a phone call anytime they have questions.***

## Confidentiality

Parents can be assured that all 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 notified and a release of information form signed as needed.

## 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".



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## ***Early Morning Care & Extended Day Information 2023/2024***

### **EARLY MORNING CARE INFORMATION**

**Early Morning Care at Rye Country Day** is available (as space allows) for our Preschool and Kinder Owl Children. This program offers children the opportunity to explore quiet activities such as blocks, puzzles, quiet games, and 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 7:45 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 (as space allows) for our Preschool and Kinder Owl Students. This program allows children to continue their day away from home in a familiar and caring setting. Unhurried lunchtimes, quiet reading times, 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.
  - Full Day children also need to bring an afternoon snack and drink.
- **Pick-up information will be shared with families registered for the program.**

The last week of June a statement for the 1st tuition payment (due July 15<sup>th</sup>) will be mailed to all families. **This mailing will include an Early Morning Care/Extended Day Questionnaire for families with Preschool and Kinder Owl children.** Anyone planning on using either of these programs needs to complete the questionnaire and return it with their tuition payment. **A registration form for September will be included in the *Required Forms Packet* of families who completed and returned the Early Morning Care/Extended Day Questionnaire.** Children registered for September will automatically receive a registration form for the following months. We always do our best to add children during the year as requested, but space is not guaranteed.





# Rye Country Day School

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

e-mail: ryecountryday@comcast.net



## Registration and Payment Policies

### *Registration Policy*

**Registration:** Registration packets will be sent in January to families of currently enrolled children and in February to new families. 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 Sibling Toddler Program, children must be fully 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 **July 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 child whose future tuition payments are not made.

**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 month's program.



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### Required Forms

**The forms listed below must be completed and returned to school with the registration fee before a child is enrolled at Rye Country Day School.**

- *Registration Form*
- *Parent Information Form*

**The forms listed below must be on file in our office before a child is allowed to start school!**

- ***Health Form:*** All children must have on file a current health form which includes an immunization record. NH Childcare Licensing Rules require childcare centers to have a health form and immunization record on file for each child. To be current the physical examination date on the health form must be within one year of the date your child is enrolled in school and must be updated annually. The immunization record **MUST** be on file before a child starts school and the health form must be on file with 60 days.
- ***Emergency Form:*** Please complete the Emergency Form carefully filling in all the information asked for. The NH Childcare Licensing requires that you list at least 1 person with whom you would feel comfortable leaving your child and who could assume responsibility for your child if you could not be reached immediately in an emergency.
- ***Emergency Identification Cards:*** **We must have 2 identification cards for each child.** The Emergency Identification Cards are part of our Emergency Preparedness Plan and are required to be kept in two separate spaces in our building.
- ***Child Reunification/Release Form:*** The Child Care Licensing unit of the State of New Hampshire continually strives to ensure the safety of New Hampshire's children by reviewing and updating their policies and procedures as they pertain to Emergency Preparedness in Child Care Centers. This form needs to be completed for each child at Rye Country Day School.
- ***Parent Handbook Acknowledgement Form:*** The most current update of our Parent Handbook will be emailed to all parents and posted on our **website at [ryecountrydaynh.com](http://ryecountrydaynh.com)**. This form needs to be signed by parents indicating they have read and understand the information contained in the handbook.
- ***Release Form:*** This form gives permission for your e-mail address to be included in the **"Email Directory"** that is distributed to parents in your child's classroom as well as other permissions.

## **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.