



**River Falls 4 Children**  
*Caring. Community. Collaboration.*

**School District of River Falls**

**RIVER FALLS 4 CHILDREN**

**Four-Year-Old Preschool Program**

**2017-18**

**PROGRAM**

**HANDBOOK**

# River Falls 4 Children – Program Handbook

<u>Table of Contents</u>	<u>Page</u>
Welcome	3
Vision Statement	4
Program Philosophy	4
Program Locations, Coordinators, and Teachers	5
Eligibility	6
Program Days and Hours	6
Absence Call-In	7
School Calendar	7
No Discrimination Policy	8
Student Records	8
Confidentiality	9
Notice of Child Find Activity	9
Curriculum	10
Family Outreach Program	10-11
Volunteering	11
Attendance	12
Child Illness Exclusion Policy	12-13
Transportation	14-15
Student Pick-up/Drop-off Procedure	16
Child Abuse	16
Child Guidance	17
Weather Related Information	17
Alcohol, Tobacco, & Other Drugs Statement	18
School District Calendar	19-20

## Welcome to the River Falls 4 Children Program

Thank you for registering your child (ren) for the River Falls 4 Children Program through the School District of River Falls, Wisconsin. We are looking forward to working with your family this year and creating a memorable experience for your child. Please help us make sure that your child's experience this year meets your expectation by taking a few minutes to read through the information we have provided.

This is the River Falls 4 Children Program Handbook. You will also receive a Parent Handbook from your School Site for additional site specific information.

For specific information pertaining to RF4C, please utilize our district web site at

<http://www.rfsd.k12.wi.us>

Sincerely,

Rita Humbert – Westside Principal/RF4C Administrator

Becky McLeavey – RF4C Coordinator

### School District of River Falls – Coordinating Public School District

Address:

Westside Elementary  
1007 W. Pine Street  
River Falls, WI 54022

Phone:

715-425-1815

Fax:

715-425-1805

RF4C Administrator

Rita Humbert

Email:

[Rita.humbert@rfsd.k12.wi.us](mailto:Rita.humbert@rfsd.k12.wi.us)

RF4C Coordinator

Becky McLeavey

Email:

[Becky.mcaleavey@rfsd.k12.wi.us](mailto:Becky.mcaleavey@rfsd.k12.wi.us)

Phone:

715-307-2481

## **RF4C VISION STATEMENT**

River Falls 4 Children is a child-centered early learning program available to all four-year-olds and their families through a collaborative, community-based partnership.

## **RF4C PHILOSOPHY**

RF4C believes that while parents and families are the child's first and foremost teachers, the community shares a responsibility and a vested interest in all children's well-being and development. As River Falls grows, we want to be able to offer families positive early educational opportunities. We believe that by investing in 4-year old kindergarten we are also investing in the future of our community.

River Falls 4 Children believes that all families who are interested in quality early learning experiences for their four-year-old children should have equal access to a high quality program.

We believe that children should participate in play activities that provide rich learning experiences.

As an early education program, RF4C will focus on the following components:

- Early literacy and language as well as math, social studies, science, health, physical education, art, and music.

We believe that young children learn by doing and exploring in an integrated, nurturing environment. A typical day would include some teacher-directed instruction, many "hands-on" activities, and opportunities for child-initiated play.

## **WHAT IS RF4C?**

River Falls 4 Children (RF4C) is a community-based early learning program for four-year-old children residing within the School District of River Falls.

- Children will be enrolled in the School District of River Falls' 4-year-old kindergarten program but will be taught in a local community preschool/ childcare location.
- RF4C classes will be taught by highly qualified Wisconsin Department of Instruction licensed teachers.
- RF4C classes will run Monday through Friday from either 8:50 – 11:30 AM or 12:30 – 3:10 PM (Abundant Life), 12:35-3:15 PM (Little Minds Learning Center) OR 12:45 – 3:25 PM (Jacob's Ladder). The calendar year will be similar to the school district calendar.
- Some of the RF4C locations offer extended childcare options. There is NO cost for the RF4C program, but parents are responsible for childcare costs beyond the 2 Hour 40 Minute preschool program.
- RF4C includes a strong focus on parent-school communication and regular family outreach activities.
- The purpose of a community-based 4-year-old Kindergarten program is to partner with the existing expertise, experience and facilities of private providers in the community. All partner sites will utilize similar curriculum.
- If transportation is needed, the school will determine the site for your child. If no transportation is needed, the parent can choose the student's site based on availability.

<p><b>2017-18 River Falls 4 Children</b></p> <p><b>Program Locations, Directors, and Teachers</b></p>
---

**\*Abundant Life Learning Center**

Address:	896 State Hwy. 65, River Falls, WI 54022
Mailing Address:	PO Box 335, River Falls, WI 54022
Phone:	715-425-2882
Administrator:	Angie Sweere
Director:	Paula Hyde
Site E-mail:	<a href="mailto:ALCLC.RF4C@hotmail.com">ALCLC.RF4C@hotmail.com</a>
Lead Teacher:	Melissa Berner
Email:	ALCLC.RF4C@hotmail.com

**\*UW-River Falls C.H.I.L.L.D. Center**

Address:	900 East Cascade Ave. (site address), 410 South 3 <sup>rd</sup> Street (mailing address), River Falls, WI 54022
Phone:	715-425-0656
Director:	Minda Matthys <a href="mailto:Minda.matthys@uwrf.edu">Minda.matthys@uwrf.edu</a>
Lead Teacher:	Amy Norelius
Email:	amy.norelius@uwrf.edu

**\*Jacob's Ladder – Ezekiel Lutheran**

Address:	202 South 2 <sup>nd</sup> Street, River Falls, WI 54022
Phone:	715-425-8294
Director:	Amy Nelson <a href="mailto:anelson@ezekiellutheran.org">anelson@ezekiellutheran.org</a>
Lead Teachers:	Erin Timm Kahla Gutting Rachel Simpson

**\*Little Minds Learning Center**

Address:	250 Quarry Road, River Falls, WI 54022
Phone:	715-629-7547
Director:	Samantha Eichman
Lead Teacher:	Mel Visger <a href="mailto:mel.visger@littlemindslc.com">mel.visger@littlemindslc.com</a>

**\*Little Adventures**

Address:	708 Whitetail Blvd., River Falls, WI 54022
Phone:	715-425-6757
Administrators/Directors	Jackie Pagenkopf & Beth Lansing <a href="mailto:littleadventureschildcare@gmail.com">littleadventureschildcare@gmail.com</a>
Lead Teacher:	Rachael Anderson
Email:	<a href="mailto:littleadventures4K2gmail.com">littleadventures4K2gmail.com</a>
Assistant Teacher:	Ali Igou

**River Falls Public Montessori Elementary**

Address:	211 N. Fremont Street, River Falls, WI 54022
Phone:	715-425-7645
Coordinator:	Nathan Wells <a href="mailto:Nathan.wells@rfsd.k12.wi.us">Nathan.wells@rfsd.k12.wi.us</a>
Teachers:	Ruthie Jilk <a href="mailto:Ruthie.jilk@rfsd.k12.wi.us">Ruthie.jilk@rfsd.k12.wi.us</a> Abby Akkerman <a href="mailto:Abby.Akkerman@rfsd.k12.wi.us">Abby.Akkerman@rfsd.k12.wi.us</a>

**The University Preschool**

Address:	Wyman Building, 400 Wild Rose Avenue, River Falls, WI 54022
Phone:	715-425-3275
Director:	Angela Kaiser <a href="mailto:Angela.i.kaiser@uwrf.edu">Angela.i.kaiser@uwrf.edu</a>
Teachers:	Angela Kaiser Sheila Behrendt <a href="mailto:Sheila.behrendt@rfsd.k12.wi.us">Sheila.behrendt@rfsd.k12.wi.us</a>

\*These locations offer childcare for children outside the 4K school day. Parents will be responsible to make arrangements for child care and expenses associated with child care.

## ELIGIBILITY

Any child who will be four years old by September 1, 2017 will be eligible to participate. Enrollment information is available at the District Office, any elementary office, all participating sites, or by downloading forms on the district website: [www.rfsd.k12.wi.us](http://www.rfsd.k12.wi.us). Participants must be residents of the School District of River Falls or apply through Open Enrollment, if eligible.

## PROGRAM DAYS AND HOURS

### School Hours:

- **Abundant Life Learning Center:**  
Monday through Friday  
AM 8:50 – 11:30am  
PM 12:30 – 3:10pm
- **UW-River Falls C.H.I.L.D. Center**  
Monday through Friday  
AM 8:50 – 11:30am
- **Jacob’s Ladder**  
Monday through Friday  
AM 8:50 – 11:30am  
PM 12:45 – 3:25pm
- **Little Minds Learning Center**  
Monday through Friday  
AM 8:50 - 11:30am  
PM 12:35 - 3:15pm
- **Little Adventures**  
Monday through Friday  
AM 8:50 - 11:30am
- **River Falls Public Montessori**  
Monday through Friday  
AM 8:45 – 11:25am
- **University Preschool**  
Monday through Friday  
AM 8:50 – 11:30am

All classes follow the River Falls School District calendar and meets September to early June. When the elementary school has a school release day (no school), the RF4C program will also be closed; when the elementary school has an “early release” day, the RF4C program will remain open on its regular schedule.

## ABSENCE CALL-IN

It is an expectation that children enrolled in River Falls 4 Children will attend every day school's in session. If students are going to be absent from school for any reason, parents are required to phone in the absence to the site school prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the River Falls 4 Children program. Attendance is taken every day and sent to the school district office.

Abundant Life Learning Center	715-425-2882
CHILD Center	715-425-0656
Jacob's Ladder Preschool	715-425-8294
Little Minds Learning Center	715-629-7547
Little Adventures	715-425-6757
Montessori	715-425-7645
University Preschool	715-425-3275

### RF4C - 2017-2018- Important Dates

September	5	Orientation Day for All Elementary
September	6	<u>First Day of School for RF4C</u>
October	9	NO SCHOOL – Teacher In-Service
October	19	Preschool Screening
November	10	NO SCHOOL – Teacher In-Service
November	22-24	NO SCHOOL - Thanksgiving Break
December	25-29	NO SCHOOL – Winter Break
*January	15	NO SCHOOL – Teacher In-Service
January	25	Preschool Screening
February	TBD	Parent Information Night for RF4C 2018-19
*February	19	NO SCHOOL – Teacher In-Service
March	5	Registration Opens for RF4C 2018-19
March	26-30	NO SCHOOL – Spring Break
*April	2	NO SCHOOL – Teacher In-Service
May	18	NO SCHOOL – Teacher In-Service
May	28	NO SCHOOL – Memorial Day
June	5	Last Day of School for RF4C

\*Make-up Dates - after two snow/inclement weather days (if applicable)

## **NON DISCRIMINATION POLICY**

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

Complaints regarding the interpretation or application of this policy should be referred to the building principal or the District's Equal Opportunity Coordinator. The District encourages informal resolution of complaints under this policy. If the reply to the informal procedures is not acceptable to the complainant, he/she may initiate a formal complaint in accordance with established procedures.

Any questions concerning this policy should be directed to the District's Equal Opportunity Coordinator: [Mrs. Jackie Steinhoff, Director of Special Education, District Office, 852 E Division St, River Falls, WI, 54022, \(715\) 425-1800, ext 1115](#)

## **STUDENT RECORDS**

Student records are maintained to assist school personnel in determining educational experiences for each student. The District of River Falls recognizes the need for the confidentiality of student records. The school district and the collaborating RF4C sites will have regular communication regarding your child's progress in the RF4C program.

Student records are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

Directory Data are those pupil records which include the child's name, address, telephone listing, date and place of birth, parent/guardian information, transportation information, and dates of attendance.



## CONFIDENTIALITY

Every family has the right to their privacy being respected and enforced. Each RF4C site and the school district will help maintain privacy in the following manner:

- Student records will not be left out for others to view.
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.

## NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who have not graduated from high school. Upon request, the school district will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Jackie Steinhoff, Director of Special Education, School District of River Falls, at (715) 425-1800, or by writing her at the School District of River Falls, 852 E Division Street, River Falls, WI 54022.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening this spring. Watch for the dates at your local school.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child. A referral for the School District of River Falls may be sent to Jackie Steinhoff at the school district address above.

## CURRICULUM

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds. Children learn by doing....they use all of their senses to explore and get information. The River Falls School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the River Falls 4 Children will use the Creative Curriculum and the Wisconsin State Early Learning Standards ([thinkbigstartsmall.com](http://thinkbigstartsmall.com)) as a curriculum guide. All teachers have DPI licenses in early childhood/kindergarten and are highly qualified to work with preschool children. In addition the teachers and assistants will continue to attend conferences and workshops on early childhood education.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best...through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

<b>When Children Do This.....</b>	<b>They Are Learning To:</b>
Put blocks in a truck and dump them out	Understand size, weight, and number concepts (Math and Science)
Put pegs in a pegboard	Eye-Hand Coordination (Reading and Writing Readiness)
Finish a puzzle, complete a task from start to finish	(Study Habits and Self-Esteem)
Play beside other children	Get along with others (Social Skills)
Follow directions in a recipe by adding	Understanding measurements ingredients (Math)
Turning pages of a book	Learning to read from left to right
Scribble on paper	Using writing as a means to communicate (Fine Motor Coordination)
Listen to a story and talk about what happened	Love of books, remembering details, expressing ideas (Language)
Put on dress-up clothes	Small muscle development (Writing and Self-Help)
Make play-dough	See how materials change (Science)
Following directions	(Listening and Comprehension)
Separate cups and plates	Grouping objects into categories (Math)

## FAMILY OUTREACH PROGRAM

An important component of the River Falls 4 Children program is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year and summer, activities and presentations will be open to all families. Each family is encouraged to participate.

Listed below are a number of ways in which parents may participate in their children's educational experience:

### Family Events and Trainings

Check out the RF4C website on the district website: [www.rfsd.k12.wi.us](http://www.rfsd.k12.wi.us) for monthly information you need to participate in family events and trainings offered. Events like family dances, holiday celebrations, field trips, and parenting classes.

### Volunteering

In addition to participating in the Family Outreach program, parents are encouraged to attend scheduled parent-teacher conferences. These conferences will be offered twice in the school year. Parents can also participate in other ways such as being a parent volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

A volunteer is an individual who:

- is directly supervised by a teacher or other school district employee while volunteering.
- works specifically with students, such as a reading tutor or fieldtrip chaperone.
- works in the school on special projects such as laminating or workroom assignments.
- works at volunteer events such as PTO carnivals, track and field days, or Dad Volunteer Day.

A volunteer is not:

- A guest for school lunch.
- A person presenting in a classroom, such as a parent bringing in a pet to share with the class.
- A performing group.
- An observer

\*these individuals would be termed “visitors” rather than volunteers.

### **WHO CAN VOLUNTEER?**

Potential volunteers include anyone who cares about children and education. River Falls 4 Children sites welcome parents, retired citizens, and interested members of the community. College, high school, and middle school youth are an important part of our volunteer programs. Each person who volunteers in our schools brings special talents and adds a “special flavor” to our recipe for success.

If you would like to volunteer in your child’s classroom or school, please ask your teacher for a background check form. After filling it out completely, send it to Community Education, River Falls High School, 818 Cemetery Rd., River Falls, WI 54022. Background Checks may take up to a week to clear.

**It is our hope that you will choose to share some of your valuable time with us!**

### ATTENDANCE

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of River Falls 4 Children maintains records for enrolled children. A child’s absence is designated as “excused” or “unexcused”. Excused absences include illness, medical and dental appointments, and certain family situations.

Generally, as long as a parent/guardian calls in to inform the school of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian has not notified the school of the absence.

## CHILD ILLNESS EXCLUSION POLICY

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If you child has a rash or spots....until you know what it is.

Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community. The following information is intended to help with this decision.

Children cannot be admitted to the program with any of the following symptoms or illnesses:

### Fever

It is policy that children are fever-free, before fever reducing medication for 24 hours before returning to the program. A fever is defined as an auxiliary temperature of 100 degrees or higher.

### Signs/Symptoms of Possible Severe Illness

Child must be excluded until a medical exam indicates the child may return if the child exhibits unusual fatigue, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, etc.

### Uncontrolled Diarrhea

Child must be excluded with an increased number of stools compared with his/her normal pattern, watery stools, and/or decreased stool form that cannot be contained by the use of the toilet. Child may return after a medical exam indicates that it is not a communicable illness. A child whose diarrhea cannot be contained in use of a toilet will be excluded until these symptoms are no longer evident.

### Vomiting

Child must be excluded until vomiting has stopped for 24 hours.

### Mouth Sores with Drooling

Child must be excluded until a medical exam indicates that the child may return.

### Rash

Child must be excluded until a medical exam indicates that it is not a communicable illness.

### Eye Drainage

A child is excluded for 24 hours after treatment is started for a contagious conjunctivitis or pus drainage.

### Unusual Color

A child is excluded until a medical diagnosis rules out Hepatitis A.

### Bacterial Infection

This includes strep, ear infection, or impetigo; child is excluded until 24 hours of antibiotic therapy have been completed.

### Any contagious illness

All children must be excluded with any reportable illness such as scabies, chicken pox, ring worm, etc., that is untreated and contagious to others. Return to the program will be based on the recommendations of the Department of Health.

**Head Lice**

**A child must be excluded until all lice, lice eggs, and egg cases are removed. Our program enforces a "no nit" policy. If nits are present upon the child's return to the program, the parent will be called to pick up the child for treatment or follow-up.**

**Communicable Illnesses**

**Parent must notify their program site within 24 hours. A notice (without specific names) will be posted for parent information. This notice will include the illness, incubation period, early signs to watch for, and exclusion recommendations. The program will notify the Public Health Department within 24 hours should an occurrence of a "reportable disease" take place.**

**Medications**

**Any medication will be administered only after a medication authorization form has been completed by the parent/guardian. Medications must be given by the parent/guardian to the teacher, clearly labeled and in its original container. The teacher will administer all medications; children are not allowed to administer medications to themselves. We will not administer medications unless the proper form has been completely filled out.**

**All medications are kept in a locked medication box and recorded in the logbook upon administration.**

**All medication can only be administered per the label instructions, unless a doctor's note has been provided.**

## TRANSPORTATION

School bus transportation will be provided to some, but not all of the RF4C partner sites.

All families living outside the city limits who need bus transportation will attend AM RF4C classes. Children will be picked up on the morning bus route and taken to their regular elementary school. From there, RF4C students will be transported as follows:

Westside to Abundant Life  
Rocky Branch to CHILD Center  
Greenwood to Jacob's Ladder  
Any elementary to Montessori

All children living within the city limits and needing transportation will attend PM RF4C classes. After RF4C registration is complete, students will be divided based on geographic location in town and assigned to either Abundant Life or Jacob's Ladder.

All children who are bussed have 3 options for pickup and drop off: at home, at a home daycare, or at a childcare facility. Pick-up and drop-off locations must be consistent.

Students are responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, which could possibly endanger the lives of the students being transported. Parents are requested to explain the importance of proper behavior on the bus. Inappropriate school bus behavior will not be tolerated and may result in the removal from bus privileges.

### Student Responsibilities for Bussing:

1. Students occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To practice classroom conduct while using a school bus.
3. To stay off the traveled roadway at all times while waiting for a bus.
4. To wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. To leave the bus only at the consent of the driver.
6. To enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
7. To cross the traveled highway in the following manner, if necessary, after leaving the bus:
  - Make certain the bus has come to a complete stop.
  - When unloading, go to the front of the bus, within sight of the driver, and wait for the driver to signal for crossing.
  - Upon signal from the driver, look both to the right and left, and proceed across the highway in front of the bus.
  - Walk (not run) in front of the bus when crossing the highway.
8. Keep hands and head inside bus at all times.
9. Immediately report bus damage to the driver.
10. Help keep the bus clean, sanitary, and orderly.

### Bus Rules for Parents:

1. Be visible (wave to the driver) when the child is picked up and dropped off. Bus drivers will not drop off a child unless a parent/provider is present nor is it the driver's responsibility to make a second trip. NOTE: If a child does not get dropped off at home because a parent or provider is not present, it IS parent responsibility to pick the child up at the RF4C site. See information above for details.
2. Children will be picked up and dropped off per established time schedule at specific locations. There will be one consistent pick-up and one consistent drop-off per day.

3. Call the bus company by 7:00 a.m. (715-425-1808) if a child will not attend school due to illness or other reason.
4. Children should be dressed and ready to board when the bus arrives. Make sure your child has gone to the bathroom before getting on the bus because the child may be on the bus for long periods of time.
5. Only River Falls 4 Children, staff, and volunteers are allowed to ride the school buses. Parents are not allowed to ride on the bus to and from school.
6. No bus deviations are allowed. For example, if your child wants to invite a friend home after school, transportation is the responsibility of the parent. Children can only ride the bus in which they are assigned.
7. Bussing is provided for RF4C sessions only; therefore, the district will not allow a child to be picked up at home to attend an AM RF4C session (8:50 a.m.) and dropped off at home after a PM RF4C session (3:10 p.m. for Abundant Life) (3:15 p.m. for Little Minds Learning Center) (3:25 p.m. for Jacob's Ladder).
8. RF4C bus drivers WILL NOT drop a child off if you are not present or visible from a door/window at the location indicated by the *Bus Transportation Form* and/or district database. If this does occur, the following process will take place:
  - a. The bus driver and site director will make every effort to contact you.
  - b. Your child will be delivered back to the RF4C site IF contact is not made.
  - c. The site director will follow any late pick-up policies implemented for the site and your will be charged accordingly. (See site program handbooks for late fees.)
  - d. The bus driver will fill out and turn in a bus misconduct form. After three misconduct forms, your child may lose the privilege to ride the bus.
9. Please note for safety reasons the busses are not permitted to sit on the roadside with the warning lights on to hold up traffic for more than a minute.
10. Contact the RF4C Coordinator (715-307-2481) with any permanent changes in bus transportation.

Help your child learn proper bus etiquette and reinforce the following five bus rules:

**\*\* Stay seated, "Bottom to Bottom, Back to Back"**

**\*\* Use an "Inside" voice!**

**\*\* Keep EVERYTHING inside when the windows are down!**

**\*\* Keep backpacks closed on the bus!**

**\*\* No eating or drinking on the bus!**

## STUDENT DROP/OFF PICK/UP PROCEDURE

With the exception of the Montessori site, all RF4C AM classes will meet from 8:50am-11:30am. Please do not arrive before 8:45am. Teachers need time to prepare for your child.

The RF4C PM classes will follow the same criteria as AM sessions. Please do not arrive more than 5 minutes before class time. Abundant Life Learning Center PM will meet from 12:30-3:10pm, Little Minds Learning Center will meet from 12:35-3:15pm, and Jacob's Ladder PM will meet from 12:45-3:25pm.

The site director or classroom teacher must be notified if a child is to be picked up before the end of the school day or if there is a bus change.

Each site will determine the procedure for drop-offs and pick-ups for those not using the school transportation.

A late fee will be assessed by each site according to their Late Fee Policy for late pick-ups starting 5 minutes after classes are dismissed.

## CHILD ABUSE

If a child is a suspected victim of physical abuse, neglect, or sexual abuse the licensee, employees and volunteers are mandated by the State of Wisconsin to report such information to the local authorities and county child protection.

As defined by Human Services "*physical abuse*" means any physical or mental injury inflicted by a person responsible for the child's care other than by accidental means, or any other physical or mental injury that cannot reasonably be explained by the child's history or injuries, or any aversion and deprivation procedures that have not been authorized.

"*Neglect*" means failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, or medical care when reasonably able to do so, or failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical or mental health when reasonably able to do so.

"*Sexual abuse*" includes threatened sexual abuse and subjecting a child to any act of sexual abuse.

All reports concerning suspected abuse or neglect of children will be made to:

[Human Services - Pierce County](#) -

412 W. Kinne St., PO Box 670 Ellsworth, WI 54011. Phone: (715) 273-6766 or 273-6770. Fax: 273-6862. E-mail: [piercdhs@co.pierce.wi.us](mailto:piercdhs@co.pierce.wi.us).

[Human Services - St Croix County](#) -

1752 Dorset Lane, New Richmond WI 54017. Phone: 715.246.6991 or 715-246-8260. Fax: 715.246.8225. Fred Johnson <[Fred.Johnson@co.saint-croix.wi.us](mailto:Fred.Johnson@co.saint-croix.wi.us)> Health and Human Services Director



## CHILD GUIDANCE

### **Code of Classroom Conduct**

We believe that students are entitled to learn in a safe and secure environment free from violence, drugs and fear. It should be understood that the playground and the lunchroom are extensions of the classroom. Our general educational objectives relating to behavior include:

- Establishing an atmosphere in each school that is most conducive to learning.
- Ensuring respect for the rights and safety of each student.
- Keep parents informed and involved in their student's behavior at school.

Classroom teachers will inform parents and students concerning classroom rules and expectations. All classroom rules are to be followed by students, even though they may not be listed in this handbook. Feel free to contact the teacher any time with questions regarding behavior rules.

## WEATHER RELATED INFORMATION

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow parents to make special arrangements for their children. Parents can access weather information from the following media sources:

### **Television:**

Channel 4 WCCO

Channel 5 KSTP

Channel 9 FOX

Channel 11 KARE

Channel 13 WEAU (Eau Claire)

### **Radio:**

FM 106.3 WEVR

Online: [www.rfsd.k12.wi.us](http://www.rfsd.k12.wi.us)

If the River Falls School District cancels school for the day, all RF4C programs will also be canceled. If the public school system delays school in the mornings, AM sessions of RF4C will be canceled. If the public school system closes school early because of the weather, RF4C afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider!*

## **ALCOHOL, TOBACCO, AND OTHER DRUGS STATEMENT**

**Alcohol and other drug use is prohibited at all River Falls 4 Children functions including, but not limited to:**

- **Classroom activities & field trips**
- **Home visits with home visitors or other staff**
- **Family Outreach programs and activities**

**Alcohol and other drug use prior to River Falls 4 Children functions are strongly discouraged. Any behavior exhibited at RF4C programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.**

**The River Falls 4 Children program locations are smoke free environments per state statutes that disallows smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at RF4C functions which include, but not limited to, Family Outreach programs, field trips, or on the playgrounds.**

**Parents are not required to abide by the Smoke Free Policy during home visits in their own homes. However, parents are encouraged not to smoke during these home visits.**