RCS Parent Handbook

Childcare

Riviera Christian Childcare

1650 Brush College Rd NW Salem, Oregon 97304

Updated: October 2026

Contact Information

Operation Hours (Monday-Friday)	
Childcare (Year-Round, Except Posted Closures)	7:00 am to 5:30 pm
Preschool Recorded Program	9:00 am to 11:30 am (drop-off at 8:45-9:00 am)
Elementary School	9:00 am to 3:30 pm (drop off at 8:45-9:00 am)
RCS Office Assistant	8:30 am to 3:00 pm

Riviera Christian School & Childcare Leadership	
Superintendent, Substitute Director	Scott Linenberger
Early Learning Director	Keltis Hall
Assistant Director	Lindsey Fery
Office Assistant	Judy Dean

Contact Information	
Business Phone Number	503-361-8779
Childcare Email	childcare@salemrcs.org
Office Email	office@salemrcs.org
Billing & Accounts Email	accounts@salemrcs.org
Website	www.salemrcs.org
Facebook	https://www.facebook.com/rivierachristian
RCS Parent Community (Facebook)	https://www.facebook.com/groups/416307952598870
Instagram	https://www.instagram.com/rivierachristianschool/
Address	1650 Brush College Rd NW, Salem, OR 97304

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Introduction

Mission and Values

The mission of *Riviera Christian School & Childcare* is to equip each child with skills, knowledge, and character, grounded in the firm foundation of Jesus Christ.

At Riviera, we value…

- Integrity. We honor Christ and each other by being truthful and accountable.
- Family. We communicate and collaborate with our families for the benefit of each student.
- Flexibility. We find creative ways to navigate change.
- Perseverance. We tackle challenges with courage and persistence.

Guiding Principles & Philosophy

The foundational principle of *Riviera Christian School & Childcare* is found in Matthew 22:37-39. Jesus instructs us to love the Lord with all our heart, soul, and mind, and to love our neighbor as ourselves. The teachers at Riviera demonstrate for their students what this looks like and sounds like. In short, the staff, students, and families of RCS commit to demonstrating behavior and language that is respectful and considerate in the following areas:

1. Respect for authority.
2. Respect for others.
3. Respect for property.

God created us to depend on each other, to grow and learn together. We believe that learning is a constructive and social process, best accomplished through ongoing interactions with peers and teachers. Students develop resilience and independence when they are allowed to make "affordable mistakes" as part of the learning process.

History

*Riviera Christian Schoo*l was established in 1965 as a ministry of Riviera Baptist Church, now known as West Hills Community Church. In 2003, a childcare was added for the specific purpose of providing care for the children of school staff. Eventually, an after-school program was added to provide for school children who needed care for the remainder of the workday. In recognition of this established purpose, the childcare waiting list at Riviera prioritizes the needs of the school and church staff, and the families that attend the preschool and elementary school.

West Hills Community Church (WHCC)

West Hills Community Church was incorporated in 1891 as the First German Baptist Church of Salem "to advance the cause of the Lord Jesus Christ in accordance with the Word of God." As

stated in the WHCC Constitution and bylaws, the primary purpose of *Riviera Christian School and Childcare* is to further the interests of the church. As such, **the guiding principles, decisions, and daily practices of the school and childcare shall reflect biblical values and the Statement of Faith of West Hills Community Church**.

Communication

We believe that effective communication is vital in fostering a strong partnership between staff and parents at Riviera. Inspired by Proverbs 15:22, which states, "Plans fail for lack of counsel, but with many advisers they succeed," our communication policy aims to promote dialogue that is open, honest, and prompt. By maintaining professional and transparent communication channels, we seek to create an environment where parents feel informed, supported, and actively involved in their child's education. Together, we nurture their physical, academic, and spiritual growth.

Employees

All Riviera staff—both in school and childcare—are employed by West Hills Community Church, for the express purpose of furthering the ministry of WHCC. As such, all staff at Riviera communicate and conduct themselves in a manner that is consistent with biblical values as defined in the WHCC Statement of Faith and in alignment with the Christian Lifestyle Covenant. Teachers shall continually further their spiritual growth through church attendance and Bible study so they can be equipped to teach Bible lessons, satisfactorily lead student discussions on spiritual matters, and follow Jesus' example through interactions with children, parents, and colleagues.

Program Description

Licensing Information

Riviera Christian Childcare is licensed with the Department of Early Learning and Care (DELC). We are licensed to provide care for children ages 8 weeks to 11 years old. Our program is licensed to have up to 125 children in childcare.

When our license is renewed annually, parents/guardians are required to sign a "Declaration of Viewing" form, indicating that they have reviewed our current licensing certificate. Current licensing information can be found posted outside of the RCS office.

Operation Hours and Dates

The childcare program operates from 7:00 am to 5:30 pm, Monday through Friday. We operate all year, with some scheduled closure days that are posted on our annual calendar. The annual calendar is released in advance and is available on our website, bulletin board, and in print at the office.

Closures

Childcare is open year-round except for **four to six professional development days** throughout the year, and the holidays listed below. Monthly school and childcare tuition cannot be adjusted for any of these days, or for unexpected closures due to weather or sickness.

Both school and childcare are closed for the following holidays:

- July 4 (one or two days)
- Labor Day
- Veterans Day (Monday)
- Thanksgiving
    - School: Wednesday through Friday
    - Childcare: Thursday and Friday
- Christmas Cheer Half Day (closed at noon, the Friday before Christmas break)
- Christmas (two to three days, see the current calendar)
- New Year's Day
- MLK Jr. Day
- President's Day
- Good Friday
- Memorial Day

As a Christian childcare, we celebrate holidays (e.g. Thanksgiving, Christmas, Easter) with a faith-based approach.

Staff-to-Child Ratios

We follow the ratios as outlined by the *Department of Early Learning and Care* (DELC) in Table 3A.

Age of Children	Minimum Number of Staff to Children	Maximum Number of Children in a Group
8 weeks to 24 months of age	1:4	8
24 months to 36 months of age	1:5	10
36 months to School-Age	1:10	20
School-Age	1:15	30

When there are 16 children or less in the building, children of mixed ages may be combined in a classroom. This generally takes place at the beginning and end of each day. The staff-to-children ratio is adjusted based on the Mixed-Age Group Ratios required by licensing.

Childcare for Elementary Students

Riviera Christian Childcare offers before and after school care for children who are enrolled at *Riviera Christian School*. Before school care is available from 7:00 am to 8:45 am, and after school care is available from 3:30 pm to 5:30 pm.

Please note that *Riviera Christian Childcare* does not offer full days of childcare for elementary students when *Riviera Christian School* is in operation. Full days of childcare are generally offered on breaks and some grading days. Please see our yearly calendar for more information regarding when both childcare and school are closed.

Please see “Annual Enrollment” for additional information.

Admissions

General Admissions Policies

1. Attendance at RCS is a privilege and not a right. This privilege may be forfeited by any student or family that does not support and follow the standards, policies, and practices of the childcare or school.
2. RCS reserves the right, at its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the student or family displays attitudes or behaviors that are inconsistent with the spirit and guidelines of RCS. An interview with the early learning director or superintendent will be used to help determine if our school is a suitable match for each child. A specified trial period may be needed, to help ensure that each child has a successful experience at Riviera.
3. It is the policy of *Riviera Christian School* to follow the Christian practices of nondiscrimination based on race, color, religion, national or ethnic origin.
4. The school administration makes the final decision about children's placement in their grade level or childcare class.
5. Enrollment is not complete until the Application, Medical Release, Financial Agreement, Interview with the Early Learning Director, current immunization OR immunization exception certificate, and any requested evaluations are complete and turned into the office with the required fees.
6. Admissions in childcare depends on our current enrollment and available spaces.

Age for Admission

Because we are licensed to provide childcare for children 8 weeks through 11 years of age, we can only provide childcare to children within that age range.

Admission Procedure

1. Tour *Riviera Christian School & Childcare* with the Early Learning Director
2. Join the *Riviera Christian Childcare* waitlist (if applicable)
3. Complete the online Application for Enrollment when you have been notified of an open spot in childcare. Please note that completing an Application for Enrollment does not guarantee enrollment in childcare.
4. Pay the required registration fee.
5. Attend an interview with the Early Learning Director. Children must accompany their parent(s). At the interview, be sure to provide us with your child's current immunization records (or an immunization exemption certificate).
6. Receive enrollment update.

Annual Enrollment

Childcare families who attend childcare year-round must re-enroll for childcare each fiscal year. Re-enrollment must be completed by July 1st. Re-enrollment is subject to availability and is not guaranteed. To secure your child's spot, please complete the process on time, as families who do not re-enroll by the deadline will no longer be able to utilize Riviera's childcare services.

If your child ages out of their current classroom during the year, they will automatically be transitioned into the next appropriate age-group classroom as space allows.

Children who attend childcare for summers only must apply for enrollment each summer. If a child is only enrolled for summer, their enrollment will automatically end when the RCS school year begins. Current RCS families will be prioritized for summer childcare enrollment.

Immunizations

The Oregon Immunization law requires that **all** children have current immunization information on file at school. Children must be up to date on their vaccinations **or** have documentation of parent exemption on file before they start attending school or childcare. Without these records, the child will be excluded as per state guidelines. **For information on how to obtain an exemption, please see the office staff or Early Learning Director.**

Financial Policy

General Financial Policies

Billing

Childcare tuition is paid each month. Tuition is charged at different times of the month depending on the age of the child(ren).

- Monthly Tuition - Billed at the BEGINNING of each month. This applies to children who are under 3 years of age. The monthly tuition remains the same, no matter how many days the child attends childcare.
- Hourly Tuition - Billed at the END of each month. This applies to children who are 3 years old and up. The hourly rate is based on how many hours a child is present at childcare. Late arrival notices and cancellation fees are charged based on the childcare schedules/calendars we receive from parents.

Monthly childcare tuition cannot be adjusted for any absences, or for unexpected closures due to weather or sickness.

Payment Methods

Payment can be made in any of the following ways:

- Checks can be made out to Riviera Christian School or RCS.
- Checks or cash can be delivered in person to the RCS office.
- Praxi – ACH, debit, or credit online payment (3% processing fee)
- In an emergency, a phone payment can be arranged with the office manager.

Due Dates

Tuition payments for childcare are billed on the 1st of each month. They are due by the 8th of each month, after which time a $10 late fee will be applied. The student(s) will be suspended from school and childcare after the 15th of the month if either account is still past due. **Any balance that is more than 60 days past due may be turned over to a collections agency unless a payment plan has been agreed upon and honored between the family and the Riviera Christian School board**.

1. NSF Fees: An account that accrues multiple fees for Not Sufficient Funds (NSF) payments may be limited to paying through cash, money order, or cashier's check. NSF fees will be added to the student's account.
2. Tuition Adjustments: Because Riviera Christian School has an obligation to its employees, preschool and elementary students are considered enrolled for the entire school year. No cost reductions can be made for vacations and school holidays. **No deductions in tuition or monthly childcare will be made for absences, regardless of the cause of absence**.
3. Early Withdrawal: If a child is withdrawn from school or childcare for any reason, parents must notify the office by email. **Elementary tuition payments are due through the end of**

the quarter in which the student is withdrawn. All books and school materials must be returned, and all fees paid before grades and student files will be forwarded to the new school. For childcare, we kindly request at least two weeks' notice before withdrawing a child. Monthly childcare tuition cannot be reimbursed if a child is withdrawn before the end of the month.

Childcare Registration and Tuition

Riviera Christian Childcare is state certified with fully qualified staff and offers care for children from 8 weeks to 11 years of age. During the school year, Riviera elementary students may enroll in before and after care until they exceed 11 years of age. During the summer, the school-age program accepts enrollment from students outside the Riviera community as space allows. Before your child can enroll in the RCS Childcare program, you must meet with the Early Learning Director, complete the online application, and pay the $100 registration/supply fee (fee is only applicable for new families). Space is limited so please make your arrangements as early as possible.

Communication

Methods of Communication

Our goal is to partner with parents on their child's early learning journey. Part of this partnership involves two-way communication. At *Riviera Christian Childcare*, we use a variety of methods to communicate with parents.

- **Brightwheel**. Parents are expected to be linked to our childcare app, called Brightwheel. This app is used for parent-teacher communication.
- **Email**. You will receive important reminders, updates, and other information from the office via email. You can email childcare leadership at childcare@salemrcs.org.
- **Phone Call**: You can reach our main office by calling 503-361-8779 during our office hours. While we do our best to have someone readily available to answer the phone, we may not always be immediately available to answer your call. Please leave a voice message or message us on Brightwheel for further assistance.
- **Incident Reports**. Incident Reports are used to keep a child's parent informed of injuries, accidents, and behaviors that occur in childcare. Copies of Incident Reports can be made for parents upon request.
- **Friday Folders**. We strive to keep parents up to date on what is happening in their child's classroom. You will receive completed projects, reminders, and other items in your child's Friday Folder on their last day of childcare for the week, or as needed. Please empty the folder over the weekend and return it on your child's first day back at childcare during the following week.
- **Text**. Communication between staff and parents will be conducted by email or by such apps as designated beforehand by RCS administration. Parents are not to call or text RCS staff directly. In case of an emergency, please call or text the office phone, or message on Brightwheel, and your message will be relayed as promptly as possible.
- **In Person**: Please feel comfortable with taking a moment to check in with your child's teacher when you drop off or pick up your child. Be aware that staff must prioritize supervision and safety of children, even during adult conversations.

Brightwheel

At *Riviera Christian Childcare*, we use a communication app called Brightwheel. We expect parents to have an account made with the app to help us ensure effective communication between parents, teachers, and administrators.

Brightwheel for Parents of Infants, Wobblers, and Toddlers

As parents of an infant, wobbler, or toddler, you will be able to see information such as:

- When your child had his or her diaper changed

- When your child ate and how much
- What activities were done during the day (this may be documented as a photo, video, note, or message)
- How long your child napped
- When medications were administered
- Incident Reports that will need to be signed at pick up

Brightwheel for Preschool and School Age

As parents of preschool and school age children, you will be able to see information such as:

- What activities were done during the day (this can be documented as a video, photo, or a note)
- When medications were administered
- Incident Reports that will need to be signed at pick up
- Messages from teacher and/or administrators

Notifications

Because office staff help support teachers in a variety of capacities, we do not always have someone available to answer the phone or email immediately. The app is the best way to quickly communicate with the team at *Riviera Christian Childcare*.

However, please bear in mind that childcare staff may not be able to immediately respond to your messages. Our goal is to provide quality supervision at all times. This means that we may need to respond to messages at a more appropriate time.

Be sure to keep your Brightwheel notifications “ON” so you can receive messages in a timely manner.

Parent Concerns

Please follow the procedures below if you have an issue you would like to address:

Step 1: Parental concerns should first be addressed by communicating with the child’s teacher. For minor matters, an email or Brightwheel message may suffice.

Step 2: If the teacher is unable to help resolve the issue, the parent may check at the office to discuss the matter with the Early Learning Director or Assistant Director. In some cases, the Superintendent may be asked to join the discussion.

Step 3: The Early Learning Director and/or Superintendent may arrange for a meeting with the parents and any involved staff to address concerns and plan for resolution.

Childcare Schedules

General Schedule Information

Childcare is open year-round except for **four to six professional development days** throughout the year and some holidays. For information regarding upcoming closures, please see the annual calendar, which is available on our website, in the office, and on our bulletin board.

Please note that childcare availability for elementary students differs from the rest of our program. For more information, see "Childcare for Elementary Students".

Minimum Attendance Requirements

Hourly childcare students are required to be in attendance for a minimum of 8 days a month. If a child is not in childcare for the minimum number of days required, the spot may be given away to another family.

If you desire for your child to be absent from childcare for an extended period of time (e.g. a trip, summer break, winter break), please contact the Childcare Director.

Daily Schedules

Each month, parents are required to provide *Riviera Christian Childcare* with their child's (or children's) childcare schedule. This schedule must include: the child's name and classroom, the dates on which the child will need care, the time the child will be dropped off, and the time the child will be picked up.

Parents must submit their childcare schedules by the 20th of each month for the upcoming month. Schedules can be sent via email to childcare@salemrcs.org, via Brightwheel, or be dropped off at the RCS office. Schedules must be turned in on time to ensure that staffing is available. Students without a schedule cannot be guaranteed that care will be available when it is expected.

Because childcare schedules help us determine staff schedules, it is important for calendars to be submitted no later than the 20th. **If a calendar is submitted after the 20th, there will be a $10.00 late fee**.

A late pick-up fee will be charged to help defray additional payroll expenses.

Rate: $5 flat rate for the first 5 minutes; $5 PER MINUTE thereafter.
Childcare children must be picked up by 5:30.

If a preschool or elementary student is registered in childcare **and** there is room for them, they will be sent to childcare and billed for a one-hour minimum. Otherwise, standard late fees apply.

Childcare Cancellations & Schedule Changes

Parents need to notify the childcare office of any changes to their childcare schedules as early as possible, allowing staff schedules to be updated in a timely manner. Cancellations may be made in one of three ways:

1. Send a message through Brightwheel,
2. Send an email to childcare@salemrcs.org, or
3. Call the office to leave a message

If you would like to cancel care, please message the administrators on the Brightwheel app or send an email to childcare@salemrcs.org. Communicating cancellations in-person during busy times can make it difficult for staff to ensure that families are being charged the appropriate fees for cancellations.

Because staff schedules are created based on the number of students we are expecting for the day, lack of communication regarding schedule changes has an impact on our staffing and activity plans.

The following schedule change fees apply to parents of **preschool** children who were scheduled in childcare. It also applies to parents of **school age** children who were scheduled to attend childcare when full days are available (i.e. summer and holiday breaks):

Type of Notice	Time	Fee
Cancellation or Late Arrival Notice	Before 7:00 am	No fee applied
Cancellation or Late Arrival Notice	After 7:00 am	Charged for scheduled time

The following schedule change fees apply to parents of **school age** children who were scheduled in before and/or after care:

Type of Care	Type of Notice	Fee
Cancellation or Late Arrival Notice (AM)	Before 7:00 am	No fee applied
Cancellation or Late Arrival Notice (AM)	After 7:00 am	Charged for scheduled time
Cancellation or Late Arrival Notice (PM)	Before 1:30 pm	No fee applied
Cancellation or Late Arrival Notice (PM)	After 1:30 pm	Charged for scheduled time

A schedule change may be requested by emailing childcare@salemrcs.org or message the Admin on the Brightwheel app. If a child is already enrolled for the current year, parents may request same-day drop-in care. Those requests will be accommodated if there is space available.

Late drop-off for childcare can have a significant impact on the meal and nap times of the other children. Nap and rest times range from 12:15 to 2:30 pm; specific times are posted on classroom schedules. We kindly request that naptime traffic in and out of the childcare classrooms be kept to a minimum as much as possible.

Drop-off after 11:30 AM or before your scheduled time must be arranged in advance. This can be done by messaging a childcare director or assistant director through Brightwheel. Please do not make these arrangements with the childcare teachers. Prior planning allows us to ensure accurate staffing. To avoid disruptions to lunch and rest times, **children must not be dropped off after 11:30 am.**

School Age Students Who Arrive on Bus

If your school age child is enrolled in Western Christian School and rides the bus to RCS for after school care, you are responsible for communicating if your child will not be arriving on the bus as planned. If a child does not arrive on the bus as scheduled, RCS staff will immediately notify parents or an emergency contact. Parents, not RCS, are responsible for checking the bus schedule and notifying RCS of any schedule changes. Lack of parent communication may result in cancellation fees and/or loss of the opportunity for your child to be dropped off at RCS.

Riviera Christian Childcare does not offer full days of childcare for elementary students when *Riviera Christian School* is in session. Please check with the childcare office if you are unsure if your student can attend for a full day.

Parent Participation

General Participation

Parents of childcare students are responsible to participate in the following:

- Providing current information (see “Providing Current Information”)
- Providing children with required supplies on a daily/weeky basis
- Communicating with childcare leadership and classroom teachers (see “Communication” for more information)
- Following arrival and departure procedures as outlined in this handbook
- Support RCS staff with

Providing Current Information

Parents are responsible for providing *Riviera Christian Childcare* with current information. According to licensing standards, this information includes, but may not be limited to:

- Child’s home address
- Name(s), home and business address(es) and telephone number(s) of the custodial parent(s) or legal guardian(s)
- Name(s) and contact information of the person(s) to be called in an emergency if the parent(s) cannot be reached
- Name and telephone number of person(s) to whom the child may be released
- Name and telephone number of child’s medical provider(s) or emergency care facility
- Immunization record or exemption that is updated when the child receives additional vaccines
- Authorization to obtain emergency medical care and to transport the child for emergency medical treatment
- Developmental and health history of any problems that could affect the child’s participation in childcare (includes a written care plan)
- Infant feeding and schedule information (only applicable for children under 12 months)
- Verification that parents have received a copy of the center policies

Childcare families must update their initial enrollment forms at least annually.

Parents are responsible for submitting childcare schedules by the specified due date each month.

Arrival and Departure Procedures

Arrivals and Departures

Drop-off can take place starting at 7:00 am. We ask that children arrive no later than 11:30 am. If you need to drop your child off after 11:30 am, email the childcare office or message via Brightwheel to request an accommodation. In some cases we may not be able to accommodate.

Parents/guardians, or individuals authorized to pick up students, are required to sign children in and out each day they are in attendance. Sign in and out takes place at the computer that is located just outside the office.

Parents/guardians must ensure that the teacher is aware their child is being dropped off or picked up before the parent leaves the drop-off/pick-up location. This helps ensure the child's safety.

Authorized Pick Up Persons

For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.

Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the "Emergency Contact Information" portion of the child's enrollment form. If you would like to update the list of authorized pick up persons, please email the childcare office. As a parent, it is your responsibility to keep the list of individuals who are authorized to pick up current.

Individuals listed in the child's file may be asked for photo identification to confirm their identity.

If someone other than the listed individuals will be picking up your child, you must notify the director. Staff will ask for photo identification before the child is handed over to them.

In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.

Under no circumstances will the facility allow a child to leave without these provisions.

Schedule Changes & Child Absences

Please notify the Director or Assistant Director if, due to some emergency, you are unable to pick up your child on time.

Riviera Christian Childcare plans staffing for the day based upon the number of children expected. Parents need to notify the Director or Assistant Director as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early. Please see "Childcare Cancellations and Schedule Changes" regarding fees that may be charged due to schedule changes.

Provision of Required Supplies

Parents are responsible for ensuring that their children have the proper items packed on a daily basis. These items generally includes:

- Diapering supplies, if applicable (diapers, wipes, diaper cream)
- Bottles and/or cups that are labeled with their child's name
- Meals and snacks
- Extra changes of clothing
- Weather-appropriate clothing and footwear (e.g. coats when it is rainy/cold)
- Bedding for rest time (as appropriate for their age)

For more information on what you should send with your child, please see your child's classroom welcome packet. This can be obtained from the Early Learning Director.

Other Notes

With your help, we can continue to serve efficiently with the most cost-effective service for our families. You can support us in the following ways:

1. If food needs to be warmed up, please send it in a microwaveable container, not in foil or plastic wrap.
2. Please do not send food that needs to be warmed up in the same container as food that does not need to be microwaved.
3. There is a 1-minute limit on microwave time, so food can only be WARMED, not COOKED.

Additional Toys & Activities from Home

Children may bring one (1) stuffed toy from home for rest time. Students may not bring items to trade with other children, make up, or electronics. For more information regarding electronics, please see "General Policies."

Parent Conduct

We uphold the highest standard in Christian behavior and attitude at RCS. As with our students we expect everyone to strive for a higher standard of grace reflected by respect toward others, thoughtfulness, unselfishness, and the fruit of the spirit (Galatians 5:22). In the spirit of modeling Christ-like behaviors and attitudes for our students, we ask and expect that parents will abide by a set of norms designed to create community within our school and reflect the beliefs that we uphold for our students. For example, we ask that you respectfully support our dress code and other school policies that guide our behavior at school functions.

The following is not intended to be an exhaustive list, and RCS reserves the right at any time to remove any student from RCS whose parent chooses to persistently go against the norms and expectations set forth in the handbook.

Norms for Parent Conduct

1. Parents always set an example of respecting others on campus or at RCS activities.
2. Parents will respect the classroom environment and not disrupt the flow of instruction for personal reasons.

3. **Important:** Parents, visitors, volunteers, and guest speakers must check in at the office during the school day. Even regular service volunteers will always check in and get a pass. This helps school and church staff to easily recognize our visitors and volunteers, provides additional safety in case of an emergency, and helps us ensure that families get credit for all their service hours.

4. Please follow the guidelines for drop-off and pick-up as explained at parent orientation. For the safety of everyone, it is important to avoid congestion. **Most importantly, use caution when driving through the parking lot**. Please observe a 5-mile-per-hour speed limit.

5. Gossip is the enemy of any organization or community. Ephesians 4:29 states, "let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." Our staff uses this verse to guide our words and conversations. We ask that our school community adopt it to govern their own conversations.

6. No parent will be allowed to confront students other than their own at school. Approaching a student with intent to work through conflict or to admonish for any reason will not be tolerated and could be grounds for immediate dismissal from school or restrictions to campus access. Our staff and administration are responsible to handle any behavioral or disciplinary issues and parents are to respect that authority.

7. If parents are assisting with activities on campus or on field trips, a background check must be completed ahead of time. (See “Field Trips” for more information).

Student Expectations

Overview

The student expectations at *Riviera Christian School & Childcare* based on biblical principles. In Matthew 22:37-39, Jesus instructs us to love the Lord with all our heart, soul, and mind, and to love our neighbor as ourselves. The teachers at Riviera demonstrate for their students what this looks like and sounds like. Students are given loving, age-appropriate guidance, and support as they grow and develop, following these principles:

1. Respect for authority.
2. Respect for others.
3. Respect for property.

Principles in Action

1. Respect for Authority:
    - Listen to and follow instructions promptly.
    - Avoid words or actions that show disrespect for adults.

2. Respect for others:
    - Keep hands and objects to yourself.
    - Use kind and encouraging words.
    - Work diligently, without disrupting others' learning.
3. Respect for property:
    - Use equipment and materials for their intended purpose.
    - Ask for permission before using others' belongings.

Verbal or implied threats of any kind are the antithesis (absolute opposite) of the biblical principles that guide the practices of staff and students at Riviera. As such, verbal or implied threats will not be tolerated, even in jest. Students who repeatedly use threatening words or actions will be subject to disciplinary action. This may include suspension and/or expulsion from Riviera.

Conduct is prohibited if it brings dishonor or discredit to the student or to the childcare/school, or if it does not align with the Christian values. Additionally, the school prohibits either the promoting or encouragement of others to violate the childcare/school's standards.

Dress Code

As a Christian school and childcare, RCS is committed to upholding a dress code that seeks to reflect Biblical values. Students will wear clothing and hairstyles that reflect their biological gender at birth and are age appropriate. As fads and fashions change, some guidelines are difficult to include and update each year. Therefore, the RCS staff reserves the right, upon their discretion, to prohibit any clothing, accessory, hair style or coloring, and tattoo type imprints that may become a distraction in the classroom. If a child comes to childcare in attire that contradicts any of these guidelines, parents may be contacted. We believe it is important to teach our students the virtue of modesty. Any challenges to the guidelines may be brought before the school board.

Parents will be notified by email or phone call when dress is not satisfactory.

1. **Footwear** should be safe and comfortable both indoors and outside. Therefore, rubber or flimsy "flip flop" style sandals and heels more than one inch high are not allowed. Open shoes/sandals must have a strap across the heel. Tennis or running shoes should always be worn on scheduled P.E. days.
2. **Headgear** is acceptable for outdoor recess times but is not to be worn inside the school building. This includes, but is not limited to, baseball caps, hats, bandanas, scarves, stocking hats and sweatshirt hoods. This guideline will be excluded for medical reasons, and for school spirit days that encourage the students to dress up.
3. **Clothing with logos, text, and/or pictures** must be in good taste (as deemed by the school staff) and not in opposition to Biblical values. This includes, but is not limited to, references to violence, drugs or alcohol, wizardry, skulls and crossbones, disrespectful and inappropriate behavior, whether by musicians, animated characters, movies, or television shows.

4. **Shorts & Pants** need to be more than fingertip length. Jeans may not have holes.
5. **Shirts/Tops/Blouses** must be long enough that the midriff is not showing when hands are raised above the head.
6. **Girls**
    - Any tight, body-hugging attire such as leggings, Spandex and Yoga pants must be worn under a dress, skirt or loose-fitting shorts that are more than fingertip length. Dresses and skirts must be worn with shorts, tights, or leggings.
    - Attire with low and revealing necklines or strapless dresses and tops are not allowed. All tank tops and sundresses worn without a shirt should have straps that are ***at least*** 1". Appropriate undergarments must be worn, and no undergarments should be exposed at any time.
7. **Boys**
    - Any tight, body-hugging attire should be worn with loose shorts or a shirt over top.
    - The waistline should be at or near the waist and not sagging. Undergarments should never be visible because of tight or sagging pants/shorts.

General Policies

Class Celebrations

Occasionally, a teacher will plan a class party to celebrate an outstanding class achievement, to enrich a learning opportunity, or to celebrate a major holiday (e.g., Christmas and Valentines Day). Class parties will be of limited duration, with age-appropriate activities.

A child's birthday may also be briefly celebrated in class. If parents would like to send a treat, please check with the Director, Assistant Director, or teachers regarding any classroom allergies. Treats that are sent must be small (e.g. please do not send a birthday cake) and must be store bought. Homemade treats cannot be shared with children other than your own child. See "Special Event Snacks" for more information.

Invitations to a personal birthday party can only be handed out at school if all the students in the classroom are invited. If a teacher is uncomfortable with how personal invitations are handled, they should notify the administration immediately. If parents are in doubt, they should contact the administration before making any plans.

Electronics

Electronics from home, of any kind, are not allowed on campus. This includes but is not limited to smart watches (tracking devices with text only), cell phones, and gaming devices.

If an electronic device is used in violation of school policy, it may be confiscated and taken to the RCS office where it can be picked up by the parent at the end of the day. RCS will not assume liability for loss, damage, or theft of a cell phone. Repeat offenses may lead to escalating consequences for disrupting the school environment which may include suspension and/or expulsion from RCS.

Lost and Found

Personal items, such as coats, sweaters, sweatshirts, backpacks, lunchboxes, and water bottles must be clearly marked with your child's name on them. **When belongings are clearly marked, students can avoid arguments over ownership, and their belongings are less likely to go missing!** Items that are not claimed within 2 weeks time will be donated.

Pets & Animals

Pets and animals are not allowed inside the buildings. If an animal is for show and tell or a certain activity, it must be cleared through the RCS administration and have teacher approval.

Modifying Policies

The school reserves the right, in its sole discretion, to alter, repeal, amend, or modify any policy or procedure, when it is determined to be in the best overall interest of the school. Students and parents agree to abide by any such future changes or modifications to school policies and

procedures. Parents will be notified of updates by email and may receive printed notification as well.

Health Policies and Procedures

Meals, Snacks, and Beverages

Guidelines for nutrition are established in accordance with OAR 414-300-0270 and OAR 414-300-0280.

General Requirements

- All food and beverage containers must be clearly labeled with your child's name. This helps us ensure that items are served to the correct child.
- Each child's food must meet the nutritional requirements as specified in OAR 414-305-1140.

Information Regarding Infants

Bottles will be refrigerated in your child's classroom. Bottle warmers are used in the infant and wobbler classes to warm breast milk or pre-mixed infant formula. Empty bottles will be rinsed and returned home at the end of each day. Milk that has not been consumed will be returned to the parents at the end of the day. Bottles must be labeled with: the child's full name, the contents (e.g. breast milk or formula), and the date the milk was expressed or the formula was mixed. Breast milk must not be stored for more than 24 hours in the refrigerator when thawed or defrosting or 6 months from the expression date in the freezer.

If you would like to breastfeed your child onsite, we are happy to support this choice. Please connect with the Director regarding accommodations for breastfeeding.

Parents of infants (children under 12 months) are responsible for providing a current written feeding plan and schedule. This plan must include the type and amounts of formula, breast milk and food that is obtained from the child's parents.

Childcare Snacks

Children in childcare will be provided with a morning snack and after school snack. Snacks shall consist of milk and something from one of the following groups: bread and grains; meat, fish, poultry, or other protein; fruits and vegetables. Snack time is a group activity with a set time. Please ensure your child has already eaten if they arrive during or after snack time. For information regarding snacks that will be provided, please see the monthly snack calendar.

Special Event Snacks

Snacks brought in by parents for birthdays or other special events must be prepared in a kitchen, approved by the State Health Division or the county health department and delivered in a safe, sanitary manner.

Childcare Lunches

Riviera Christian Childcare does not provide lunch for children. Parents are responsible for providing healthy lunches for children who are in childcare during lunch hour. Lunches for

children in childcare shall follow USDA guidelines and include at least one serving from EACH of the following groups: fluid milk; breads and grains; meat, fish, poultry, or meat alternatives (e.g., dried beans, peanut butter, yogurt, or cheese). Each meal shall include two servings of fruits and vegetables. Foods of minimal nutritional value (e.g., Jell-O, popcorn, desserts, potato chips, candy) shall only be served occasionally, and not replace nutritious foods.

In childcare, we are able to warm lunch items in the microwave. However, please do not send items that need to be cooked in the microwave (e.g. macaroni and cheese; frozen food; etc).

We are unable to provide refrigeration for food items. Be sure to pack an ice pack in your child's lunchbox to ensure the food does not spoil.

If children come to childcare without any lunch, the following steps will be taken:

1. Office staff will reach out to the parents to see if lunch can be delivered.
2. If parents are not able to provide a lunch, the student will be given a backup cold lunch. Parents will be charged for the cost of the cold lunch.

Beverages

Milk will be offered to children in childcare. Water will always be available. In childcare, no liquids other than milk, formula, water, and 100% fruit juice shall be served.

Other Nutrition

Nutrient concentrates and supplements including vitamins and minerals shall not be served to a child without a written statement of parental consent and written instructions from a medical practitioner.

Limitations

Childcare staff may not serve foods that are associated with young children's choking incidents to children under 3 years of age including, but not limited to: hot dog slices, raw carrots, whole grapes, hard candy, gum, nuts, peanuts, popcorn, rice cakes, chips, gel candies, and marshmallows. Children older than 3 years of age may be served these foods provided that the foods are cut in such a way as to minimize choking hazard.

Honey or foods containing honey must not be served to children under 12 months of age.

Special diets, not including vegetarian diets, may only be served to a child with written instructions from a registered dietician or medical practitioner and written parental consent.

Allergies

Parents are required to provide alternative foods when needed due to food allergies (e.g., non-dairy milk, gluten-free snacks). Such foods must have the child's name clearly written on the packaging. Refrigeration and secure storage will be available at childcare.

Illness & Exclusions

If your child has any of the following symptoms, they will need to be **kept at home**:

Fever of 100.4 degrees or more. The child may return after being fever free for 24 hours without the aid of medication.

Diarrhea. If a child has three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or a child is unable to control bowel function when previously able, they will need to be kept at home. They may return 48 hours after diarrhea resolves.**

Vomiting. A child who vomits without explanation must be kept home. They may return 48 hours after the last episode of vomiting, or with written clearance from a licensed healthcare provider.

Severe or persistent coughing. The child may return after symptoms are improving for 24 hours.**

Usual yellow color to skin or eyes. The child must have written clearance from a licensed healthcare provider in order to return.

Open sores or wounds discharging bodily fluids. They may return to care after the rash is resolved, when sores and wounds are dry or can be completely covered with a bandage.**

Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities. The child may return when symptoms resolve or return to normal behavior. **

Difficulty breathing or abnormal wheezing. They may return to care after symptoms are improving for 24 hours.

Complaints of severe pain. They may return when symptoms are improving.

Eye lesions that are severe, weeping, or pus filled. They may return after symptoms resolve.**

**or with written clearance from a licensed healthcare provider

If a child develops any of these symptoms while at school or in childcare, you will be notified promptly through the Brightwheel app and/or a phone call. Please make arrangements to pick your child up promptly.

Injuries & First Aid

We strive to keep the children in our care safe from harm. This includes keeping all toxic or potentially dangerous items inaccessible to children and identifying, addressing, or removing potentially dangerous items and situations.

First Aid for minor injuries will be administered at the school. In case of more serious accidents or sudden illness, the parent will be notified. It is essential that the emergency number is available and that it is always up to date with the RCS Office staff. We would encourage the parents to have two or more emergency numbers. The school office is very limited in what it can treat, for example RCS cannot treat any of the following:

1. old wounds, cuts, splinters
2. sunburn, skin diseases, poison oak, impetigo.
3. pink eye

4. pain relievers
5. diagnose illness - only obvious symptoms will be communicated.

Additionally, students must be readmitted through the school office after being absent for any contagious diseases or conditions such as flu, chicken pox, head lice, pink eye, measles, impetigo, etc. Non-prescription or prescription medication cannot be dispensed at school without explicit medical health provider and parent release form declaring school personnel are cleared to give the medication. Students should never have any medication with them unless a doctor states it is necessary; for example, an inhaler may need to remain with the student at specific times.

Parents will be notified in writing of incidents in which intervention was necessary due to injury.

Medication

If any medications, prescription or over the counter (OTC), needs to be administered to a student during the day, you must fill out a Medication Authorization Form available in the office. If your child needs an Epi-pen, you will need to provide one to leave at the school office for them. Do not leave an Epi-pen in your child's backpack.

OTC medication includes, but is not limited to, pain relievers, cough syrup, inhalers, nose drops, diaper cream, and sunscreen. Written permission for medication related to chronic conditions must not exceed a timeframe of 12 months. Any medication must be in its original container and be labeled with the name of the medication, dosage, and directions for administration and dosage. It must also be labeled with the child's name.

Please see Oregon's most recent *Rules for Certified Child Care Centers* for additional details about medication.

Pacifiers

Pacifiers must be labeled, stored, and sanitized individually. Pacifiers must be sent home with the child daily for cleaning.

Diapering

Staff at RCS are required to follow diapering procedures that are approved by the environmental health specialist. This involves proper protection and cleaning during and after diapering.

Parents are required to provide an adequate amount of diapers/pull-ups for their child on a weekly basis until the child is deemed toilet/potty trained by both parents and childcare staff.

Toilet Training

We are happy to work alongside families as they toilet train their children. It is important to recognize that the toilet training process involves communication and partnership between the parents and teachers.

Before Starting Toilet Training at Childcare

Prior to sending your child in underwear, check with your child's teacher about their potty training readiness in the classroom. It is important to understand that some children may show interest/readiness for potty training at home before they show readiness/interest at childcare.

Signs of Toilet Training Readiness

Your child may be ready for toilet training if he or she:

- Stays dry for a longer period of time
- Shows an interest in using the toilet or imitating others
- Demonstrates the ability to follow simple instructions
- Is able to independently pull his or her pants up and down, sit on the toilet, and wash hands
- Communicates his or her needs
- Shows an awareness of when he or she has soiled his or her diaper/pull-up (e.g. stating when they have soiled their diaper or asking to be changed)

Toilet Training Plan

If your child is demonstrating readiness at home and childcare, we can make a plan for potty training in the classroom. The plan can include:

- Frequent reminders to use the restroom
- Rewards for using the toilet (e.g. sticker chart, treat after going potty) that are provided by the parents
- Parents packing extra changes of clothing and shoes

During the potty training process, parental support plays an important role. As a parent, please be sure to:

- Update teachers on potty training progress at home
- Provide extra changes of clothing and shoes (2-3 sets of clothes)
- Wash soiled clothing in a timely manner. When accidents happen, we will send your child's soiled clothing home in a plastic bag that is labeled with his or her name.

Some Reminders

Children need our patience, encouragement, and support throughout the potty training process. It is important to remember that accidents will happen. Especially in the childcare setting, children can get distracted with activities and play. And sometimes they do not realize that they need to use the bathroom until it is too late. We will support your child with reminders and help throughout the day. However, there may be days when we need to put your child back in a diaper/pull-up if there are multiple accidents. We will try again the next day, unless it is deemed necessary to take a break for potty training due to lack of readiness.

Sunscreen

In order to apply sunscreen on your childcare student, we must have annual written parental authorization. If you do not want your child to use the sunscreen provided by *Riviera Christian*

Childcare, you may send an alternative with your child. If you send your own sunscreen with your child, it must be labeled with your child's name. You must also fill out an authorization form in order for us to use the sunscreen for your child. Written parental approval is required for older children to apply their own sunscreen with direct staff supervision. We are unable to use aerosol sunscreen in childcare.

Soiled Clothing & Bedding

At *Riviera Christian Childcare*, we do not wash soiled laundry (e.g. bedding, stuffed toys, soiled clothes). A child's soiled bedding or laundry will be sent home to be washed.

Bedding must be cleaned at least weekly. Families are welcome to keep their child's bedding onsite during the week. Bedding must go home on Fridays, or the child's last day of care for the week, so the bedding can be washed.

Safety Policies

Reporting Suspected Child Abuse

All employees of *Riviera Christian School & Childcare* are mandated reporters. According to Oregon State Law, child abuse is not defined by the intent of the adult, but by the effect the

adult's behavior has on the child. These are some types of child neglect and abuse: domestic violence, emotional abuse, neglect, physical abuse, sexual abuse, threat of harm.

Anti-Harassment/Non-Violence

RCS expressly prohibits any form of sexual, racial, or other harassment, when involved in school functions on or off campus, directed towards others. If a student believes another individual has harassed them, they should report the alleged harassment to a teacher or administrator. The school will initiate an investigation into any complaints and based upon the investigation, contact parents and/or initiate disciplinary action.

The following provides additional information concerning some of the types of behavior that would constitute improper harassment:

1. Verbal harassment includes offensive comments, jokes, slurs, graphic verbal comments about an individual's body, graphic verbal comments of a sexual or racist nature.

2. Visual harassment includes the creation of and/or displaying of offensive posters, cards, cartoons, graffiti, drawings, objects, and gestures.

3. Physical harassment includes unwelcome or offensive touching or impeding or blocking of movement, bullying, or intimidating others with name calling or threats to physically harm or destroy another's property.

4. In today's age of technology, it is important that students also respect others and refrain from any cyber-bullying tactics, messaging inappropriate photos or derogatory messages.

5. RCS also expressly prohibits, when involved in school functions on or off campus, any violence, threats of violence (even if joking), fighting, or the use, possession, or bringing to school of any weapon. The school takes all threats or potential threats of violence seriously. Accordingly, threats of harm to others or the school, even in jest or joking, will be considered a violation of this policy. Any violation of this policy is grounds for immediate disciplinary action, including, but not limited to suspension or expulsion and reporting to law enforcement authorities. Students who overhear or otherwise become aware of any violation of this policy are expected to report the violation to a teacher or administrator.

   A statement of intent in which a student says they are going to bring a weapon of any kind to school, even without the intent to use it, will result in a minimum out-of-class suspension for the remainder of the school day. Parents will be notified immediately and will meet with the superintendent and student together before the student may return to class.

Campus Safety

Security Cameras. The RCS campus is monitored by a security camera system both indoors and outdoors. The indoor cameras are in public areas such as hallways and are not installed in classrooms. Some cameras record audio as well as video. RCS participates in the Salem Police Department's Surveillance Camera Registration and Mapping Program (SCRAM), which helps officers solve local crimes.

Child Pick Up. Parents must keep a current list on Praxi of people who are allowed to pick up their children. Any staff member who does not recognize someone picking up a child is required to check their ID and confirm it on Praxi. For a one-time change, you may email the office or through Brightwheel with the person's full name. Children picked up from childcare must be checked out through Praxi on the computer provided at the main entrance.

Building Security. All entrances to the building remain locked during business hours. Parents and visitors must be admitted by staff. If an adult whom you do not recognize is seeking admittance, please notify RCS staff.

Child Care Reports

Many parent resources are available on the *Oregon Department of Early Learning and Care* (DELC) website through the Child Care Safety Portal. The portal can be accessed at https://www.oregon.gov/delc/families/pages/child-care-safety.aspx .

To register a complaint, use the online form or call 1.800.556.6616.

To request compliance history, call 503.947.1400.

To view a copy of the current child care rules, go to https://www.oregon.gov/delc/providers/CCLD_Library/CCLD-0084-Rules-for-Certified-Child-Care-Centers-EN.pdf

To see all the resources available at DELC, go to www.oregon.gov/delc

Safe Sleep Practices

In order to provide safe care for your infant, *Riviera Christian Childcare* follows safe sleep practices, as outlined in OAR 414-305-0630.

Monitoring. Infants are monitored frequently while they are sleeping.

Approved Sleep Items. Infants may not sleep with any items except a pacifier and an approved sleep sack. Pacifiers may not have anything attached to them (e.g. stuffed toy, pacifier clip). Parents may provide a tight-fitting crib sheet each week.

Prohibited Sleep Items. Infants may not sleep with any of the following:

- Pacifier clips

- Bottles
- Toys / stuffed animals
- Blankets
- Bumpers
- Clothing items that could be a strangulation hazard (e.g. hoods, hats, headbands, bibs, necklaces, garments with ties or drawstrings)
- Weighted blankets, clothing, or objects
- Swaddling or other clothing or covering that restricts arm or leg movement (prohibited at all times, even when the infant is awake)

Once a child is one (1) year old and walking, he or she may use the following:

- Crib sheet (must be tight-fitting)
- Pacifier (if applicable)
- Blanket
- Stuffed toy

Sleep Locations. Sleep locations must be clear of unapproved items. Infants must only sleep in an approved crib. Infants must be laid on their backs on a firm, flat surface to sleep. If they are able to roll from back-to-front and front-to-back, they may sleep in the position they assume.

Water Activities

We do not have a pool or large bodies of water on campus; nor do we use pools off campus. During the warmer months, students may have the opportunity to participate in some water activities onsite, including sprinklers and water tables. We will follow a variety of safety measures, including: using age-appropriate activities, cleaning water play items each day (or more often if needed), and keeping water in water tables shallow.

Drills

Riviera Christian Childcare practices the following drills during operation hours:

- Monthly evacuation (fire) drills
- Additional drills every other month (earthquake, lockdown, or other aspects of the emergency plan)

Emergency Plan

Riviera follows a very thorough and detailed emergency plan that provides guidance on the initiation, actions, roles, and recovery for multiple types of emergencies. Consultation with professionals in risk management, law enforcement, and our local fire department informs our practice.

Emergency Contact Information

- Parents must ensure that the office has current information regarding emergency contacts. Daytime phone numbers, including work and cell numbers, need to be always updated and on file in the school office. **We must have a contact number available from an authorized person that can pick up your child, if needed, within 30 minutes or less**.
- Please update your Praxi account to include your cell phone carrier so we can have immediate emergency contact by text.
- Children are instructed to report all accidents or injuries immediately to the staff on duty. In cases of a serious accident or illness, the office will make every effort to contact the parents or guardian as soon as possible. If, in the opinion of the RCS staff, the injury or illness is serious enough that immediate treatment is necessary and parents cannot be reached, a staff member may summon emergency assistance, transport to Salem Hospital Emergency, or contact the physician listed on the Medical Release Form (included with the application form).

Inclement Weather and School Closures

In case of inclement weather, please stay tuned to local radio and television stations for information regarding school closures. We will follow the decision made by Salem-Keizer schools. If they are closed, we are closed as well. If there is a 1-hour delay, we will cancel our preschool and prekindergarten. Kindergarten and elementary school will begin at 10:00 am.

School closures should be posted on www.statesmanjournal.com and on our website at www.salemrcs.org. Updates will be sent out through Praxi in the form of a text blast. If there is a decision made to close school early during the school day for any reason, we will do our best to communicate the details with parents as quickly as possible, both by phone and email.

Childcare follows the same policy. You MUST call and confirm the availability of space. Please do not assume there is room for your child in childcare during weather delays, even if they were scheduled for earlier that morning. We highly recommend having an alternative childcare plan for unexpected events such as this.

Visitors

Parents and visitors are welcome to visit and observe our classrooms. If you wish to visit, please call the office to schedule a date and time at least 48 hours in advance. To minimize disruptions to our classrooms, a staff member will accompany guests, and visits will be limited to 15 minutes.

Visitors will never have unsupervised access to children unless they have the appropriate background check clearance.

All visitors must first check in at the school office. They must also check out at the office when they are complete with their visit.

Integrated Pest Management

Riviera contracts with a licensed pest management company to provide regularly scheduled and on-call pest control services for our campus.

Prohibited Substances

The following substances are prohibited on the RCS campus:

- Possession of alcohol
- Marijuana or inhalants that impair performance
- Illegal drugs
- Use of tobacco

Discipline

Philosophy and Purpose

At Riviera Christian Childcare, we believe that every child deserves a safe, inclusive, and stable learning environment. We are committed to supporting children's social-emotional development, promoting equity, and honoring the diverse backgrounds of all families. In alignment with Oregon law, our program actively works to prevent the use of suspension, expulsion, and other exclusionary practices. We focus on understanding behavioral communication, adapting classroom environments, and collaborating with families and state resources to keep children successfully enrolled in care.

Behavior and Guidance Policy

The word "discipline" is closely related to "disciple." At RCS, discipline begins with clear and consistent instruction which is the first step to helping children develop age-appropriate disciplined behavior. We emphasize discipline as training and regulation based on relationships, not as control or punishment based on power.

RCS is dedicated to the training of children in a Christ-centered program of study, activity and living. We appreciate your confidence in allowing our staff to assist you in training your child. We maintain guidance that is developmentally appropriate, timely, consistent, just, and tempered with love. Our faculty upholds standards of behavior in the classroom through kindness, love, and genuine regard for their students. At RCS, we strive to support children with their behavior, self-regulation, self-direction, and respect for others in a variety of ways.

The following approaches may be used throughout school year:

(a) Setting and teaching clear and consistent rules that children can understand,
(b) Setting up the environment for success,
(c) Following a predictable daily routine and schedule with planned transitions,
(d) Reinforcing positive behaviors with encouragement and descriptive praise,
(e) Supervising actively, taking steps to prevent problems before they occur and explaining safe, natural, and logical consequences related to a child's behavior,
(f) Helping children recognize and appropriately express their feelings and understand the feelings of others,
(g) Modeling and teaching social skills such as taking turns, cooperation, waiting, treating others kindly, and problem solving, and
(h) Redirecting or helping a child change their focus to something appropriate when their behavior is unacceptable.

When other methods have not been effective, the student may be removed from an activity or group for the time necessary to regain self-control. Staff will be actively responsive to the child's needs. When the child has regained self-control, the child may rejoin a group or ongoing activity. Parents will be notified in writing of incidents in which intervention was necessary due to injury or significant behavior issues.

Children can learn disciplined behavior by experiencing the natural consequences of their actions. At times, disciplinary action becomes necessary and is firmly carried out with good judgement and understanding. The primary responsibility for discipline resides with the home. Parents will therefore be informed of unusual circumstances needing disciplinary action. It is our hope that there will be supportive parental follow-through should this occur. It is impossible to be of any real help to your child unless you are in active support of our disciplinary efforts. (Proverbs 19:18, I Timothy 3:4-5)

Students at RCS will never be subjected to discipline and actions prohibited by the Oregon Department of Early Learning and Care, including but not limited to the following:

(a) Physical punishment of any kind that produces physical pain,
(b) Withdrawing, denying, or forcing food, rest, or toileting,
(c) Any form of abusive language, sarcasm, or neglect,
(d) Demanding excessive physical exercise, strenuous postures, or excessive rest,
(e) Requiring a child to remain silent or inactive or removing a child from all activities or the group for excessive periods of time.

We believe that good classroom behavior and citizenship is vital for a healthy learning environment. If one student or a small group disrupts that environment, it steals learning opportunities from their fellow students.

Prohibited Practices

In accordance with state regulations, Riviera Christian Childcare, strictly prohibits the use of exclusionary discipline. This includes:

- Expulsion: Permanently dismissing a child from the program due to behavioral challenges.
- Out-of-Program Suspension: Sending a child home early, telling a parent not to bring a child the next day, or unilaterally reducing a child's weekly enrolled hours in response to behavior.
- In-Program Suspension: Repeatedly or permanently isolating a child from their peers or classroom group by keeping them in an administrative office or separate space.
- Soft Expulsion & Barriers: Imposing conditional attendance rules, implementing mandatory "trial period," increasing costs, or creating arbitrary barriers that subtly encourage a family to withdraw their child from our care.

Step-by-Step Behavioral Support and Intervention Process

When a child demonstrates persistent, challenging behaviors or developmental needs that require intensive support, our staff will execute the following sequential protocol:

- **Step 1: Universal Social-Emotional Support & Observation**

  Teachers will utilize trauma-informed and developmentally appropriate strategies to support the child within the classroom ecosystem. Staff will objectively

document observations, noting triggers, environmental factors, and successful calming techniques.

- **Step 2: Family Collaboration**

  We will establish early, open communication with the child's parents or guardians. Together, staff and family members will share insights and create a unified, consistent behavior plan to implement both at home and in the classroom.

- **Step 3: Accessing the State "Warmline" (Mandatory)**

  If a child's behavior or specialized needs continue to escalate to a point where the stability of their placement is threatened, Riviera Christian Childcare is legally required to submit a formal request for support through the state portal at EveryChildBelongs.org.

- Step 4: Implementation of State Consultation

  Once a request is submitted, our administration and teaching staff will actively participate in the Infant and Early Childhood Mental Health Consultation (IECMHC) or technical coaching provided by the state. We will demonstrate a documented, good-faith effort to implement the specialized strategies and adjustments recommended by the state consultants.

Severe Safety Exception

The state of Oregon recognizes that a child may only be temporarily removed from the immediate environment if there is an imminent, serious physical safety risk to that child, other children, or staff.

In the rare event that an emergency temporary pickup is required for safety:

1. The parent/guardian will be contacted to pick up the child for the remainder of the day.
2. The incident will be thoroughly documented, detailing the exact safety crisis.
3. Our administration will immediately log onto EveryChildBelongs.org to initiate emergency state intervention before the child is permitted to return to the facility, ensuring an inclusive safety plan is established moving forward.

Staff and Family Affirmation

All staff members are required to read, understand, and execute this policy as part of their licensing and employment standards. This policy is made transparently available to all enrolled families to ensure accountability, partnership, and a shared commitment to keeping every child connected to a supportive early education.

Appendix A: Statement of Faith

Statement of Faith

West Hills Community Church / Riviera Christian School & Childcare

Section 1 - The Scriptures We believe the Holy Bible is God's Word given by divine inspiration, the record of God's revelation of Himself to humanity (2 Timothy 3:16). It is trustworthy, sufficient, without error - the supreme authority and guide for all doctrine and conduct (1 Peter 1:23-25; John 17:17; 2 Timothy 3:16-17). It is the truth by which God brings people into a saving relationship with Himself and leads them to Christian maturity (John 20:31; 1 John 5:9-12**;** Matthew 4:4; 1 Peter 2:2).

Section 2 - God and the Trinity We believe in the one living and true God, perfect in wisdom, sovereignty, holiness, justice, mercy and love (1 Timothy 1:17; Psalm 86:15; Deuteronomy 32:3-4). He exists eternally in three coequal persons, the Father, the Son and the Holy Spirit, who act together in creation, providence and redemption (Genesis 1:26; 1 Peter 1:2; Hebrews 1:1-3).

A. The Father reigns with providential care over all life and history in the created universe; He hears and answers prayer (1 Chronicles 29:11-13; Matthew 7:11). He initiated salvation by sending His Son, and He is Father to those who by faith accept His Son as Lord and Savior (1 John 4:9-10; John 3:16; John 1:12; Acts 16:31).

B. The Son became man, Jesus Christ, who was conceived of the Holy Spirit and born of the virgin Mary (John 1:14; Matthew 1:18). Being fully God and fully man, He revealed God through His sinless life, miracles and teaching (John 14:9; Hebrews 4:15; Matthew 4:23-24). He provided salvation through His atoning death in our place and by His bodily resurrection (1Corinthians 15:3-4; 2 Corinthians 5:21; Romans 4:23-25). He ascended into heaven where He rules over all creation (Philippians 2:5-11). He intercedes for all believers and dwells in them as their ever-present Lord (Romans 8:34; John 14:23).

C. The Holy Spirit inspired men to write the Scriptures (2 Peter 1:21). Through this Word, He convicts individuals of their sinfulness and of the righteousness of Christ, draws them to the Savior, and bears witness to their new birth (James 1:18; John 16:7-11; 1 Thessalonians 1:5-6; Romans 8:16). At regeneration and conversion, the believer is baptized in the Holy Spirit (1 Corinthians 12:13). The Spirit indwells, seals and gives spiritual gifts to all believers for ministry in the church and society (Romans 8:9-11; Ephesians 1:13-14; Romans 12:5-8; 1 Peter 4:10). He empowers, guides, teaches, fills, sanctifies and produces the fruit of Christlikeness in all who yield to Him (Acts 4:31; Romans 8:14; 1Corinthians 2:10-13; Ephesians 5:18; 2 Thessalonians 2:13; Galatians 5:16; 22-23).

Section 3 - Angels We believe God created an order of spiritual beings called angels to serve Him and do His will (Psalm 148:1-5; Colossians I:16). The holy angels are obedient spirits ministering to the heirs of salvation and glorifying God (Hebrews 1:6-7, 13-14). Certain angels, called demons, Satan being their chief, through deliberate choice revolted and fell from their exalted position (Revelation 12:7-9). They now tempt individuals to rebel against God (I Timothy 4:1; I Peter 5:8). Their destiny in hell has been sealed by Christ's victory over sin and death (Hebrews 2:14; Revelation 20:10).

Section 4 - Man We believe God created man in His own image to have fellowship with Himself and to be steward over His creation (Genesis 11:26-28). As a result, each person is unique, possesses dignity and is worthy of respect (Psalm 139:13-17). Through the temptation of Satan, Adam chose to disobey God; this brought sin and death to the human race and suffering to all creation (Genesis 3; Romans 5:12-21; 8:22). Therefore, everyone is born with a sinful nature and needs to be reconciled to God (Romans 3:9-18, 23). Satan tempts people to rebel against God, even those who love Him (Ephesians 4:27; 2 Corinthians 2:11; Matthew 16:23). Nevertheless, everyone is personally responsible to

God for thoughts, actions and beliefs and has the right to approach Him directly through Jesus Christ, the only mediator (Romans 14:12; I Timothy 2:5).

Section 5 – Salvation We believe salvation is redemption by Christ of the whole person from sin and death (2 Timothy 1:9-10; 1 Thessalonians 5:23). It is offered as a free gift by God to all and must be received personally through repentance and faith in Jesus Christ (1 Timothy 2:4; Ephesians 2:8-9; Acts 20:21). An individual is united to Christ by the regeneration of the Holy Spirit (Galatians 2:20; Colossians 1:27). As a child of God, the believer is acquitted of all guilt and brought into a new relationship of peace (Romans 5:1). Christians grow as the Holy Spirit enables them to understand and obey the Word of God (2 Peter 3:18; Ephesians 4:15; 1 Thessalonians 3:12).

Section 6 - The Church We believe the Church is the body of which Christ is the head and all who believe in Him are members (Ephesians 1:22-23; Romans 12:4-5). Christians are commanded to be baptized upon profession of faith and to unite with a local church for mutual encouragement and growth in discipleship through worship, nurture, service and the proclamation of the Gospel of Jesus Christ to the world (Acts 2:41-42, 47; Luke 24:45-48). Each local church is a self-governing body under the lordship of Christ with all members sharing responsibility (Acts 13:1-3; 14:26-28). The form of government is understood to be congregational (Matthew 18:17; Acts 6:3-6; 15:22-23).

The ordinances of the local church are baptism and the Lord's Supper. Baptism is the immersion of a believer in water in the name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:18-20). It is an act of obedience symbolizing the believer's identification with the death, burial and resurrection of the Savior Jesus Christ (Romans 6:3- 5). The Lord's Supper is the partaking of the bread and of the cup by believers together as a continuing memorial of the broken body and shed blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until He returns (1 Corinthians 11:23-26).

To express unity in Christ, local may churches form associations and a conference for mutual counsel, fellowship and a more effective fulfillment of Christ's commission (Acts 15; 1 Corinthians 6:1-3).

Section 7 - Religious Liberty We believe religious liberty, rooted in Scripture is the inalienable right of all individuals to freedom of conscience with ultimate accountability to God (Genesis 1:27; John 8:32; 2 Corinthians 3:17; Romans 8:21; Acts 5:29). Church and state exist by the will of God. Each has distinctive concerns and responsibilities, free from control by the other (Matthew 22:21). Christians should pray for civil leaders and obey and support government in matters not contrary to Scripture (1 Timothy 2:1-4; Romans 13:1-7; I Peter 2:13-16).

Section 8 – Christian Practice We believe Christians, individually and collectively, are salt and light in society (Matthew 5:13-16). In a Christlike spirit, they oppose greed, selfishness and vice; they promote truth, justice and peace; they aid the needy and preserve the dignity of people of all races and conditions (Hebrews 13:5; Luke 9:23; Titus 2:12; Philippians 4:8--9, 1 John 3:16-17; James 2:1-4). We affirm the family as the basic unit of society and seek to preserve its integrity and stability (Genesis 2:21-25; Ephesians 6:1-4). Marriage is defined by God as being between one man and one woman (Genesis 1:27-28, 2:24; Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9).

Section 9 – The Last Things We believe God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and the new earth (Ephesians 1:9-10; Revelation 21:1). The certain hope of the Christian is that Jesus Christ will return to the earth suddenly, personally and visibly in glory according to His promise (Titus 2:13; Revelation 1:7; 3:11; John 14:1-3) The dead will be raised and Christ will judge mankind in righteousness (John 5:28-29) The unrighteous will be consigned to the everlasting punishment prepared for the devil and his angels (Matthew 15-41, 46; Revelation 20:10). The righteous, in their resurrected and glorified bodies, will receive their reward and dwell forever with the Lord (Philippians 3:20-21; 2 Corinthians 5:10; 1 Thessalonians 4:13-18).

Appendix B: Keeping Riviera Safe

Members of the RCS staff assume responsibility for keeping students and staff safe on campus or on school related activities, such as field trips. Recognizing that each child and staff member at RCS is precious in God's eyes, we will be vigilant in making certain that students are always safe. Staff members have read and understand the expectations of being a staff member at RCS. We are committed to treating students and staff professionally, responsibly, and with care at all times. If at any time we believe a child or staff member is not safe, appropriate action will be taken immediately.

1. If a child, staff member or parent is in imminent danger, call 911 immediately. A staff member does not need permission to call 911 if the life of a child, staff member or parent is in danger. Just make the call and then communicate with your administrator as soon as possible.

2. If at any time an RCS staff member suspects a child is being abused physically, emotionally, sexually, by threat of harm, or by neglect, the staff member must report it to either Child Welfare or Law Enforcement.

   What to do: Call Child Welfare and report what you know, or you may report to a local police department, or the county sheriff.

   Child Welfare Services: (855) 503-SAFE (7233)
   Salem Police Department: (503) 588-6123
   Polk County Sheriff: (503) 623-9251

   After making the call to Child Welfare or Law Enforcement, inform your administrator. Do not be an investigator after you have determined that abuse may have occurred. Report what you know and allow the authorities to investigate. If a staff member is uncertain whether to make a call, they may consult with their administrator. Informing the administrator does not relieve the staff member of their obligation to call if abuse is suspected. However, the administrator can sit in with the staff member and support them through the process.

3. Developing strong and healthy relationships between RCS staff and students is a critical component in the educational process. Protecting the integrity and propriety of those relationships is equally critical. The following are rules to make certain our students and staff are always safe and protected.

   A. Adults should never be in a situation where they are alone with a child outside the line of sight of another RCS adult, while at school or on a school activity.
   - Definition of **RCS adult:** An RCS staff member or service volunteer, or an RCS parent who was asked to chaperone on a field trip or activity. If an RCS chaperone is designated as the second adult, the teacher will inform them that they are in that role.

What to do: If an adult is going to be with students, there are two golden rules to apply to each situation to make sure everyone is safe. Any solution below is considered safe:

- If a single adult is going to a place that is out of "line of sight", take at least three students with you. The ratio of three students to one adult is widely accepted as a safe policy when an adult takes kids out of the line of sight.
- As stated above, when an adult must take a child out of the line of sight, ask another qualified RCS adult to go with you.
- There will be times that circumstances dictate we need to have an adult go with a child that does not meet our prime criteria. If that were to occur, communicate with another adult, and then get to a situation where either more students are present, or another adult is present as soon as possible. If time allows, brainstorm the best solution with another adult, before putting a staff member in that situation.

A. Avoid transporting students in your private vehicle without making sure all the criteria to keep staff and students safe have been met.
What to do when transporting a student:

- Parents sign the permission slip.
- If only one student is riding along, then two RCS adults need to be present.
- If there is only one RCS adult, then there must be a minimum of three students in the vehicle. Each student must have signed parent permission slips.

B. Avoid physical contact that could be perceived as inappropriate such as extended touching, squeezing when touching, and touching below the shoulders.
What to do: Handshakes, high fives, fist bumps, a pat on the shoulder or upper back are fine if the student finds them acceptable. Please watch for verbal and nonverbal responses which can give us the cues we need to keep everyone safe.

C. Avoid inappropriate language, pictures, or controversial symbols.

What to do: Choose language, pictures, and symbols that promote healthy interactions between staff and students or staff and staff. Be sure to consider the parents' perspectives when making choices.

D. Avoid electronic communications of any kind with an individual or small group of students. Never have private chats with students. Transparency at all times is critical.

What to do: All electronic communications including texts, email, Facebook, etc. must be done so parents and all students have access to the communication. If a private conversation needs to take place, involve another qualified adult or the student's parents.

E. Avoid getting into a situation where students are alone with other people not associated with RCS when going off campus, such as field trips.
What to do: Make sure you have plenty of supervision when you take trips off campus. All adults need to fill out the Volunteer Application form, pay the fee, have a clear background check, **and** be given clearance before going on the trip. Constantly monitor

adult and student behavior. Be certain to always have a line of sight with all students and adults.

F. Avoid using the gym bathrooms, and do not allow two students to use the bathroom at the same time without supervision.
What to do:

- Adults will use the bathrooms near the library.
- When taking the students to the bathroom, if possible, have them use the restroom one at a time. During lunch time, one student from the cafeteria and one student from the playground may be in the restrooms at the same time.
- If time is an issue, have three or more use the restroom at once and monitor the sounds and time elapsed carefully.

4. When correcting, redirecting, refocusing or disciplining students, staff will refrain from using angry outbursts, physical force, or unkind language such as shaming, belittling, humiliating, or name calling.
   What to do: Staff will use age-appropriate language in a mature, caring, capable, and responsible manner as if the parents were always standing beside us.

5. Summary**:** Communication is critical in keeping students and staff safe. Every staff member is essential to our success. Speak up and ask questions if at any time we are not following our expectations. It is also critical to involve our parents to make sure we are all working together for the benefit of our children. Each child and staff member is very important; we must always stay vigilant.

RCS Childcare Handbook Acknowledgement Form

After reading the RCS Childcare Handbook, please sign the acknowledgement below and return this page to the school office. We encourage parents of elementary age students to discuss the relevant portions with their children. To access an online copy of this handbook, visit the following link: https://www.salemrcs.org/resources. Printed copies are available upon request.

Parent Acknowledgement

- ✔ As a parent or guardian of a student enrolled at Riviera Christian School and Childcare, I acknowledge this handbook is available on the RCS website.
- ✔ Before the first day of childcare, I will review the RCS Handbook with my elementary age student to promote a better understanding of RCS policies and expectations.
- ✔ I have read these materials and understand all the rules, responsibilities, and expectations. I understand that the RCS Handbook may be amended during the year.
- ✔ I acknowledge that RCS policies for childcare guidelines are required by the state of Oregon,
- ✔ I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with RCS guidelines, policies, and procedures.
- ✔ I acknowledge that I have reviewed a copy of this child care facility's current license certificate.

Printed name of Parent / Guardian: _____

Printed name(s) of student(s): _____

Signature of Parent / Guardian: _____

Date: _____