



Riverside Academy

Pre-K Guidebook

2025-2026

The faculty of Riverside Academy realizes that all young children are active learners. We will strive to nurture that desire and encourage hands-on learning. We believe that education should provide for academic, social, physical, and emotional growth. We strive to provide an atmosphere that stimulates and encourages learning by recognizing and accommodating individual learning styles and by planning a variety of creative experiences, which utilize students, parents, and community resources.

Our Schedule

Thursday, August 7th will be the first full day for girls, and Friday, August 8th will be the first full day for boys. Monday, August 11th will be the first day for the full class to attend. School begins at 7:42 am and dismisses at 2:40 pm. There will be a teacher in the classroom by 7:30 every morning. Most of our structured learning takes place in the morning. We have a naptime of at least one-hour in the afternoon. PreK 2 children needing Before-School Care can be dropped off as early as 7:00 am and is located in the Preschool Building. PreK 3 and PreK 4 children needing Before-School Care can be dropped off as early as 6:15 am, and is located in Mrs. Landry's room in the Elementary Building. Children remaining at school after 3:00 pm will be placed in After-School Care. PreK 2 children needing After-School Care will be located in the Preschool Building. PreK 3 and PreK 4 children needing After-School Care will be located in Mrs. Landry's room in the Elementary Building.

Arrival and Dismissal Routine

MORNINGS: **NO PARENTS are allowed to enter the building.** You will use the morning carpool drop off lane and your child will be greeted by a teacher at our front door. Morning bus riders will be walked to their rooms after exiting the bus.

AFTERNOONS: If your child is a bus rider, the teacher or assistant will walk each child to his/her bus. If your child will not be riding the bus on a certain day, a note **MUST** be sent to school. All children will be placed on the bus unless the teacher receives a note. Car riders must be picked up at the front door of the Preschool Building. A teacher will be at the door to dismiss your child as parents arrive. Parents will be required to sign each child out. **NO PARENTS are allowed to enter the building.** No child will be released to anyone whose name does not appear on the Child Release Form. (Older brothers or sisters may pick up a child as long as their name appears on the form.)

Before and After-School Care

Riverside offers before and after-school care for your convenience. The preschool teachers and assistants are the teachers in charge. Enclosed in this packet is information concerning before and after-school care. Please see enclosed information for fees.

Information Sheets and Immunizations

Information sheets should be filled out as soon as possible and returned to school no later than Wednesday, August 20, 2025. It is mandatory that we have this information on hand in case of an emergency. If your address, telephone, or work number changes, please remember to notify the office as soon as possible.

Immunization cards should have been filed with the office upon registration. If this has not been done, please do so immediately. The state requires that we keep up to date medical immunization records on each child enrolled at Riverside. Failure to file documentation with the office may lead to your child not being allowed in school until it is complete.

Health and Medical Policies

The best prevention for infectious diseases and the spreading of germs is adhering to the State's immunization schedule, hand-washing, and sanitation of toys and surfaces. We want all of the children to attend school as much as possible, but not when they are sick and/or contagious. Children should not come to school if they have any of the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Discharges of the eyes or ears
- Heavy nasal discharges
- Persistent cough
- Unidentified rash
- Unable to taste or smell

If your child is sent home from school because of diarrhea, vomiting, fever(100.4 or higher), or any of the above symptoms, they must remain at home for the next school day. They may not return to school until they are symptom free for at least 24 hours without medication. Below is a list of common childhood infections and illnesses. This list is meant as a guide to help you decide if your child is contagious or not. Your child's pediatrician should make the final determination. All children missing more than three consecutive days of school are required to have a doctor's certificate stating they are free of contagious diseases and may return to school.

If your child is not feeling well or is running a fever (100.4 or higher), please keep them home. Sick children are unhappy children. Please remember to keep your child home for 24 hours after fever has subsided without medication. Please do not send your child to school if he/she has pink eye or any other contagious disease. You will receive a telephone call to come and pick them up. In case of COVID-19, measles, mumps, chicken pox, etc., please notify the office as soon as possible. A doctor's release form for your child to return to school will be required before he/she can be readmitted into the classroom. If you cannot pick up your child within 30 minutes, please have a responsible adult available that can pick up your child. It is imperative that sick children get removed from school as soon as possible.

***Please note that if you are called to pick up your child due to any of the conditions listed below and are unable to do so, it is necessary that arrangements be made for an authorized person to pick up your child as soon as possible ***

1. Colds: Children are contagious for three to four days after symptoms appear and one day before.
2. Strep Throat: From one day before children are sick until 24 hours after they have started antibiotics, without fever. If the child runs fever, the child must be fever free for 24 hours without the use of medication.
3. Chicken Pox: Until all lesions are crusted over, about seven to ten days. Children are most contagious a day before the rash appears.
4. Stomach Flu: Generally for as long as the child has diarrhea, vomiting, or fever and for 24 hours after.
5. Diarrhea: If bowel movements cannot be contained in underwear or diaper, we risk possible environment contamination. The child will be sent home and must remain at home until the child is 24 hours symptom free.

6. Conjunctivitis: If the infection is bacterial, from the time the child's eyes are red and oozy until 24 hours after the child starts antibiotics. Viral conjunctivitis is contagious for five to seven days.
7. Molluscum Contagiosum: Should not prevent a child from attending school. Bumps not covered by clothing should be covered with a watertight bandage at all times. Covering the growth will protect other children from getting Molluscum.
8. Hand, Foot, and Mouth - Student may return if/when they are fever free for at least 24 hours, have no uncontrolled drooling with mouth sores, and have no remaining open sores.
9. Pneumonia, Impetigo, Roseola, and Fifth Disease are other common contagious diseases.
10. Staph- Student may return if there is no drainage and the wound can remain covered. Student should also be 24 hours symptom free without the use of medication.
11. Head lice- Head lice are a common occurrence among school-age children. It is spread through direct contact and the sharing of personal items. Parents must notify the school if their child has lice. Students will be checked by the school. To return to class, student must have either a Dr. note or the box used for treatment at home. The school may check the student again upon return.
12. Ringworm - Student may come to school as long as the rash is covered and is able to remain covered. If a student cannot keep the rash covered, a parent will be contacted to pick up the student.

Medications

*According to State Law, a student may not be in possession of any type of medication at school. Teachers and school administrators have the right to take any medication from the student and contact the parent for appropriate action. If a student needs to take medication during the school day, it must be administered through the office following proper guidelines. (see below)

Students needing occasional prescription medications such as penicillin for colds, ear aches, and sore throats are to take those medications at home.

*Proper procedure for medication will be followed or medication will not be administered. No exceptions will be made. Medications may be brought to school by a parent or guardian and given to the student in the presence of the school secretary.

* Prescribed Medication that is to be administered at school must be brought to school by parent or guardian. A Parental Consent Form for Medication Administration, physician's form, and medication side effects form(available at the

school office and in this packet) must be completed and signed by the parent and the physician for each medication. The physician's portion of the form must include the child's name, diagnosis, name of the medication, time/frequency to be administered at school, dosage and length of time to be administered. This form must accompany the medication. A new physician's order is needed at the beginning of each school year. For long term medications, the forms must be completed every 3 months throughout the school year. Prescribed medication must be in the actual bottle/container. The label must include the name of the student to be administered medication, name of medication, and amount and time it is to be administered.

*Prescribed over-the-counter medications must be brought to the school in the original container with all appropriate forms completed as stated above.

We ask that you please administer any medication your child needs before school. We do understand there are some circumstances such as an Epipen and Bronchial Inhaler.

Covid/Flu Season:

We ask that if your child has any Covid/Flu like symptoms to please keep your child home even if he/she is not running a fever. Covid/Flu symptoms include fever or feeling feverish (chills), cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue and some may have vomiting and diarrhea. Please be assured that we will take every precaution possible to help eliminate the spread of the Covid/flu at school. Also if your child begins to run a temperature of 100.4 or higher, you will be asked to pick them up within a 30-minute timeframe.

Tardies

A student is considered tardy when he fails to report to school by the tardy bell, which is 7:45am. Any tardy excused or unexcused will prevent the student from perfect attendance. Every minute matters for our students. Please plan accordingly to ensure your child arrives to school on time.

Sign Outs

If you need to pick your child up early from school, you **MUST** go to the elementary office first and sign them out **BEFORE** going to the preschool building and a teacher will walk your child to the door. All sign outs must be done prior to 2:30.

Uniforms

Uniforms are required for our preschool children. We feel this is economical for parents and provides for safety when on field trips.

Pre-K 2:

| | |
|-------|--|
| Boys | RA Lil Rebels t-shirt (bookstore) Navy or Red elastic (pull on) shorts or pants <ul style="list-style-type: none">• Pants need to be solid colored Black or Navy Velcro shoes White or Black ankle socks |
| Girls | RA Lil Rebels t-shirt (bookstore) Navy or Red elastic (pull on) shorts or pants <ul style="list-style-type: none">• Pants need to be solid colored Black or Navy Velcro shoes White or Black ankle socks |

PreK-3 and PreK-4:

| | |
|-------|--|
| BOYS | -Navy Pants or Shorts with elastic waist purchased from approved uniform vendor (sizes begin with toddler) -Red RA collared shirt |
| GIRLS | -Plaid Jumper with white -peter Pan collared shirt or -Plaid walking shorts with red RA collared shirt Or -Plaid smocked dress |

All Preschool:

Undershirts and leggings/tights may be worn on cold days.

Undershirts must be white

Leggings/tights black, navy, or white

Jackets- Plain navy, no hood, no emblems

Sweatshirts - RA regulation sweatshirt(sold in the Bookstore)

Any style raincoat is allowed.

Please remember to keep an extra set of clothing, including socks and underwear, in a Ziploc bag in your child's schoolbag. This must be a uniform.

Lunch

The Lunch Minder program used for purchasing meals in the cafeteria is available. If you would like for your child to purchase lunch from the cafeteria you must have a Lunch Minder account. It is not mandatory for the child to buy lunch. You may send your child with a lunch kit. All PreK 2 students will eat in the classroom. PreK 3 and PreK 4 will be eating in the cafeteria.

Nap Time

The students will have a naptime of at least one-hour. The children are required to have a roll-up rest pad that can be laundered weekly. Rest pads will be sent home every Friday. Please wash and return on Monday.

Snacks/Birthdays

All students will be responsible for providing their own daily snacks. Milk will be provided. If your child is allergic to milk, please provide a medical note. **Please notify your child's teacher of any food allergies.** Please try to send healthy snacks (no candy!).

year olds are still learning to chew and swallow efficiently, so avoid sending the following foods:

- Hot dogs
- Whole raw carrots
- Spoonful's of peanut butter
- Nuts (especially peanuts)
- Raw cherries with pits
- Round, hard candies or gum
- Raw celery
- Whole grapes
- Marshmallows

On your child's birthday, you may send a special treat if you wish. All birthday snacks must be individually wrapped and store bought. Our regularly scheduled snack time is between 1:00 and 2:15 (depending on the class). If you choose to hand out invitations to a party, please include the entire class so no child feels left out.

Carnival Ball

Carnival Ball is a terrific opportunity for your Pre-K 3 & 4 child to experience two fun-filled nights of entertainment. This is the biggest fundraiser of the year for our school. The dates for this event are January 30th and 31st. Be sure to mark your calendar!

Restroom Policy

All students in PreK 3 & 4 must be fully potty trained and able to take care of themselves in the restroom. We understand that accidents may occur and we are responsible to clean/change your child in that case. In your packet you will find a clean/change authorization form to be filled out in the event this situation may happen.

Toilet Training Policy (PreK-2)

- Teachers will communicate with parents about child showing signs of readiness or interest.
- Teacher/Assistant will send home daily reports with record of toilet training successes/accidents.
- Children who are staying dry/unsoiled will be commended
- Keep positive attitudes! Try! Try again!
- Give stickers, hugs, applause for successes even if it is just trying to sit on the potty for the first time.
- When a child is showing consistency of using the toilet, a suggestion will be made to parents to send extra clothes and pairs of underwear. Give it a try!
- If a child has accidents three days in a row, teacher will recommend for the child to go back in diapers for 2 weeks. Then try underwear again.
- We hope that with your help, every child will be potty trained by the end of our two-year-old program.
- Keep in mind that children must be fully potty trained before entering the 3-year-old program.
- Toilet training takes a consistent effort on behalf of parents and the school.

Discipline Policy

The teachers at Riverside are dedicated to using "positive and loving" forms of discipline. We will not engage in corporal punishment. We will explain what acceptable and unacceptable behavior is. "Time-out" will be used when necessary. When we feel the need to notify the parents of consistent unacceptable behavior, a note or conference will be used. 1 minute per age, No time out for children under the age of 2. (Ex: redirection, talk to)

Dismissal of Your Child-Behavior

It is part of our responsibility to teach your children to cooperate and be a responsible member of the group. On occasion, a child's behavior may place the child and/or other children in danger or interfere with the focus of Riverside Academy Preschool's teaching values. In the event of such behaviors, our policy is as follows:

1. Staff will inform and discuss with parent/guardians any behavior(s) which become persistently disruptive and is not alleviated significantly by daily classroom management and behavior techniques.
2. Staff will document and keep record of behaviors which will be reviewed by the Preschool director and school administration.
3. If the behavior(s) persist, the staff will seek administrative support and guidance. The parent will be notified that the teacher has requested to meet with administration and classroom observations will be scheduled. Upon the completion of observations, the Director/Administration and teacher will meet to discuss a plan for improvement. The plan will be discussed and agreed upon by school and parents. This plan may require outside professional consultation or services.
4. If parents do not choose or are unable to provide support for the school, or the plan fails to improve the behavior(s), Riverside Academy reserves the right to terminate enrollment with a two weeks prior notice UNLESS the behavior warrants immediate dismissal.
5. The Preschool Director and Administration has the discretion to make this decision.

It is extremely important that Riverside Academy staff and the parents/guardians work together to do what is in the best interest of the child and the safety of other children and teachers around them.

There are severe behaviors that sometimes cannot be managed within a classroom setting. These behaviors are defined as:

*Danger to self or others: (examples include but are not limited to: head banging, hitting, spitting, hair pulling, throwing of objects, kicking, excessive biting that breaks the skin (see biting policy) and/or

*Disruptive Behavior that creates a chronic interference to class activities (examples include but are not limited to tantrums, screaming, elopement, foul language, destruction of property, severe non compliance or defiance.)

When the above situations arise, the director or administrator will work to calm the student down. Once efforts have been made to calm the student and the behavior persists, a parent will be called to pick up the child and keep them home for the remainder of the day. After repeated offenses a child

may be suspended for a period of time. Offenses following suspension can lead to dismissal of the student from Riverside Academy.

Biting Policy

Biting is a behavior that sometimes cannot be prevented. However, the faculty will use the situation to teach children that biting is inappropriate and must not be done. Biting is scary for all who are involved and moreover it hurts.

- The biter's parents must seek advice from a pediatrician or health care provider if the bite breaks the skin or is on the face or hand
- A staff member will shadow the biter
- The biter will be separated from all other children until he/she recognizes the harmful nature of biting
- 1 bite = standard time out and discussion, unless the skin is broken, the child will be sent home for the day
- 2 cumulative bites= parent conference and child goes home for a day
- 3 or more cumulative bites =parent contact and child goes home for two days

***Biting occurrences will reset each nine weeks*

Children may bite due to frustration, anger, excitement, fear or an attempt to gain control over another child. It is very important not to let this type of behavior progress. We ask for cooperation from parents and caregivers in addressing the issue immediately. A quick and consistent response from the school, parents, and caregivers can help the children who bite learn to express their feelings in words so that they can become better at controlling this behavior.

Abuse Policy

It is the Policy of Riverside Academy Preschool to report any suspected abuse or neglect of a child in accordance with Louisiana Revised Statutes 14:403.

Problems

If you feel your child is having problems adjusting to the school setting, please feel free to call the teachers at school to discuss in private your concerns. The lines of

communication between parents and teachers should remain open. We can work together to solve any problem.

Non-Discriminatory Policy

Riverside Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

Emergency Preparedness

In the event of severe weather, such as a tropical storm or hurricane warning, please seek the following sources for official information regarding school closure:

- Check emails for a message from the RA office
- Be on the lookout for a phone call or message from RA
- 985.536.4246 is the designated line for RA emergency information

Evacuation

Should an emergency occur, parents will receive detailed information via text message or phone messaging system.

Return to School

RA will issue all information regarding the reopening of school in the following ways:

- Contact emails
- Phone announcements

RA will make its decision to reopen school based upon the condition of the city and our campus. Lastly, RA is fully prepared for other emergency situations such as fires, severe weather, and lockdown emergencies. The RA staff has specific instructions and procedures to follow in the event that any of these situations take place. Your child's safety is our first priority

What will my child learn in Pre K 3

A Program Overview

Letter People/Frogstreet Learning Outcomes Framework

1. Social Bridge

- Interactive Play
- Sharing
- Caring
- Following through commitments

2. Literacy Development

- Engaging read -alouds
- Vocabulary development
- Formal introduction to the alphabet
- Phonological Awareness
- Writing and fine motor skills

3. Foundational Math

- Attributes
- Classification
- Patterns
- One-to-one correspondence
- Order
- Numeration
- STEAM
- Logical reasoning and problem solving

What will my child learn in PreK-4?

A Program Overview

Letter People/Frogstreet PreK-4 Learning Outcomes Framework

Approaches to Learning

Emotional and Behavioral Self-Regulation

Cognitive Self-Regulation (Executive Functioning)

Initiative and Curiosity

Creativity

Social and Emotional Development

Relationships with adults

Relationships with other children

Emotional Functioning

Sense of Identity and Belonging

Language and Literacy

Attending and Understanding

Communicating and Speaking

Vocabulary

Phonological Awareness

Print and Alphabet Knowledge

Comprehension and Text Structure

Writing

Cognition/Mathematics Development

Counting and Cardinality

Operations and Algebraic Thinking

Measurement

Geometry and Spatial Sense

Scientific Reasoning

Scientific Inquiry

Reasoning and Problem-Solving

Perceptual, Motor, and Physical Development

Gross Motor

Fine Motor

Health, Safety, and Nutrition

STEAM

Science

Technology

Engineering

Arts

Math

Homework

Each week, usually on Tuesdays, students will receive their homework paper(s) to complete and return to me **NO LATER** than Friday of that week. Some students will finish the first night; others will take until the end of the week to complete the paper(s). Some homework assignments are only 2 pages, others are 4 pages; it depends on the theme and skills we are practicing. Some students who are weak in a certain area may receive extra practice papers (especially to learn to write their name).

Here are some tips to keep in mind when helping your child:

1. I am looking for the student's work, not the parents'. Several students will struggle with pencil grips in the beginning. Please have your child hold the pencil/crayon properly and **TRY THEIR BEST**. Many parents are tempted to hold their child's hand and write for them. I'd rather have improper formation and know the child attempted to copy the sample to the best of his/her ability.
2. Supplies to have at home: crayons and a pencil.
3. **Do not frustrate your child**. We have a lot of material to learn, but they are only 4 and we want them to enjoy school. If your child becomes frustrated, give them a break and try again later.

Thanks for your cooperation in helping your child learn by practicing skills at home and completing assignments!

Testing

I monitor and assess students daily to record their progress. We have four "testing" periods during the school year. Our first testing/assessment will take place the first two weeks of school. This is strictly for me to assess the abilities of each child. Progress checks are given in the fall prior to the Parent/Teacher Conference date. Our "big" testing takes place prior to mid-term report cards and end-of-the-year report cards. This is when we administer the cumulative tests associated with the Letter People Program as well as test other areas included on the report card.

It is impossible to explain all skills and topics we will learn throughout the year—this is intended to be a brief summary only. If at any time you have questions or concerns, please contact me. As you can see, we have a lot to pack into the school year, even into each day. So, with that being said, here's a cute quote I found online?

"When you ask me what I've done at school today, and I say that 'I just played', please don't misunderstand me. For you see, I'm learning as I play.

I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow. Today, I am a child and my work is my play." Author unknown

****This handbook is intended to introduce you to our school's policies and procedures. If at ANY time you have questions or concerns, please feel free to contact the teachers, Preschool Director, Elementary supervisor, or the Principal. Please keep handy for future reference.**