



Riverside Academy

Kindergarten Guidebook

2025-2026

***This guidebook is in addition to the
Riverside Academy Student Handbook.***

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.

Parental Involvement

We consider our parents to be one of the most valuable assets to our school. Without parental involvement, we would not exist. Parents are always welcome and encouraged to participate in their children's school activities. If you have a job or hobby that you would like to share with us, please feel free to do so. Children love to see their parents involved. We will be taking several field trips throughout the year. You will be notified of these trips so you can make plans to join us if possible. We have an open-door policy, but please let the office know if you expect to be here. Visitors will sign in at the Elementary office. You are always welcome!

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 2:45 pm. There will be a teacher in the classroom by 7:15 every morning. Most of our structured learning takes place in the morning. We have a naptime of at least one-hour in the afternoon. Children needing Before-School Care can be dropped off as early as 6:15 am. Before Care 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.

Arrival and Dismissal Routine

MORNINGS: **NO PARENTS are allowed to enter the building.** You will use the morning car pool drop off lane and your child will be greeted by a teacher. Morning bus riders will be walked to our 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 such a note. Car riders must be picked up in the dismissal line. **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. Ms. Gail Branch, Mrs. Darnell Landry, and Mrs. Odette Vicknair are the teachers in charge.

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 not feeling well or is running fever (100.4 or above), 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.

If your child is sent home from school because of diarrhea, vomiting, fever (100.4 or above), 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 note stating they are free of contagious diseases and may return to school.

*****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, but 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 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 or higher, you will be asked to pick them up within a 30-minute timeframe.

Tardies/Lates

Students should be inside of their homeroom class by 7:45 am.

A student is considered tardy when he/she fails to report to school by the tardy bell, which is 7:45am. **A student is considered Late to School** - when he/she arrives to homeroom after 7:55am. *Please note 5 Lates = 1 absence. Multiple absences may result in seat time make up during summer break.* Any tardy or late 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.

Riverside Academy Kindergarten Tardy/Late Consequences

1 st - 3 rd	Warning
4 th - 5 th	Parental Contact/Recess Reflection
6 th - on	Student will stay in at recess to complete any missed work

Sign Outs

If you need to pick your child up early from school, you **MUST** go to the elementary office. All sign outs must take place prior to 2:30.

Uniforms

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

Our little girls are required to wear a variation of the following:

Jumper with jumper shorts (must be school colors- red, white, or navy) and white "peter pan" collared blouse

Smock Dress with jumper shorts

Walking shorts with red uniform shirt

White or black socks with solid navy blue or black shoes. Velcro only

On cold days, plain white, black, or navy tights may be worn under socks and plain white long sleeve shirts may be worn under the uniform shirt.

Our little boys are required to wear a variation of the following:

Long or short navy pants with RA logo (elastic waist recommended), regulation belt (if pants have belt loops), and red uniform shirt

White or black socks with solid black or navy low cut shoes- Velcro only

On cold days, plain white long sleeve shirts may be worn under the uniform shirt.

Only Riverside outerwear is allowed. Must be purchased in the bookstore. Any style raincoat is allowed.

Please remember to keep an extra set of clothing, including socks, in a Ziploc bag in your child's schoolbag. This does not have to 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. Enclosed in this packet you will find all the necessary information regarding Lunch Minder. It is not mandatory for the child to buy lunch. You may send your child with a lunch kit.

All kindergarten students **will** be eating in the cafeteria.

Nap Time

The students will have a naptime of at least one-hour. The covering 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. **Please notify your child's teacher of any food allergies.** Please try to send healthy snacks (no candy!).

On your child's birthday, you may send a special treat if you wish. Our regularly scheduled snack time is between 1:00 and 2:15 (depending on the class). If you send 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 Kindergarten 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 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. Please make sure to place an extra change of clothes in your child's back pack in the event of an accident.

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.

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'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 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 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
- 2 cumulative bites(within a quarter)=child goes home for a day

- 3 cumulative bites(within a quarter) =child goes home for the week

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.

Anchor Standards

~ Reading Standards for Literature and Informational Texts

- Key ideas and details
- Craft and structure
- Integration of knowledge and ideas
- Range of reading and text complexity

~ Foundational Skills

- Print concepts
- Phonological awareness
- Phonics and word recognition
- Fluency

~ Writing Standards

- Text types and purposes
- Production and distribution of writing
- Research to build and present knowledge
- Range of writing

~ Speaking and Listening

- Comprehension and collaboration
- Presentation of knowledge and ideas

~ Language

- Conventions of standard English
- Vocabulary acquisition and use

~ Mathematics Standards

- Counting and cardinality
 - Number names and count sequence
 - Number of objects
 - Compare numbers
- Operations and algebraic thinking
 - Understanding addition and multiplication
- Number and operations in base ten
 - Place value
- Measurement and data

- Describe and compare measurable attributes
- Classify objects
- Geometry
 - Identify and describe shapes
 - Analyze, compare, create, and compose shapes

Kindergarten Grading Policy

Kindergarten Grading Scale

S	100-79.5
N	79.4-59.5
U	59.4-0

Kindergarten Promotion Policy

Kindergarten: To be promoted and participate in the Kindergarten graduation ceremony, students must earn a minimum of 2 quality points in each ELA and Math. Both points must be earned in the second semester. Quality points are given for the following letter grade.

Letter Grade Quality Points:

S	2 quality points
N	1 quality point
U	0 quality points

Example of possible promotion situations based on Quarter 3 and Quarter 4 of the school year:

U	U	Retained 0 quality points earned
U	N	Retained 1 quality point earned
U	S	Promoted 2 quality points earned
N	N	Promoted 2 quality points earned
N	S	Promoted 3 quality points earned
S	S	Promoted 4 quality points earned

Problems

If you feel your child is having problems adjusting to the school setting, please feel free to call the teachers or 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.

Abuse Policy

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

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

****This guidebook 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, the Elementary Supervisor, or the Principal. Please keep handy for future reference.**