

Before and After School STUDIO PROGRAM

Riverside Magnet School
at Goodwin University

A hundred hands, a hundred thoughts, a hundred ways of thinking,
of playing, of speaking.



**Riverside
Magnet School**
at Goodwin University

**Family Handbook
School Year 2022-2023**

Studio and Community Coordinator: Casey Guiheen #860-709-6822 (office)
CGuiheen@goodwinmagnetsysteml.org

Phones will be off at 4:30, please call the Studio phone number:

Studio cell phone: # 860-449-2518
School Front Desk: #860-709-6800

Welcome to the Riverside Magnet School at Goodwin University, RMS Before and After School Studio Program. The Studio Program is designed to offer enrichment activities to children in Pre-K to Fifth Grade. The parent handbook is an integral part of the enrollment agreement between RMS Studio Program and the caregivers of the children enrolled in the program.

The Studio Program will offer children a variety of Reggio Emilia inspired enrichment opportunities, including, but not limited to literacy, musical exploration, physical development experiences, outdoor learning time, time with construction materials and opportunities to explore a variety of art materials. Children will be able to pursue their own interests in a safe, friendly environment, which supports the development of the “Hundred Languages of Children”.

Registration, Enrollment and Hours of Operation

The Studio Program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

Our studio program runs Mondays- Fridays from 3:55-5:45 pm. We also offer a before school care option that runs Monday-Friday, 7:00-8:20AM and a Friday only program that runs 12:55-3:55PM on half Day Fridays only.

During Studio children will be offered a variety of enriching activities and experiences. Throughout the year in Studio, we plan to spend some quality time exploring and getting to know our community. One of the ways we will learn about our community is through walking trips to our Community Garden, the Goodwin College Campus Field and The Connecticut River Academy (CTRA). We would encourage you on those days, to pick your child up after any planned walking trips so your child can participate fully in our planned program.

Eligibility and Openings:

The Riverside Magnet School Studio Program accepts children who are enrolled at RMS. All openings and enrollment is based on staff coverage and available space in the school. Families must be in good account standing. If families have

an outstanding balance from a previous year, they will have to pay it prior to being cleared to enroll.

Enrollment

Enrollment in Studio for the following school year will begin in May of the previous year. **Enrollment is on a first come, first served basis, with currently enrolled families who are in good financial standing receiving priority.** You will not be eligible to enroll in the Studio program if you have a past due balance.

- If you plan to enroll in Studio for next year, the enrollment window will open in May. At that time, if you are interested in registering your child in our Studio Program for the upcoming school year, please complete the enrollment form, and return along with a \$25 enrollment fee, by May 20th to our Studio Coordinator.

Any persons' enrolling after the closing date will be put on a waiting list. Children will be taken off the waiting list ONLY when spots become available.

- Mid-year enrollments are dependents upon spaces available. If there is a spot available, families must fill out all necessary paperwork and make their first payment by the 20th of the month prior to the 1st of the month of enrollment. Only then will students be enrolled.

Payments are due each month by the 20th.

Hours of Operation:

Parents are responsible for signing their child in and out of the studio program each day.

Studio Program	Hours
Monday-Friday PM	3:55-5:45PM
Monday-Friday AM	7:00-8:20AM
Early Dismissal Friday's ONLY (Listed on the school calendar)	12:55-3:55 PM

Program Options

We have several program options to accommodate our families. You can register your child for either the full-time Monday through Friday AM and PM program, AM only or PM only program along with an early dismissal Friday ONLY program.

The monthly cost for the programs are as follows:

- **Monday through Friday; AM Only** - \$150 per month
- **Monday through Friday; PM Only**- \$250 per month
- **Monday through Friday; AM and PM**- \$400 per month
- **AM and ½ Day Fridays**- \$250 per month
- **½ Day Friday Only** - \$100 per month

Tuition

Tuition payments are made on a monthly basis and are charged at a flat rate. Billing is on a 10-month schedule with the first payment due Aug 20th and the last payment May 20th. **Monthly tuition based on an annual amount, divided by 10 months.**

There are no prorated weeks.

Payment Options

We highly encourage families to use our secure online payment system in order to expedite the process and help eliminate any errors or timing issues that may arise with other forms of payment. There is no additional user fee to pay online.

To pay online:

- Go to www.riversidemagnetschool.org
- At the top of the page hover over the "Studio" tab and click.
- Scroll down to the bottom of the page where there will be a "Make Studio Payment" button.
- Click on the "Make Studio Payment" button at the bottom of the information page to make payment.
- In the description box on the order information page, enter the **student's name** for whom you are making payment.
- Complete all required fields and hit enter when finished.
- You will receive an email confirming your transaction and this will serve as your receipt.

At this time we are NOT accepting checks/cash-

Family Discount

Families with more than one child from their **immediate family** enrolled in Studio will receive a 10% discount on the total.

Payment Due Date

Payments are due on or before **the 20th of every month** for Studio services the following month. For example, the August payment is for the month of September. There will be a **\$25.00 late fee** for all payments received the next business day after the 20th.

Monthly Statements: Families will receive a monthly statement the first week of each month that contains payments, credits and past due balances. Please note that any payment received after the 20th of the month may not be reflected in the monthly statement.

Care 4 Kids funds- Any families receiving C4K funds will see a delay in payments received by RMS. C4K is always 2-4 month behind.

Payments not received

If a tuition payment is more than 60 days past due, the student will be at risk of forfeiting their spot.

Returned Check Policy

There will be a \$25 bank fee charge for all checks returned to us for insufficient funds. If a check is returned for insufficient funds, all future payments must be made by money order or credit card ONLY.

In the event a payment is returned for insufficient funds, you will be expected to pay all bank fees along with the actual monthly payment amount. **Please beware that this repayment and all future payments must be paid by money order or online** for the duration of the school year.

Changes to Your Studio Program Plan

If a family needs to adjust their plan (from full week to Friday or vice versa OR to cancel their enrollment) advanced notice is required. Changes to billing will occur for the following month. No refunds will be given for the current month. If changes were not made with enough advanced notice, families may be responsible for any charges. Billing changes for the following month **must be received by the first of the prior month**. For example, any changes for April billing must be received by March 1st.

Withdrawal from the Studio program

If a parent/caregiver decides to withdraw their child from the Studio program, a minimum of two weeks written notice is required.

Written notice should be emailed to: Cguiheen@goodwinmagnetsystem.org or sent to:

Riverside Magnet School

Attn: Casey Guiheen
29 Willowbrook Road
East Hartford, CT 06118

OR can be dropped off at the front desk.

Please Note: *If a two week written notice is not given to the school, parents/caregivers will be responsible to pay the Studio tuition for the month they withdrew.*

Reimbursement for C4K Payments

All Families are responsible for the full payment each month.

If a family has applied for the Care 4 Kids program and is waiting on the status of their application, you are responsible for your full monthly payment until you are notified by Riverside Magnet School that we have received payment from Care 4 Kids. At that point, we will provide you with the amount they are going to cover, what your new monthly balance will be, and when that will occur.

Late fees WILL NOT BE WAIVED for families who are not making regular payments.

For information on how Care 4 Kids eligibility and how to apply please visit Care 4 Kids website at www.ctcare4kids.com

AM Studio Drop Off Time- (Please see COVID Addendum for Drop off Procedure. Subject to change. Families will be notified before the start of school if they are different.)

The cut off time for **morning Studio drop off is 8:00AM.** When families drop off after 8:00 AM, cars can be in the way of our buses that are arriving. It also becomes disruptive to the other children, and staff who are preparing to transition from the MPR to their classrooms.

After 8:00 AM, children being dropped off for AM Studio will have to wait until 8:20 AM to enter at normal time.

Parents/Visitors in the building:

At this time, we are not allowing any parents or family members to enter the building. Our Drop off and Pick up procedures are outlined below.

AM Studio Drop Off: **Subject to change***

- AM Studio **drop off** will take place in the back of our building, in the bus lane.

- Children will enter the building through the double doors across from the playground. An RMS Staff member will be there to welcome children.
- Parents will drive up to the playground at the end of the bus lane, and children will exit the car.
- A staff member will be there to meet children, sign them in and escort them into the MPR.

PM Dismissal: Subject to change* Please stay tuned

- Children will be dismissed at the front entrance or from the playground.
- Parents must walk up to the door or gate and speak to the security guard or staff member to have your child dismissed
- IF a staff member does NOT know or recognize the person picking up, they WILL ask for an ID.
- Parents will call the Studio phone **#860-449-2518** to notify the Studio staff if they will be late to pick their child up
- REMINDER- There will be no one answering the school phones after 4:30PM so you must call the Studio cell phone.

**Families will be notified about any changes with drop off and pick up prior to the start of school.

Late Policy:

All families must sign and return our late policy located in the Registration packet.

1. Parents must arrive prior to scheduled pick-up time each day so that all children can be picked up at or before the end time of the program.
2. Parents will pick up their children at the front of the building. We will utilize the "Dismissal" app to dismiss from Studio. Please pull into the pick up lane and indicate through the app you have arrived. A staff member will sign your child out on the Pod clipboard.

If you do not arrive by 5:45, you are late. *Late fees are to be paid in cash upon arrival or paid with the upcoming tuition payment.

The Late Fees structure is as follows. You will be charged a flat rate for each increment of time

- **1-5 minutes- \$15**
- **6-15 minutes- \$25**
- **Greater than 15 minutes - \$30 plus \$1 per minute**

Each late pick up will be documented with a late pick up slip signed by both parent and staff member.

RMS reserves the right to dismiss families from the Studio program after 3 late pickups.

No Studio Days

Scheduled No-Studio Days: * Studio will be closed any day there is no school.

**There will also be NO Studio the day before:
*Thanksgiving Nov 23 and *Winter Break Dec 23
*Last day of school: No Studio**

Conference Week:

Two student-family-teacher conference weeks occur each school year, one in November and one March, as outlined in the academic calendar. Wednesday, Thursday and Friday of the conference weeks are early dismissals. During these weeks, ALL STUDIO CHILDREN who normally attend studio in the **afternoons** have these weeks included in their afternoon fees. There is no extra charge for these weeks.

If your scholar is enrolled in the AM and Early Dismissal Friday program, they have the early dismissal conference days included in their tuition.

Inclement Weather/ Emergency Closings:

Delayed Opening: If school has a delayed opening, AM Studio is canceled.

Early Release: If school is closed early due to inclement weather the Studio Program will be canceled. Parents/ guardians will be notified via email, phone and social media if Studio is canceled.

Please make sure we have your most up to date phone number and email.

Absences:

Please notify the program coordinator and your child's teacher, if your child will not be attending the Studio Program and will be picked up from school or taking the bus home. If your child is absent from the program on any given day, payment is still required to ensure your child's place in the program.

Release of Children:

Children will only be released to those persons listed in the Studio Registration packet. Children will only be allowed to leave with these individuals unless prior written permission is submitted to the Studio Staff. If you wish to add someone to the list, please contact the Studio Coordinator.

Pick-Up Verification:

Students will be released only to adults **over the age of 18** who are listed on the student's registration paperwork. To ensure every student's safety, a photo ID/Passport is required for verification during pick-up. Other verifications include

a phone call to the parent if pick-up arrangements are not confirmed by our staff.

Updated Contact Info:

In case of an emergency, it is very important to keep your contact information for RMS updated. Once you are aware of a change, contact our school at (860) 709-6800, **Studio #(860)449-2518** or email Casey Guiheen at Cguiheen@goodwinmagnetsystem.org.

Parents must provide any updated information and changes throughout the year to the Studio Coordinator in writing.

Health & Safety:

- If your child has any known medical conditions (i.e., allergies, asthma, etc.) please document any medical needs on the child's Studio forms. Please note: only trained staff can administer medication.
- Children who have contracted a contagious illness (i.e., pinkeye, ringworm, et.) will be notified immediately and the child will have to be picked up. Parents are required to notify the staff in such a case, and a physician's note will be required before the child will be allowed to return to the program.
- If the child develops one of the following conditions while at the Studio Program, the parents will be notified to pick up the child immediately: contagious illness, fever of more than 100° Fahrenheit, vomiting, diarrhea, or an accident requiring medical attention. Parents are asked to keep their child home until all symptoms have cleared.
- In case of an accident or illness during the day, parents or guardians of the child will be contacted immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment.

Medication:

Riverside Magnet School After-School Studio Program is a separate entity and therefore student medication is not regulated/maintained by the school nurse. Children enrolled in the Studio program, who require medication (Epi pen, Inhaler, Benadryl, etc), must provide a separate Authorization for Medication form and a separate supply of medication for Studio use only.

The administering of all medications, non-prescribed (over the counter) and prescribed, must be accompanied by a completed Authorization for Medication form. Trained staff may administer medication to your child provided the "Authorization for Medication" form has been completed, in its entirety, by the parent and a physician. No medication or medicinal herb can be administered or accepted by Studio staff unless this form has been completed.

Prescription and non-prescription medication:

- Must be in the original container
- Prescription medication must have a pharmacy label stating the name of the physician, child's name, name of the medication, and medication directions.
- All prescription and non-prescription medication will be dispensed only according to the written directions on the completed Authorization for Medication form
- **No medication**, prescription or over the counter, (including, but not limited to; sunscreen, bug spray, itch treatment, chapstick) can be placed in your child's backpack or school bags and brought to the center. All medications must be given to the Studio Coordinator directly.

Authorization for Medication:

In order for the staff to administer medication to your child, you and your child's physician must complete the "Authorization for Medication" form. A separate form must be completed for each medication and each new series. It is important that the physician indicates the dates when the medication is to start and when it is to finish. Make sure to let staff know if your child will need to receive medication on a regular basis or daily basis for an extended period of time.

Sunscreen:

During the spring and summer months, the weather can be very hot and sunny and children need sunscreen in order to prevent sunburn while having fun on the playground. We do not provide sunscreen for your child. However, with the appropriate paperwork, signed by both doctor and parent (for children under the age of 6) Studio staff can apply sunscreen before children go outside. Children OVER the age of 6 are welcome to apply sunscreen themselves.

Without a completed permission form and parent consent (younger than 6), Studio staff cannot apply sunscreen.

Guidelines might change due to COVID restrictions

Insect Repellent:

During certain times of the year mosquitoes can be a problem for outside activities and the children may need insect repellent to reduce the potential for bug bites while having fun and enjoying the playground. In order for insect repellent to be applied, you are required to provide appropriate paperwork and consent form. **Without a completed consent form, Studio staff cannot apply insect repellent.**

First Aid:

Scratches, minor cuts or insect bites will be treated with soap and water only. Band-Aids will be used as necessary. If more serious treatment is needed, parents will be notified.

Injury while in Studio:

If your child is injured at the center, the Studio Coordinator and your child's teacher will complete an incident report to be signed by the parent and a copy will be given to you. A signed copy will then be placed in your child's file. If the injury is serious, appropriate emergency care will be administered, emergency personnel summoned, if needed, and you will be contacted by phone.

Staffing:

The children will be supervised by RMS Instructors who will be staffed according to the number of children enrolled in the Studio program. The program will be staffed up until 5:45pm.

Afternoon Snack:

During their time in Studio, children will have the choice to have a school snack (provided by SLA) or a snack that is provided from home. Parents/Guardians are encouraged to provide healthy snacks for students to enjoy during their time in the studio program. All children are eligible to receive a free snack provided by the Studio program. Snacks will be provided on a daily basis. Please click the link below to see a snack menu.

[SLA Breakfast and Lunch Cafeteria Hub and Menus](#)

Communication:

Open communication is very important to us here at RMS. We strive to build strong relationships with our families. There are many ways we will be communicating with you throughout the year.

***Please check for your child's sign out sheet/clipboard for notices, flyers, reminders and/or updates on what's happening during our time with your children.*

Here's to find out what's happening in Studio:

- Two-way communication- Conversations with afternoon Instructors
- Documentation- Through collaboration, children and Instructors will be reflecting on their studio experiences. These reflections/ pictures/drawings and writings, will be displayed through the school
- Emails
- Written communication

Studio Behavior Agreement

All members of the RMS school community, including students, parents and guardians, principals, and school staff, have rights and responsibilities that support a safe school community. The success of our students is dependent on everyone in the RMS community, working together as they support a child's journey.

Riverside Magnet School Studio is a safe, caring community where individual differences are valued, where people are supported in reaching their goals, accomplishing challenges, and where everyone can have fun. Because creating such a community requires the commitment of all participants, we ask everyone to agree to the behavior expectations listed below. Children and parents/guardians should review and discuss these guidelines together.

As scholars of Riverside Magnet School at Goodwin University, we choose to create a caring and positive learning community by taking care of ourselves, each other and our environment.

Studio Scholars have a responsibility to conduct themselves in a manner that is in the best interest of themselves, others and the environment.

Studio Families have a responsibility to go over the Studio Behavior Agreement with their learners, as we want to make the Studio experience a positive one for all.

Studio Instructors have a responsibility to support your children while in the Studio setting, to be a role model and to conduct themselves in a manner that best supports the children, the program and our Studio environment.

I Will Take Care of Myself

- I will make the most of learning opportunities while in Studio by; participating in activities, and I will try new things and have a positive attitude.
- Focus on myself
- I will take care of my belongings while in Studio or on a Field Trip.
- I will be an attentive listener and follow the directions given to me by my teachers.

I Will Take Care of Others

- I will respect other people's ideas and values, even if they are different from my own.
- I will give people their space and respect their privacy.
- I will have a safe and calm body.
- I will be honest, help and support others, and be a problem solver.
- My actions and language will have a positive impact on others in the RMS community.
- I understand that any behavior that could harm (physically or emotionally) a child or staff member, or which is disrespectful, is unacceptable in the RMS community.

I Will Take Care of the Environment

- I understand that all community members are expected to share responsibility for keeping personal and community areas neat and clean, and I will help with these tasks.
- I will be sensitive to the environment. I will pick up litter and not damage or remove anything from the environment.
- I will take care of RMS' facilities, program supplies, and equipment. I will put equipment away when I finish using it, and will leave an area I use better than I found it.

If a child has difficulty following the Studio behavior expectations, RMS Studio staff will:

- Remind the child of expected behavior.
- Review the Behavior Agreement above.
- Discuss ways staff members can help support the child in making necessary behavior improvements.

If a pattern of inappropriate behavior arises, Studio staff will work with the child to set specific, appropriate behavior goals and outline consequences for continued inappropriate behavior.

Continued inappropriate behavior or severely inappropriate behavior, may result in a child not attending a field trip or immediate dismissal from Studio.

If a child has been removed from the program, you will be reimbursed any remaining money for time not attended. The parent/guardian is responsible for picking up a dismissed child immediately.

Child's Personal Property:

Children's personal property, coats, school bags, water bottles etc. must be **labeled** and taken home each evening. Any personal property that staff cannot identify will be taken to the lost and found box at the front of the school, by the front entrance. Although we attempt to help the children stay organized, the Studio Program and staff cannot be responsible for lost or damaged property.

Toys:

As per our school handbook, toys are not allowed in school and therefore not allowed in Studio.

Electronics:

Please do not send your child to Studio with electronics (i.e. DS, cell phone, ipads etc.) or other expensive toys. **We are not responsible for lost, stolen or damaged items. Please refer to our school Student and Family handbook for policy.**

Cell phones:

Cell phone use during Studio is not allowed. If you need to contact a member of the Studio staff or if you and your child need to be in contact during Studio, please contact the front desk #860-709-6800 or the Studio cell phone #860-449-2518.

Visitors/ Walking Field Trips:

Each day provides enriching opportunities, in and out of the classroom, for social, cognitive, physical and emotional development in a safe, nurturing and supportive environment. Studio is an extension of our school and its philosophy so we continue to be child centered and driven by the interests and needs of the children. Children have various opportunities to talk with and listen to adults, talk and listen to other children, to read stories, to listen to music, to exercise, to cook, to do art activities, and to sing. Some of these experiences will come from special visitors we have invited to Studio.

The learning environment for our Studio Program extends beyond the school walls and playground to the special resources in the larger Goodwin College learning community. To take advantage of these “extras” the children may walk to the Community Garden, Goodwin College field or CTRA (Connecticut River Academy).

Periodically, when interest is piqued or the weather is especially inviting, there may be spontaneous excursions in and around our school, such as collecting natural objects for study.

The walking field trips, to the surrounding Goodwin community, are planned in advance. Parents will be informed via email and notices about the trip will be sent home and placed on the pod sign out sheet. The children are closely supervised at all times.

Parents are always invited to participate in the walking field trips. Permission from the parent for each individual child is always obtained at the time of enrollment into Studio to participate, via walking field trip form.

Volunteering in Studio:

The roles of families in our school community are very important. We value the relationships we form with you and your children. These relationships are the foundation of our school community.

We would like to welcome you to come in to volunteer during studio and there are a variety of ways you can!

Some ideas are:

- Offer to read a story to your child's pod. The children love to have new readers visit!

- Volunteer in the pod. There are a variety of experiences planned each day (literature, science, cooking, art, music, etc.). The children in the pod will enjoy having another person come in to explore with. This also lets you see first-hand what your child does each day.
- Join us on a walking Field Trip to the Community Garden, CTRA or the Field.

We all live very busy lives and we value your time. If you are unable to come in during studio, we understand. Here are some other ways you can be involved.

- o Donate recyclables on an as needed basis to the pod (paper, tissue boxes, old cardboard, newspapers, etc.). These materials can be used in a variety of interest areas like art, sensory and engineering. Please look out for sign-up sheets; they will be located on the sign out sheet.
- o Share family traditions with your child's pod. A few ideas for you to share are; cooking recipes, pictures, books, etc.

If you have any additional ideas please share them with us. We would love to hear them!

COVID-19 Addendum: Subject to change depending on guidance from the CDC, State of CT, LEARN and Goodwin University

The RMS Studio program will follow all guidelines set forth by LEARN, Goodwin University and Riverside Magnet School's reopening plan. Please refer to the reopening plan for any further information.

Information subject to change depending on the most up to date information from RMS, LEARN and Goodwin University.

<http://learn.k12.ct.us/cms/One.aspx?portalId=107023&pageId=27262308#LEARN%20Reopening%20Plans>

The Studio program works hard to accommodate the needs of all children and families. In order to keep everyone safe we will not be making adjustments to schedules throughout the school year.

Sick Plan for students:

What to do if you are sick at home:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Symptoms of COVID-

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Some students may develop symptoms of infectious illness while at school. The Goodwin University Magnet Schools will take action to isolate students who develop these symptoms from other students and staff. These students must be picked up by a parent and/or legal guardian from the Studio program.

SECTION 1: Symptoms

	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
	Sore throat;
	New uncontrolled cough that causes difficulty breathing;;
	Diarrhea, vomiting, or abdominal pain;
	New onset of severe headache, especially with a fever;
	Loss of taste or smell.

SECTION 2: Close Contact/Potential Exposure within the past 14 days

	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework

Students who develop any of the symptoms in Section 1 while at school or disclose information regarding close contact/potential exposure to an individual with COVID-19 as per Section 2 will be placed in the isolation area by the studio staff, a temperature recorded and school nurse communication report completed.

- Students who are sick should go home and follow-up with their primary care provider or a healthcare facility for possible COVID-19 illness testing. The school nurse and/or the Goodwin University Magnet School COVID-19

Health and Safety Compliance Liaison will follow-up with the family that day if the illness symptoms occur during AM Studio or the next school day if the illness symptoms occur during PM Studio. The school nurse and/or the Goodwin University Magnet School COVID-19 Health and Safety Compliance Liaison will review the Return to School Policy with the family.

- The student is not allowed to return to in-person instruction until a Return to School plan is completed.
- Students who disclose information regarding contacts per Section 2 will remain in an isolation area (separate from students with any illness symptoms) until this information is confirmed by the school nurse/Studio staff with the student's parent or guardian. Students who meet criteria in Section 2, as confirmed by their parents or guardian, should go home and follow-up with their local health department and primary care provider or a healthcare facility for possible COVID-19 illness testing. The school nurse and/or the Goodwin University Magnet School COVID-19 Health and Safety Compliance Liaison will follow-up with the family to discuss the local health department recommendations and the Return to School Policy.
- If a school needs to call an ambulance to bring a student to the hospital and the student or parent (via phone) answers YES to any of the questions in Section 2, the school nurse/studio staff member should alert the EMS staff that the student may have been exposed to someone with COVID-19.



**A copy of this form is in your Studio Handbook.
Please sign and return this copy to RMS upon enrollment.**

Handbook Acknowledgment Form

I, _____, acknowledge that I have read the 2022-2023
(Parent's Name)

Riverside Magnet School, Before and After School Studio Handbook, and have reviewed its contents.

I understand that it is my responsibility to keep the Studio program updated to any change in demographics -- change of address, phone number, email address; and to adhere to our late pick up policy and payment schedule.

Parent Name Print:

Parent/Guardian Signature _____

Date _____

**Please sign and return this copy to RMS on the first day of school
August 31st, 2022**