

# RIVERDALE CHIEFTAIN CARE HANDBOOK

***Chieftain Care is a before and after school daycare program for Riverdale Students in four year old kindergarten - 5th grade.***

**\*\*\*Chieftain Care hours are 6:30 a.m. - 7:40 a.m. and 3:20 p.m. - 5:00 p.m. Monday through Friday. Chieftain Care is open on early release days until 5:00 p.m.**

**Program Rates (per student):**

<b><u>Before School</u></b>	6:30 a.m. - 7:40 a.m.
	\$4.00
<b><u>After School</u></b>	3:20 p.m. - 5:00 p.m.
	\$6.00

**Billing/Invoices:** The billing period will run Friday to Thursday. Invoices will go home in your child's designated before/after school program folder on Friday. All payments must be made to the RES office by Monday. If your payment is not received by Tuesday morning, your child may not be able to attend the program until payment has been made.

**Late Pick Up Fee:** Children must be picked up by 5:00 p.m. The program charges a late fee of \$1.00 per minute past 5:00 p.m. The Fee will be added to your weekly bill.

**Closed Days:** The program follows the Riverdale School District Calendar for all holidays and scheduled days off.

Chieftain Care is closed for the p.m. session during the 2025-26 school year on:

**November 25th, December 23rd, March 27th, June 5th**

**Severe Weather/School Closing:** The program follows the advice of the Riverdale School District when making decisions on school closings or delays due to severe weather conditions. When Riverdale School District is closed, the before/after school program will be canceled for the day. In the event that Riverdale Schools are delayed due to severe weather conditions, there will be a before school program that day, the after school program will run as usual. In the event that Riverdale Schools are closing early due to severe weather, the afternoon program will be canceled.

1. Chieftain Care will be open at 6:30 a.m. on Late Starts only to students who regularly attend morning Chieftain Care.

- a. Chieftain Care on late starts is open only to those families who regularly attend morning Chieftain Care at least one time weekly.
  - b. Chieftain Care is not open on closed school days.
2. If a late start is called and then school is canceled students must be picked up by 9:30 a.m.
3. If school is closed early for inclement weather, Chieftain Care will be closed.

<b>Late Start</b>	6:30 a.m. - 9:30 a.m.
<b>Rates</b>	\$10.00

**Student Behavior:** Participation in the before/after school program is a privilege. Students that are unable to follow the program rules will be unable to attend. The RES principal and/or designated personnel will make all final decisions.

**Health/Illness:** This program follows the Riverdale School District guidelines. If your child does not attend school due to an illness, your child will not be allowed to attend the before/after school program.

**Medications:** This program will not administer medications.

**Attendance:** Please notify the RES Office or your child's classroom teacher if your child will not be attending on a regularly scheduled day.

**Program Contact Information:**

RES Office: 739-3101 (if calling before 7:30 a.m. or after 4:00 p.m. please dial extension 2131 when you hear the voice service).

**Drop Off & Pick Up:** Please indicate the drop off and pick up times on your registration form. This will better assist us in staff scheduling. If your schedule happens to change, please inform the Elementary Office.

**Drop In Care:** In the event that your child needs to attend, but does not attend the program regularly, notice must be given 24 hours prior to attending. Notice may be given by calling the RES office. Please keep in mind that the RES office closes at 4:00 p.m.

**Walking Home:** If your child is walking home please indicate the time they should be released from the program. This program will allow children who are in first grade and up to walk home.

## **Riverdale Chieftain Care Registration 2025-2026**

Child's Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Address: \_\_\_\_\_

Custodial Mother: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Allowed to pick up child: YES or NO

Custodial Father: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Allowed to pick up child: YES or NO

### **Emergency Contact**

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Best number to be reached: \_\_\_\_\_ May also pick up: ☐ Yes or ☐ No

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Best number to be reached: \_\_\_\_\_ May also pick up: ☐ Yes or ☐ No

### **Medical Information**

Medical problems requiring special attention:

Special instructions in case of an emergency:

Medications taken regularly:

Allergies:

In case of an emergency, I authorize the designated program personnel to call for an ambulance.

YES \_\_\_\_\_

No \_\_\_\_\_

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Please fill in the exact days and times your child will be in attendance at the program:

<b><u>Before School</u></b>	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time					
<b><u>After School</u></b>	Monday	Tuesday	Wednesday	Thursday	Friday
Pick Up Time					

I have read, understand and agree to the terms and conditions stated in the Riverdale Chieftain Care Handbook. I give permission for my child to participate in the Riverdale Before/After School program and I agree to pay all related fees.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_