

Ridge Kids Academy
Pandemic Comeback Guidelines
2020-2021

These guidelines are to help assist in keeping everyone associated with our center as safe and healthy as possible during an emergency pandemic. These guidelines are very fluid and may be adjusted based on the pandemic, emergent needs of the center, or orders of any government agency. RKA hopes that this document will help our families and staff understand our anticipated course of action during a pandemic.

We are asking that everyone review these guidelines and understand that due to our current situation, we will not be straying from this protocol because our first priority is to keep everyone safe.

Dropping off and Picking up of Student

Parents will **NOT** be permitted to enter the building at this time. Parents will bring school-age children to the double glass doors for drop off, while children ages 1-5 will be dropped off at the single brown door across from the playground. (Pick-up will be in the same location.) Upon arrival, parent and/or the child will be asked a series of questions, the child's temperature will be taken, and student will have a routine health check **BEFORE** the parents will be allowed to leave the RKA premises. The parents **MUST** walk their children to the door and may **NOT** at any time, drop your child off and leave. Even if children are playing outside, you must still walk with your child to their teacher. **THIS IS NON-NEGOTIABLE** and is for your child's safety and the safety of everyone in our program. The child will then be taken to the bathroom to wash their hands.

If parents need to speak with a member of administration, they will need to go to the double glass doors, ring the bell and ask for administration. Someone will help you from there.

We ask that when on the RKA premises you try to respect the personal space of other families and our staff members by practicing "Social Distancing". Communication with staff can be done via Band or over the phone. Due to limited space and to allow social distancing, we ask that parents not hang around and have extended conversation with the staff on campus, unless you have a scheduled conference.

Please Note: At any time, we may have to change our hours of operation due to allow proper staffing. As, staffing during these times may be limited.

Illness Policy and Monitoring

Students will have their temperatures checked several times daily, one of which will be upon arrival. The other times will be throughout the day (after things such as lunch, snack, nap or bible- times when children have had a time to cool off inside.) We will also check temps if a child is exhibiting symptoms or complaining of illness, acting "unusual", or if they feel warm to the touch. Any student with a fever of more than 100 degrees **MUST** be picked up. The child will be placed in an "isolation space" until they are picked up. The child may **NOT** return to RKA until they have been fever-free without fever-reducing medications for 72 hours after the fever has broken. We will **not** allow a doctor's note for returning before the 72 hours has expired.

During this time, we are all on very high alert due to the current pandemic. Therefore, if your child is experiencing any of the following flu-like or COVID-like symptoms, they may not come to school or they **must** be picked up (they will be placed in an “isolation space” until someone can get here to get them):

*Extreme Abdominal Pain * Body Aches *Vomiting *Diarrhea *Rash * Cough
*Shortness of Breath *Difficulty Breathing *Fever *Chills *Muscle Pain
*Sore Throat *Loss of Taste *Loss of Smell *Fever *Chills *Stuffy nose
*Anything of a Yellow or Green Color Secreting from the Eyes, Ears, or Nose

These symptoms must be cleared-up, without the aid of any medication for a minimum of at least 72 hours before returning to RKA; and/or the child must be cleared by a medical professional before the child may return.

**If you are called to pick up your child from an isolation area, you will need to come up the wooden steps across from the playground, to the single brown door. Please knock on the door and a staff member will help you from there. Do not pull down the hill next to the playground.

If any member of the child’s household tests positive for COVID-19, please inform a member of administration ASAP, and keep the child home and in quarantine for the minimum CDC 14-day recommended time.

If your child test positive for COVID-19, they must stay quarantined from RKA for a minimum of 14 day, and we must be provided a negative test for the child to return. If your child test positive or it is suspected (by a medical professional) that your child has COVID-19, please alert a member of RKA administration immediately- This is imperative!!

Closing of the Center

If **ANY child or staff** test positive for the COVID-19 virus, the center will be closed for 14-days.

Tuition Payments during a Pandemic

Payment of care is taken on a circumstance bases depending on the situation and pandemic. We will keep all families updated about payments if attendance options change for families.

Due to parents not being allowed to enter the building and only doing “touchless sign-in” at this time, payments cannot be accepted on the ProCare machines. However, that is still how we will be billing. We will bill your full summer amount for contracted people on the first day of your child’s attendance. You will be expected to make regular payments on your bill. We will bill on Monday for the prior week if you are on a daily rate. We will send out emails at the beginning of each week with your balance as well. You may set-up auto-processing billing (and choose the day of the week/dates of the month you would like payment pulled)- contact Ms. LauraBeth, you may call and make a payment by CC/DC- call Ms. Heather or Ms. LauraBeth, or you may pay with check or cash at the door.

Ms. Heather- (304) 634-4324 Ms. LauraBeth- (304) 633-5022