Ridge Kids Academy, Inc.

**Parent & Student Handbook**

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**WHO ARE WE**

Ridge Kids Academy, Inc. (RKA) is an equal-opportunity childcare center serving the community on a non-discriminatory basis. We are a year-round childcare center that offers care for students from 6 weeks through 12 years of age. The hours of operation are Monday through Friday, 7:00 am-6:00 pm for the Barboursville Campus and 6:00 am-7:30 pm for Collis and Woodville Campuses. Ridge Kids Academy, Inc. is also equipped with an educational preschool program and an extended educational program for our school-age students at our Barboursville and Woodville Campuses. RKA provides quality care and education; We follow state standards and guidelines, both for our staff and our centers.

 **PHILOSOPHY OF EDUCATION**

The philosophy and goal of Ridge Kids Academy, Inc. is to assist our students as they grow into competent human beings, who are confident and equipped with a zest for life, and an appetite for all that life has to offer. We strive to create an environment where children will feel invited to think creatively, explore, ask questions, use their senses, form relationships, and explore autonomy. It is our hope that we will promote learning within the whole child, by doing so: elevating social, emotional, and cognitive development. We aim to provide a well-defined program that is both teacher-led and child-led with wonderful educational and fun experiences for all ages. Ridge Kids Academy, Inc. believes with all our hearts, children learn through playing, doing, and seeing.

We aim to help each child find happiness and satisfaction in all their accomplishments and aspire to recognize and respect the uniqueness and potential of all children. We wish to develop a relationship of mutual trust with each family that we serve. RKA knows that the open, daily exchange of communication between the parent/guardian and the staff can make all the difference for every child.

**OUR VALUES**

Our vision is to provide a community where all students feel respected, loved, and encouraged to become the best person they can be. Our vision is the backbone of our business, supporting children to develop to their fullest and most significant potential.

**Our values consist of the following but are not limited to:**

    **Quality** – We believe every child deserves excellence in learning programs and services to make a difference in their lives and our community.

    **Inclusion** – all students are included in our learning environment. We welcome all with open arms and love in our hearts.

    **Respect** – Respect is essential in building relationships with our students and families that last a lifetime. Respect is a key component of our work as it helps to optimize the talents and diversity we bring into the school as partners in the growth and development of every child.

    **Relationships** – We pride ourselves on having open communication with all partners in our business. This allows us to build relationships with all families.

    **Teamwork** – The combined action of the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we work together to provide the best interests of a common cause for all our children!

    **Fun**- All children, staff, and families have the most fun at Ridge Kids Academy!

**OUR GOALS**

Ridge Kids Academy’s goals provide us a path to desirable outcomes for our students. These goals provide direction and motivation for the quality of care, moral values, and education we provide.

1. To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from but also enjoy.
2. To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.
3. Independence is encouraged and expectations are clear for all students.
4. To meet the physical, emotional, and social needs of our students.
5. To promote and encourage children to become independent and creative problem solvers.
6. To provide an atmosphere of respect for oneself and one another.
7. To provide opportunities for cooperative play.
8. To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.
9. To support a caring staff who show genuine respect, love, and encouragement for the children.
10. To offer individual guidance to children based upon careful observation of each child’s needs and in keeping with parent/guardian direction.
11. To ensure the safety and welfare of all children.

**A LOOK INTO OUR PROGRAM**

**WHAT WE DO AND WHAT WE BELIEVE**

At Ridge Kids Academy, Inc we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school can create a solid foundation for a beautiful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our student’s development and growth occur every second of every day. We strive to have the utmost respect and love for all children who walk through our school’s doors. We are a family!

**DESCRIPTION OF AGE GROUPS**

**INFANTS**

**This age group is 6 weeks (about 1 and a half months) to 12 months old.**

In the infant classroom, we follow an excellent daily flow. No matter your baby’s sleeping and eating schedule, we always come together to make beautiful memories. We enjoy story time together, outside walks, a learning circle, sensory exploration, and creative art. We also enjoy learning many songs, reading wonderful stories, and interacting with our friends and teachers. We love discovering different textures, sizes of items, and shapes. We love learning about our weekly themes like shapes, colors, animals, and people. Our little ones are always nurtured, cuddled, loved, and adored, and whenever they need something, we are there!

**YOUNGER TODDLER**

**This age group is 12 months to 24 months (about 2 years) old.**

In the toddler classroom, we explore anything and everything we can. Our little one-year-olds love wandering around the classroom, learning through their senses. Our toddlers have an incredible daily schedule of group time, outdoor play, meals and snacks, naptime, and the most important and fun time of the day, PLAYTIME! We read, get down on the floor, play with children, and have lovely conversations during our group times. We talk about our day, how we feel and what it means to be together in our bright and warm classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Singing and playing our days away is what makes our room so unique!

**OLDER TODDLER**

**This age group begins at 2 years old to 3 years old.**

Our older toddlers love to dance, sing, and learn through play. We inspire them to explore the world around them and learn something from everything. Socialization is crucial to our older toddlers as they begin to share, use their manners, and learn to take turns. In this age group, we begin to count and have letter recognition. We enjoy singing songs to teach us about the days of the week, the months, and the year. We love to dive into our art projects and see what we can create with abundant materials. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! Getting outside and playing on the playground is a part of our everyday schedule.

**PRESCHOOL AND PRE-K**

**This age group starts at 3 years old and prepares the students for kindergarten.**

We focus on our social-emotional growth in this age group and explore who we are as beautiful, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We enjoy printing our names, learning to read, and exploring phonics. We appreciate extreme science projects that make us say, “WOW!” We dive into our sensory bin, which helps enhance the learning theme we are studying that week. We enjoy having guest speakers and love exploring the community to supplement our learning. We get outside often to move our bodies and strengthen our fine and gross motor muscles. This age group helps prepare our students for the next grade, Kindergarten. Our little ones are well on their way to a successful journey into the older ages!

**SCHOOL-AGE**

**Kindergarten students until the student’s 13th birthday.**

During the school year, school age care is provided by Barboursville and the Woodville Campuses. Please, contact those locations for detailed information on transportation.

During the afterschool program, children will be provided a snack and have the opportunity for homework help. Children have access to 4 different spaces throughout the day: an art room (where the activities may be independent or guided), a STEM Lab, a game room (where children can engage in independent play or group games), and a community space.

We still offer the same activities we provide during the school year but many more during the summer. Parents often can even request that their child receive tutoring services from a licensed CCBOE teacher during their day at RKA (this is a separate fee from your Ridge Kids tuition). In addition to all the on-campus activities that we offer, children take weekly trips to the Guyan Estates pool (weather permitting), park trips, and many other trips throughout our community.

We can also bring many more groups in to do activities with the children, which are at no additional cost to the parents. The summer program is so much fun here at RKA. We cannot wait to see you there, and we are extremely excited for your children to tell you all about their daily adventures!

**OUR CURRICULUM**

**DEVELOPMENTALLY APPROPRIATE CURRICULUM**

At Ridge Kids Academy, Inc. we provide our students with a developmentally appropriate curriculum that is based on The WV State standards. NAEYC, which is the National Association for the Education of Younge Children, defines developmentally appropriate curriculum as, “NAEYC defines “developmentally appropriate practice” as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning.” We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our students’ interests and what grabs their attention. We try our best to meet every child’s individual cognitive and development level and encourage and inspire them to continue to progress this growth. Ridge Kids Academy uses the Creative Curriculum.

**LANGUAGE DEVELOPMENT**

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling, represent meaningful learning opportunities that incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities foster your child’s handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

**COGNITIVE DEVELOPMENT: SCIENCE, MATH, AND SOCIAL STUDIES**

Cognitive development means how children explore, think, create answers, and figure things out. It is the development of knowledge, skills, and problem solving which helps children to think about and understand the world around them.

**Math**

Early math skills involve children learning the basic concepts of colors, shapes, numbers, counting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials and build structures using unit blocks. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children build relationships between written numbers and represented items. Children also learn to construct simple patterns and sort objects by color, shape, and size.

**Science**

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At RKA, our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

**Social Studies**

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the school into the neighborhood and around the world. Here at Ridge Kids Academy, we explore diverse cultures, places, foods, music, and backgrounds of beautiful people worldwide. We love exploring the world and opening our eyes to the many different beautiful people and places on this planet!

**SOCIAL-EMOTIONAL**

Children’s emotional well-being during their early years has a powerful impact on their social relationships. Emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. Children are learning to talk about their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting more with peers than just verbal communication, engaging in meaningful relationships, controlling, and managing emotions, and developing a positive and loving self-image. These skills are crucial for children’s successful participation in all aspects of life, school and home experiences, and their overall positive self-growth.

**PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR**

**Fine Motor:**

Fine motor skills involve the movement of the smaller muscle groups in your child’s hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children must learn how to control muscle movement in their hands to obtain hand-eye coordination and more. There are specific ways we do this in the classroom, such as having your child use scissors, color, play with Legos, draw pictures, and more. These skills can turn into more advanced ones later, like when your child decides he/she wants to knit, play the guitar, or type on the computer!

**Gross Motor:**

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, home, and the community. It is these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility and builds confidence and social skills.

**SENSORY EXPLORATION**

Sensory exploration is a child’s way of examining, discovering, categorizing, and making sense of the world, and it is beneficial to provide them with opportunities for sensory play. Here at Ridge Kids Academy, the student participates in activities that allow them to explore varied materials and enhance their senses like music and dance games, sensory bin exploration, and playing with a variety of materials that smell, feel, and taste quite different!

**ART, MUSIC, DANCE, AND CREATIVE EXPRESSION**

At Ridge Kids Academy, we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. The creative arts engage children’s minds, bodies, and senses and allow them to explore their imagination, sense of movement and rhythm, and their ability to express themselves through art. Teachers plan activities to introduce children to various kinds of art media, music, culture, and dance to encourage the student’s development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items in the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

**MEALS**

Breakfast will be served from 8 am- 8:30 am. Breakfast is free of charge and will always include grain, fruit, and milk.

Lunch is also free of charge this schedule varies by classroom starting at 11:00 am. Lunch includes five components. Protein, grain, some fruit, vegetables, and milk.

A small snack is provided for your child by RKA. The snack provided will include healthy choices of vegetables or fruit, popcorn, chips or crackers with peanut butter or cheese, and water.

If your child has a certain allergy that may cause a problem for them at any time. Please make sure it is recorded on the Child and Family Information Form. Most allergies and sensitivities can be avoided, and substitute items can be worked out if we are made aware.

RKA will need to have a “Special Dietary Needs Form” on file for your child in the office to make these menu changes on site, per USDA requirement.

RKA PROFILE

RKA is an equal opportunity childcare center serving the community on a non-discriminatory basis. Whether your child is new to childcare or preschool experience, or a seasoned veteran, RKA offers programs that are age-appropriate and developmentally appropriate. All programs offered by RKA are designed to help children and families with transitions, growth, school readiness, and continuous learning.

RKA has an “open-door policy” in which parental visits, conferences, and observations are encouraged. RKA follows all rules and regulations of the West Virginia Department of Health, the West Virginia Department of Human Resources, the Office of the West Virginia Fire Marshall, and the West Virginia Department of Education.

It is the policy of Ridge Kids Academy, in compliance with Title VI of the 1964 Civil Rights Act and other anti-discrimination legislation, and the recent Disabilities Act, to hire staff and admit children to our program without regard to race, religion, age, sex, disability, and/or national origin. There is no distinction in eligibility for admission or in the provision of services.

**FOOD PROGRAM**

**Building for the Future**

This childcare facility participates in the Child and Adult improving the quality of daycare and making it more affordable for low-income families. Care Food Program (CACFP), a federal program that provides healthy meals and snacks to children receiving daycare.

Each day more than 2.6 million children participate in CACFP at daycare homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of childcare and making it more affordable for low-income families.

**Meals:** As a CACFP center, we follow meal requirements established by USDA.

Infants will be provided with an Iron-enriched formula.

**EQUAL EMPLOYMENT**

Ridge Kids Academy provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment at Ridge Academy, Inc.

**FOSTER CARE CHILDREN**

We here at Ridge Kids LOVE and accept children from every background and love to expand our family from existing families as well. However, we also realize how important it is that children who are moving to a new home within the foster care system have a bit of an adjustment and bonding period with their new families, homes, and surroundings. That is why RKA will not allow a foster care child to be dropped off and left in our care until they have been placed with a family for at least the duration of 5 days.

We appreciate your cooperation in helping these kids’ transitions smooth. We also want to thank you for being a blessing in the life of a child!

**CHILD NEGLECT AND ABUSE**

The WV state background system will screen all Ridge Kids Academy employees using the appropriate law enforcement agency. Staff will not be alone with children for an extended period. No employee, volunteer, or other adult is EVER permitted to physically, verbally, or emotionally abuse or punish children.

\*All Ridge Kids Academy, Inc. staff are mandated reporters.

**SOCIAL MEDIA**

Social media includes online electronic tools to help students, parents, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and ProCare. The Ridge Kids Academy social media platforms (aside from ProCare) will be managed by the administration and are for informational and advertisement use only.

Upon enrolling a child into the center, all parents and guardians must complete the social media consent agreement. This agreement allows us to post children on our social media platforms and states that parents must be on the ProCare app.

Staff may not post pictures of the children or center on social media; however, posting these things on the ProCare App is expected to occur daily.

While the staff is not prohibited from befriending parents on social media, if they do, the staff member is expected to hold themselves to the professional standard as outlined in the RKA staff agreement. Communication with parents about any RKA business is to go through the ProCare App only. This business is not to be conducted through any social media platform other than ProCare.

**PETS AND ANIMALS**

Before any animal is brought onto RKA campus, formal permission must be obtained by the department director. Once approved by the director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

The animal must be kept safe, clean, and have sanitary conditions onsite.

Licensed service and therapy animals are allowed on site with accurate documentation and approval from the department director.

The animal must have documentation from a licensed veterinarian to show the animal is fully immunized, safe, and suitable to be around children.

Employees must be aware of all children with allergies to animals and any parent who has NOT granted permission for their child to interact with animals when under the supervision of the Ridge Kids Academy staff. This is found in the child’s registration packet. All parents are asked to grant/deny permission for their child/children to interact with therapy dogs and/or “other animals” (such as Good News Llamas, Reptiles, and small petting zoos).

**STUDENT POLICIES**

The following includes general policies that educators must follow, comply, and understand when working with teaching and their interactions with students.

**BITING**

Biting is a behavior that is often unexpected and can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times, it is a temporary behavior and one that is seen between the ages of 11 and 24 months (about 2 years) old. Toddlers bite others for many varied reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive, and lack strong self-control, and it is essential to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly, and can be shocking to observe. Our primary concern at RKA is the safety and health of the children and our staff. We take all biting situations seriously and use our knowledge as educators to handle these tricky situations in positive, constructive, and meaningful ways to stop them from occurring.

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve this issue immediately. The school will encourage the children to “use their words” if they become angry or frustrated.  **The staff members will maintain close and constant supervision of the children at all times.**

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. The names of the children are not shared with either parent.  **For every biting incident, two actions will occur**

1. **Parents will be notified via Child Pilot. An accident report will be completed and signed by the parent/guardian at pick up for the child who bit and the child who was bitten.**

If the biting becomes excessive and the school’s techniques have been exhausted, RKA has the right to discharge the student. Please note that many measures will be taken to help the student prior to it getting to this point. These measures are outlined as follows:

**Procedure Employees will Follow if Biting Occurs:**

We do not use techniques to alarm, hurt, or frighten children. The staff’s job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

**For the Child that was Bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified via ProCare.
3. An accident report form is filled out documenting the incident for both children involved.
4. Parents/guardians will sign the form at pickup.
5. This form is stored in the child’s file. Parents/Guardians can receive a copy of the form if asked.

**For the Child that did the Biting:**

1. The teacher will firmly tell the child, “NO! DO NOT BITE!”
2. The child will be brought to an area of the classroom where they can talk with the teacher.
3. Parents are notified via ProCare.
4. An accident report form is filled out documenting the incident for both children involved.
5. Parents/guardians will sign the form at pickup.
6. This form is stored in the child’s file. Parents/Guardians can receive a copy of the form if asked.

**Procedure if Biting Continues:**

1. The child will be shadowed to help prevent any biting incidents. This includes the teacher always staying close to the child and holding the child’s hand in moments where there is free play, outside time, high energy activities, or times where the child has been bitten in the past.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.)
3. The department director and coordinator will also observe the child if the classroom staff cannot determine the cause.
4. The child will be given positive attention and approval for positive behavior.
5. The teachers will also support the learning of appropriate behaviors with books, short acceptable educational video clips, puppet shows, and modeling interactive games and activities.

**Procedure if biting becomes excessive:**

1. If a child inflicts 3 bites in a one-week period, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. An action plan will be created by the department director, the teachers, and the parents, which will be followed immediately in the classroom. This action plan can consist of shadowing and mirror techniques, half-day exposure to school, or an agreed-upon disciplinary approach.
3. At the end of the one-week action plan, if the child has two incidents of biting, suspension or discharge from the program will be decided by a meeting between the executive director and the department director if they feel the behavior is disrupting the classroom, cannot be controlled, and harming others.
4. Recommendations for therapy, alternative schooling, and other ideas will be provided to the parents.

Please note, Ridge Kids Academy will do its best to integrate and teach appropriate behavior choices for children who bite or harm others, but in some situations, the environment may not be the best for this child, and the teachers may have exhausted all resources.

**POTTY TRAINING**

**Stages of Potty Training**

Ridge Kids Academy believes there are three steps to potty training or toilet learning. These stages are:

**First Stage: Interested in the Potty!**

This stage occurs when the child communicates that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a significant phase to start reading books about going potty and watching videos!

**Second Stage: Toilet Trained with Adult Support**

This occurs when the child can use the toilet, but the adult gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the bathroom, sits them down, pulls up and down their pants, and helps with wiping. Accidents do frequently occur at this stage. This stage focuses on getting the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them in doing it correctly!

**Third Stage: Potty Training**

The student can use the toilet, mostly on their own, and expresses the need to go potty on the toilet. They are communicating interest and acting. The child shows signs of readiness and feels independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

**Signs of Readiness**

**Verbal Signs:**

 The child can speak in three-to-four-word sentences.

 The child can tell when his or her diaper is wet.

 The child can say they feel that they need to go potty or are wetting their diaper.

 The child tells you that he or she needs to go to the bathroom.

**Physical/Psychological Signs:**

 The child stays dry for more extended periods of time

 The child can hold urine or bowel movements.

 The child has a consistent bowel movement schedule. This means their bowel movements are at regular times.

 The child can pull down and pull up pants and underwear

 The child asks and wants to wear underwear.

 The child initiates using the toilet by walking to it.

 The child can learn and initiate the following actions going to the bathroom, such as: pee, wipe, flush and wash hands.

**General Notes on Potty Training**

**The following notes are essential to remember while potty training your child:**

1. Make potty training a **positive experience** for everyone!
2. Never make the child feel bad about having an accident. Remember, it is a process!
3. Positive reinforcements are beyond helpful in training
4. Make sure to pay attention to the child’s signs of readiness and be ready yourself!
5. Remember that all children potty train at their own speed.

**The Potty-Training Process at Home and School**

Ridge Kids Academy requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated and there are few changes in the child’s life.

**The Process at Home:**

1. Notify the teacher of a scheduled weekend you plan to start the process. Ensure that the teacher is aware and can start working with your child at school around the same time.
2. We recommend that your child stays in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold the contents, and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child wear comfortable, easy-to-remove clothing during this process.
5. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.
6. Read books throughout the process and watch clips to support this new and exciting milestone.
7. Staying consistent with the procedure at home is the most crucial step in this process.

**The Process at School:**

A successful weekend at home is defined by the child having three or fewer accidents and remaining excited about the process. If your child goes more times during the weekend on the toilet than in their underwear, this is a sign of success!

1. Notify the teacher that it was a successful weekend through a note in the app or face-to-face conversation.
2. Bring extra clothes and underwear in case of accidents.
3. Walk the child to the bathroom and show them how it looks, just like the one at school. Stay a minute at the school to have the child sit down and become comfortable with a toilet outside their home.
4. Talk with the child about how excited you are for them to use the potty at school.
5. The teachers will bring the student to the bathroom every 1.5 to 2 hours.
6. Notes on the potty-training process at school will be provided to the parents.

**The Following Guidelines are Suggested When Potty Training and Wearing Underwear at School to Help Make it a More Successful Process:**

 There are no overalls, pants with a belt, pants that snap, or any clothing that is hard to get out of quickly.

 If possible, bring an extra pair of shoes, as they can get wet too.

    **Always** have extra clothes and underwear onsite.

 Inform the teacher if your child prefers to sit or stand when using the toilet.

 Keep a small supply of pull-ups for nap time at the school.

 Your responsibility is to take home any soiled clothes to be cleaned and sanitized. Not the schools!

**INFANT SAFE SLEEP**

Safe Sleep Policy all staff, parents/guardians, volunteers, and others who care for infants in the childcare setting should follow these required safe sleep practices as recommended by the American Academy of Pediatrics (AAP)

 a. Infants up to twelve months of age should be placed for sleep on their back for every nap or sleep time unless the infant’s primary care provider has completed a signed waiver indicating that the child requires an alternate sleep position.

b. Infants should be placed to sleep in safe sleep environments, including a firm crib mattress covered by a tight-fitting sheet in a safety-approved crib. No monitors or positioning devices should be used unless required by the child’s primary care provider. No other items should be in a crib occupied by an infant except for a pacifier.

c. Infants should not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, playpen or play yard, highchair, chair, futon, or any other type of furniture/equipment that is not a safety-approved crib.

d. If an infant arrives at the facility asleep in a car safety seat, they should immediately be removed from this seat and placed in a safe sleep environment.

e. If an infant falls asleep in any place that is not a safe sleep environment, staff should immediately move the infant and place them in the supine position in their crib.

f. Only one infant should be placed in each crib.

I. When teachers place infants in their crib for sleep, they should check to ensure that bibs, necklaces, and garments with ties or hoods are removed.

j. Infants should be directly observed by sight and sound at all times

 k. Bedding should be changed between children and should be cleaned between uses. The lighting in the room must allow the caregiver/teacher to see each infant’s face, view the color of the infant’s skin, and check on the infant’s breathing and placement of the pacifier (if used).

A teacher trained in safe sleep practices approved to care for infants should be present in each room when there is an infant. This caregiver/teacher should remain alert and actively supervise sleeping infants in an ongoing manner. Also, the teacher should check to ensure that the infant’s head remains uncovered and re-adjust clothing as needed.

**TRANSITIONING A STUDENT TO THE NEXT AGE GROUP**

Students will transition to the next age group when they are age-appropriate, space is available, and all parties, including parents, teachers, and department director, agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

Most transitions occur at the start of the new school year, which is in June, but sometimes transitions may occur during the school year if a space becomes open or we feel it is the best fit for the child.

Ridge Kids Academy’s transitioning schedule is based on how students react to the new environment. On the first day, one of the student’s current teachers will walk the student over to explore their new classroom, see their new friends and meet their new teachers.

On the second day, the student will be walked to the next classroom by the same teacher but will have more time to explore on their own. If the child does well, the teacher will observe and allow more time in their new classroom. If we see the child is having a tough time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day the teacher will walk the student over again to see any progress.

Parents will be notified with detailed messages through the school’s app on the students’ progress. We believe that slow and steady wins this race, and positive energy of both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

**SCREENS AND MEDIA**

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event or to achieve a specific goal but not be used as a regular daily routine.

The director must approve all videos, and all screen time must be related to educational programming developed by the center.

**YUMMY, IT IS TIME TO EAT!**

**MEALTIMES**

Meals are served at no additional cost to the families. Breakfast is served at 8:00 am. Lunch is served between 11:00 am and 12pm (depending on the classroom). Afternoon snacks are served between 3:00pm and 3:45pm depending on the classroom.

**MENUS**

All food menus are posted in the kitchen, classrooms, and on ProCare. All meals will follow the CACFP/SFSP meal patterns.

**WATER AND MEALTIME DRINKS**

Drinking water is always freely available to all children. Water is supplied from water fountains or water coolers! At **no time** should a child be told that they cannot get a drink.

To comply with the USDA meal pattern, RKA always provides milk to any child over 12 months of age for breakfast and lunch unless a special dietary needs form is signed by a doctor on file.

We encourage parents to send a water bottle, marked clearly with their child's name, daily for their child to take to the playground and on trips with them.

**CHILDREN WITH SPECIAL DIETS**

If a parent informs you that a student has an allergy or dietary restrictions, please inform the department director immediately. Parents/guardians must notify the administration in writing. Often this requires a “special dietary needs form” from the WVDE. One copy of these records will need to be kept with the food program records, and a copy will be kept in the child’s file. This information is also posted in the child’s classroom and in the kitchen for all to be aware of.

Depending on the seriousness of the allergy and form of ramification used, parents may be asked to complete a Food Allergy Information form.

**FOOD FROM HOME**

If Ridge Kids Academy, Inc. cannot provide the food needed for a special diet, meals or portions may be provided by the parents. The parents and director must agree upon this. Potentially hazardous and perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child’s name, date, and identity of the food and will not be shared with other children. These special meals will not be shared with other students. It is the parent’s responsibility to ensure the student has food at the school every day.

**SCHOOL CELEBRATIONS**

RKA loves to celebrate your little one during the school day! Parents/guardians must confirm this with teachers one week prior to the celebration to go over any allergy restrictions the school has, and the amount needed to satisfy the classroom's capacity.

**DISICPLINARY and DISCHARGE POLICY FOR STUDENTS**

**DISCHARGE POLICY**

Ridge Kids Academy, Inc. has the right to terminate a child’s enrollment under specific circumstances. These include any child, who after many attempts, does not progress in their behavior and whose behavior is affecting the large group. This also includes any child whose needs cannot be met by the school’s philosophies. Many attempts will be made prior to helping the child thrive in our environment. These include observation notes, therapy referrals and tactics to be used at home and onsite at the school.

**The following measures will occur prior to dismissal of a student from the school:**

1. The teacher will document the student’s behavior by providing detailed notes on the classroom behavior and academic performance checklist and provide additional notes with dates and other insights into why a situation or situations occur and what was the situation that may or may not have resulted in the behavior.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed on by all parties including staff, parents, and administration. Behavior therapists and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

**Classroom Behavior and Academic Performance Checklist for an employee to complete:**

When the efforts to bring about change have been exhausted, parents/guardians. the director. and the executive director will meet to determine the next course of action. The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

**ASSESSMENTS, OBSERVATIONS, EVALUATUTIONS OF STUDENTS**

|  |
| --- |
| **ASSESSMENTS AT RIDGE KIDS' ACADEMY, INC.** |

RKA reserves the right to conduct developmental assessments of children’s growth and progress, to determine appropriate placements and programming.

|  |
| --- |
| **PROFESSIONAL EVALUATIONS** |

RKA may ask parents to share professional evaluations to determine how best to meet their child’s needs. This information helps us provide the best care possible for your child’s unique growth and development.

|  |
| --- |
| **PARENT AND TEACHER CONFERENCES** |

Parent-Teacher conferences occur multiple times during the year. These meetings provide parents with insight into their child’s growth and development while enrolled at the school and insight into what parents can do at home to support what is occurring at school. PTCs also provide a chance for the teacher and the parents to form a more personal relationship to ensure the school is meeting the family’s standards and so that the teacher can understand the family setting the child has outside of the school’s doors.

Parents will be aware of their scheduled Parent-Teacher Conference Time one month prior to the scheduled meeting.

**EMERGENCY PREPARDNESS**

It is the policy of the state of WV DHHR and RKA that all staff members are CPR and first aid certified within 3 months of employment. RKA certifies its staff in infant, child, and adult CPR, first aid and AED.

**EMERGENCY CONSENT FORMS**

The parent or guardian complete emergency consent forms upon enrolling their child(ren) at the center. A copy of these forms is in every classroom and are always available on the school app. Teachers take these forms with them when going off-campus, a copy is kept on the bus, and complete access is available for all teachers on The My ProCare App.

**EMERGENCY HANDBOOK ONSITE**

Ridge Kids has an emergency procedure handbook to define policies and protocols in emergencies. This handbook is reviewed often, and all staff will be trained in these procedures upon hire. A copy of this handbook can be found in each Administrator’s office and on the front bulletin board where the informational information is located.

**EMERGENCY PROCEDURES**

**IMMEDIATE MEDICAL ATTENTION**

If a child receives an injury while at school, an accident report is to be completed through ProCare. The report includes information regarding the time and date of the injury, what happened, and how it was treated, and includes a picture when possible. If there is blood or is an indication that the injury may need medical attention, the report needs to be printed, and a signature of the witnessing teacher and the parent needs to be obtained. The report then needs to be kept in the child’s file (a copy is available for the parent upon request). This report is also recorded in the center’s medical logbook.

If a staff member is injured, a paper incident report should be filed and signed by a leadership staff member (ideally the department director or the executive director), a witnessing staff member (if applicable), and the staff member. The original copy should be kept in the staff’s file in the office.

**FIRE**

Fire drills will be practiced at random times of the day. The drills will occur two times a month. Evacuation maps are posted in every classroom throughout the school and are easy to access and always see. All employees and students will be prepared for the drills and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads during any emergency drill!

* The director(s) will inform the staff in advance that a drill will occur later in the week.
* The staff will talk to their students about the alarm, rules, and procedures to take while evacuating the building.
* The director will sound the alarm, and the school will act and do the evacuation procedure.
* Children will proceed immediately to their designated outside school meeting spot.
* The staff member responsible needs to be sure to grab the first aid kit for their section of the school.
* The teacher needs to be sure to grab their cell phone and/or classroom iPad as this will have all classroom attendance and emergency contact information.
* The staff will take attendance of the students in ProCare using the “Name-to-Face” feature.
* If safe, the administrator(s) will quickly check hiding spaces in the school for any lost children. They will also check for any sources of smoke or fire during a real emergency fire situation.
* The administrator(s) will then meet the rest of the students and employees at the designated area.
* The administrator(s) will review attendance by checking ProCare.
* The director(s) will time the drill to see how long it took to evacuate the building.
* The administration will confirm with local law officials when it is safe to return to the building. The director(s) will assist children who need support to return to the building like children of younger ages.
* The director(s) will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.

**BUS FIRE DRILL**

Bus drills should be conducted each month (one per bus). This should be done on RKA property. Staff should be sure to conduct these in a variety of ways using both exits and diverse groups of children. Staff need to be sure that they are documenting the drills using the appropriate drill sheets within the bus and using the Name-to-Face feature on ProCare.

**TORNADO**

Tornado drills will occur twice a year, at most. The times during the spring and summer are when tornados occur most often, as are the warmer months. Evacuation procedures are posted in “emergency procedure books” throughout the school and are easy to access and always see. Ridge Kids Academy employees and students will be prepared for the drills and review what happens during a drill often so that all are prepared! It is important that all remain calm during any emergency drill!

* The director(s) will inform the staff in advance that a drill will occur later in the week.
* The staff will talk to their students about the alarm, rules, and procedures to take during a shelter in place.
* The director(s) will sound the alarm, and the school will act and do the shelter in place/lockdown procedure.
* Children will proceed immediately to the designated lockdown site/shelter in place designated spot. (Very back of the sanctuary)
* The staff member responsible needs to be sure to grab the first aid kit for their section of the school.
* The teacher needs to be sure to grab their cell phone and/or classroom iPad as this will have all classroom attendance and emergency contact information.
* In the event of a true tornado, the staff should turn on a radio for live updates on the tornado watch/warning.
* The staff will take attendance of the students in ProCare using the “Name-to-Face” feature.
* Students should sit on the floor. Those who should take the safety position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands.
* If safe, the director(s) will quickly check hiding spaces in the school for any lost children.
* The director(s) will meet at the shelter-in-place designated spot to review attendance by checking ProCare.
* The admin will time the drill to see how long it took for the students to take shelter.
* The director(s) will confirm when it is safe to leave the shelter in the designated place. The director will assist children who need support to enter back into the main program area.
* The director(s) will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.

**MISSING CHILD**

If a child is not accounted for at any time, the staff member responsible for the child should:

* Search the premises for the missing child. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
* The staff member should also double-check to confirm the location of the child by checking the sign-in and sign-out log.
* If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
* Begin Lock Down procedure. All exits must be monitored by employees letting no one in or out of the facility.
* The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features.
* The facility director will notify the guardians of the child that the child is missing from the facility.
* While the police are in route to the facility, the staff will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
* The facility director will always stay on the facility premises to be the contact person for the police department, as well as the missing child’s guardians.
* The police should be asked to activate Amber Alert by the facility director.

**POISON PROCEDURE**

* The Poison Control Center phone number will be posted on the list of emergency numbers by every landline telephone and on or in every first aid kit.
* Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-252-2022 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing, or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.
* Chemicals, medications, pesticides, paints, cleaning agents, and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
* Toxic substances will be stored away from food and food preparation areas.
* All chemical products and medications shall be stored in their original containers with original labels intact.
* Poisonous plants are not permitted in the center.
* Staff must identify plants and determine “safe” prior to bringing them to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1-800-252-2022 or 1-800-942-5969) for guidance.
* Only a licensed exterminator will apply pesticides.
* Pesticides must be EPA approved with natural pesticides that are non-toxic to humans; documentation of these products is kept in an EPA book at the front desk.
* Pesticides and other potentially toxic chemicals will not be applied while children are present. The application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to instructions on the label.
* The Program Director will notify parents and staff before using pesticides.
* Following the use of pesticides or other potentially toxic chemicals, the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.
* All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children, including medications, lighters, cigarettes, pocketknives, etc.

**MEDICATION POLICIES**

This policy was written to encourage communication between the parent, the child’s health care provider, and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

**Important General Notes:**

* Whenever possible, it is best that medication is given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare and again when returning home and/or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child’s response to the medication given. The childcare provider must be notified by the parents that the dosage at home was given and at what time it was administered to the child.
* Medication will only be accepted into the school if the proper documentation is completed and all policies and procedures for accepting medication are followed.
* Medication will only be used for the student whose name is documented and the medication has been approved.
* Medication will not be shared.
* Medication will always be kept in a locked container.
* Medication will be administered in a manner that protects the safety of the child.
* Medications given in the Center will be administered by a staff member designated by the Center Director who has Medication Administration and has been informed of the child’s health related needs for the medication.

**Communication Agreement Between Parents and School Regarding Medication**

* Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked-up from the center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
* The Director is always authorized to contact the pharmacist or health care provider for more information about the medication the child is receiving, and if a situation arises that requires immediate attention to the child’s health and safety, particularly the parent/guardian cannot be reached.

**Accepting Medication**

* All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
* Medication will not be used beyond the date of expiration.
* Consent forms from parents and doctors will be completed prior to arriving at the school and complete.
* The child’s name must be written on all items.

**Storing Medication**

* Medications will be safely stored away from children and in a locked container/storage area.
* Medication containers must have child-protection caps.
* Medications will be kept in a well-lit area.
* Medication will not be kept in rooms where food is prepared or stored unless refrigerated in a separate locked container.

**Empty/No Longer Needed Medication**

* When a child no longer needs the medication, the unused portion or empty bottle will be returned to the parent.
* If a medication is close to expiration, the director will notify the parents to bring in new medication prior to the official expiration date.
* If the medication is empty, it will be discarded in a room where children are not present.
* All medication lids will be closed and locked, whether the medication is empty or full.

**PRESCRIPTION MEDICATION**

**Forms Required to Administer Prescription Medication**

* Parents must complete a consent form to allow the school to administer medication to their child.
* The school must receive a doctor’s note. This can be in the form of a letter, labeled on the container/bottle or labeled on the packing.
* The administering of medication will be recording in a log with the date, times administered, dosage given. prescription name and signature of the person who administered medication.

**Receiving the Prescription Medication:**

* Prescription medication will ONLY be accepted only in its original container.
* Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

 The pharmacy label must clearly state:

* physician’s directions for use
* physician’s name and phone number
* child’s first and last name
* the date the prescription was filled
* The expiration dates
* specific instructions for storing the medication

**Administering Prescription Medication:**

* Only the designated staff member will administer medication.
* Prescription medication will be administered as required by a physician.
* Prescription medication will be used only for the child named on the label.
* The administration of all medications will be recorded in a medication administration log.
* Medication should also be logged in Childpilot

**NON- PRESCRIPTION MEDICATION**

**Forms Required to Administer Prescription Medication**

* Parents must complete a consent form to allow the school to administer medication to their child.
* The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of administering the medication.

**Receiving Non-Prescription Medication:**

* Non-Prescription medication shall be accepted only in its original container. Medication that is not in its original container will not be accepted into the school.
* Non-Prescription medication shall be clearly labeled with the child’s first and last name.
* The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

**Administering Non-Prescription Medication:**

* Only the designated staff person will administer medication.
* Non-Prescription medication shall be used only for the child who is confirmed to receive it.
* Non-Prescription medication may be dispensed in accordance with the manufacturer’s instructions.

The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of administering the medication.

**REPORTING AND DOCUMENTATION OF ILLNESS, INJURIES AND ACCIDENTS**

**REPORTING OF COMMUNICABLE DISEASE**

The school will report any suspected case or known communicable disease to the local health authorities.

Parents will be notified through email, ProCare, or phone call of any illnesses in the school.

The school will maintain a file of reported illnesses that may indicate a disease that is infectious.

**EMERGENCY CONTACT DOCUMENTATION FOR CHILDREN**

Upon enrollment, parents completed an emergency contact form. This form must be updated annually, and it is the responsibility of the parents to ensure all information is accurate and up to date.

If after 3 attempts, the parents or guardians do not answer, the alternate emergency contact person will be contacted.

**REPORT OF STUDENT INJURY**

All injuries will be reported via an injury report on the ProCare app. The Injury reports will be printed out if it is suspected that the injury may need medical attention or if the injury had blood.

The teacher who observed the injury is responsible for completing the form with as much clear, detailed, and honest information as possible. The teacher will include a picture if possible.

If necessary, the parent may be notified via telephone either immediately before or following the report to not catch the parent off guard when seeing the report. Of course, the parent or admin will be available to answer your questions as soon as possible.

In serious events, the director will decide to call the parents to notify them prior to picking them up.

**REPORT OF SICK CHILD AT SCHOOL**

A parent is immediately notified first through a direct phone call that their child is ill at school. The teacher will then complete a sick report in ProCare which documents the child’s temperature, symptoms and/or policies for when the child can return to school and acknowledgement from the parents with a signature on the form.

**OUTDOOR PLAY POLICIES**

Ridge Kids Academy, Inc. uses Guyan Estates Pool, as well as many different neighborhood parks, community museums and farms for their daily outdoor adventures. Below are the policies and procedure all staff must follow to ensure the safety of children outside.

**General Outdoor Safety Tips for Childcare:**

* Never leave children alone outside
* Instruct children not to play near the street
* Explain that children must ask for help if toys roll into the street or driveway
* Check the outdoor play area routinely. Remove trash, sharp branches, tools, lawn equipment, and animal feces

**Safe Set-up of the Outdoor Environment**

* Be sure all outdoor play areas are fenced, especially near a street, parking lot, pond, well, or railroad track
* Surround electrical appliances in the play area, such as air conditioners, with fences so children cannot reach them
* Remove gas grills from outdoor play areas
* Keep gates closed and install childproof latches
* Lock storage sheds, barns, and garages

**Safety with Tricycles and Other Riding Toys**

* Children must use helmets when riding anything with 2 wheels or less.
* Reduce choking risks by having children remove helmets when playing on playground equipment
* Use safety straps to secure children in strollers
* Do not put children who cannot sit up well in wagons with low sides

**Playground Safety**

Ensuring that the playground area is safe requires careful planning and monitoring. Remember that infants and toddlers (ages 0 – 2), preschool-age children (ages 3 – 5), and school-age children (ages 5 – 12) have different developmental needs and abilities. Different age groups may need different playground equipment in areas separated by fences to ensure that playgrounds are safe and fun for everyone. Here are some guidelines to assess playground safety.

* Regularly inspect surface and playground equipment for broken, worn, or missing parts. Remove, repair, or replace items immediately. (Inform the program director if you find something on the playground in disrepair)
* Cover sand boxes when not in use so animals will not use them as a litter box
* Teach children to stay away from the front and back of the swing area
* Keep outdoor play equipment at least 6 feet away from pavement, fences, trees, buildings, walkways, and other play equipment
* Provide guardrails or barriers for platforms or ramps over 30 inches high
* Cover all protruding bolts or screws with plastic safety caps
* Never attach any ropes or cords to play equipment
* Safely anchor to the ground permanent outdoor equipment such as swing sets or climbers
* Employees may never turn their backs or keep children unattended.
* Employees must always circle the play area to ensure all children are in view and safe.
* Employees should not be on their cell phone while with children during outdoor playtime
* Employees should not be engaged in circular “water cooler talk” with their coworkers during outdoor play.

An accurate count of children must occur every 10 minutes to ensure all children are present.

**GENERAL PARENT POLICIES**

**TUITION, BILLING SCHEDULE & LATE FEE POLICIES**

Registration Fee

Ridge Kids Academy, Inc. bills a registration fee one time per year. The registration fee is $75. This fee funds your child’s program for supplies, activities, and equipment. If you un-enroll your child, and then re-enroll, you will need to pay the registration fee again.

Tuition Rates

Ridge Kids Academy, Inc. tuition rates are as follows, and are subject to change. 6-week-old to 12-month-old class

* Please ask the director.

12-month  to  24-month-old class

* $37.00 per day (3-day minimum)

2-year-old class through 5-year-old class

* $32.00 per day (3-day minimum)

After School

* $15.00 per day
* Early Release, additional $5 per day

School Age (out-of-school days and/or summer days)

* $32.00 per day (3-day minimum in the summer)

Required Contracted Days

All children (with the exception of afterschool students) are required to pay a three-day contracted rate to maintain enrollment. If a child only attends two days, they will be charged for three days. If a child attends four or five days, they will be charged their daily rate in addition to their three-day minimum.

*Examples*

* A 4 month old child attends Monday, Tuesday, and Friday, they will be billed $111.
* A 4 month old child attends Wednesdays only, they will be billed $111.
* A 4 month old child attends all five days of the week, they will be billed $185.

Billing Schedule

* Families are billed every Sunday
* Starting on January 1, 2024, all Ridge Kids Academy, Inc. locations will be on a required AutoPay basis.
* Standard AutoPay runs on Wednesdays between 8am-10am.
	+ Your AutoPay schedule can be individualized, if need be. Please contact the Finance Director for assistance.
* Bills are to be paid two weeks after they are invoiced to you, unless otherwise noted on your invoice or individual AutoPay schedule.

Ways to Pay

* AutoPay is required for all accounts
	+ Credit or Debit Card on Child Pilot App
* Cash, Check, or Money Order received by all Administration on a case by case basis.
* We are not able to draft from an bank account using the account and routing numbers.

Late Payment Fees

If your payment is not received by the due date located on your Child Pilot invoice, you will receive late payment fees.

* Late Fees will accrue on Child Pilot.
* Late Fees are billed at $3 per day for the first 15 days a payment is late.
* On day 16 of non-payment, your child will no longer be able to attend childcare and their spot will be forfeited for non-payment.
* If you continue to bring your child after non-payment, we will call and ask you to come back and get them.

Payments After Your Child Is No Longer Attending

Please ask Ridge Kids Academy Finance Director or Administration how to pay a bill after your child is made inactive.

Your child will not be able to re-enroll in Ridge Kids Academy unless your account is at a zero balance.

Discounts

Active Discounts Include:

1. Pastoral Discount (50% off)
	1. documentation required
2. Board Member of Ridge Kids Academy, Inc. (50% off)
3. Third Child Enrolled (50% off)
	1. valid only on one child per family, on the oldest child
4. AutoPay (3% off)
	1. no longer being offered for new families as of December 31, 2023
5. Staff Child (100% off)
6. Hospital Admittance (100% off)
	1. documentation required

Child Care Subsidies

We are a West Virginia LINK Child Care Provider. We are working towards becoming an Ohio and Kentucky Child Care Subsidy provider as well.

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Scholarships
Ridge Kids Academy offers limited Scholarships each year for eligible applicants.

Vacation Week

Year-round families may schedule 1 vacation week per year.  You must notify an administrator at least 2 weeks in advance and your account must be in good standing to take advantage of this. Additionally, your child can not be in attendance at Ridge Kids Academy to take a vacation week, they must be absent for the entire week.

**LATE PICK-UP POLICY FOR PARENTS**

A $1 late pick-up fee occurs every minute the family is late.

**ILLNESS POLICIES**

The following criteria will be considered in determining if your
child must go home:

* a fever of 100.5 degrees or more
* inflammation of the eyes (excessive redness, glassy or discharge)
* vomiting
* more than one incidence of diarrhea or loose stool
* communicable disease as defined by the Department of Health Services/Center for Disease Control
* unknown rash
* excessive nasal discharge
* pain

If your child is sent home due to illness, he cannot return to preschool until he has been free from symptoms for 24 hours without the use of a fever reducer. This is to allow your child time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether your child is ready to return to school.

* Mood, appetite, behavior, and activity is again normal.
* No fever for 48 hours (about 2 days) without a fever reducer
* Antibiotics (have been used for a full 24 hours
* Vomiting cleared for 24 hours
* diarrhea cleared for 24 hours
* Frequent coughing, excessive nasal discharge resolved
* Pain resolved

It is your responsibility to notify the school if your child has a communicable disease or infestation such as: measles, mumps, chicken pox, or head lice. A child may be readmitted without a statement from a physician only if the child has been absent for a period equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center.

Children returned to the center with signs of illness or communicable disease will be refused entry into the center.

**Please consult with the director if you need additional information.**



**PICK UP AUTHORIZATION**

For the safety of the child, the only people authorized to pick up a child are those designated by the parent/guardian on the child’s approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick up must be received prior to pick-up time.

**Pick Up Authorization Process:**

* Parents/guardians must inform Ridge Kids Academy (call, leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves are not.
* The “Authorized Pick-Up Person” must be at least 18 years oldand may be asked to provide a photo ID to the staff.
* This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

**DAILY REPORTS**

Daily reports are provided for the IT and PS dept in the PC app and PRN in SA.  If you have any questions regarding your child’s daily report form, please inform teachers immediately through the app chat or you may contact the administration via email or call the school. As an employee, it is your responsibility to respond promptly and factually.

**ACKNOWLEDGMENT OF RECIEPT FAMILY HANDBOOK**

* I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is enrolled at Ridge Kids Academy, Incorporated have accesses to or have received a copy of the Ridge Kids Academy, Inc. Family Handbook.
* I agree and understand the policies and procedures listed in this handbook and will comply with the school’s rules and regulations.
* I understand that these policies and procedures listed in this handbook were last updated 02/02/22 but are subject to change to reflect the needs of the program.
* I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date handbook.

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administration Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

WELCOME TO THE RKA FAMILY!!!!