

RIDGE KIDS ACADEMY INC.



Ridge Kids Academy, Inc.

Staff Member Handbook

October 23, 2023

Core Policies

1.0 Welcome

1.1 Board of Directors

President, Meredith Withrow

Vice President, Steve Flouhouse

Treasurer, Connie Forth

Secretary, Jodie Hurst

Board Members, Tyler Blankenship and Kim McGann

1.2 Executive Administration Contacts

Executive Staff

Heather Blake, **Executive Director**
HeatherBlake@RidgeKidsAcademy.com

Sarah Miller, **Chief Financial Officer**
SarahMiller@RidgeKidsAcademy.com

LauraBeth Meade, **Chief Licensing Officer**
LauraBethMeade@RidgeKidsAcademy.com

Jessica Mooney, **Chief Curriculum Officer**
JessicaMooney@RidgeKidsAcademy.com

1.3 Barboursville Contacts

Ridge Kids Academy, Inc. - Barboursville

6330 US 60 E
Barboursville, WV 25504
304-733-6267

Amy McCarty, **Director**
AmyMcCarty@RidgeKidsAcademy.com

Christina Black, **Assistant Director**
ChristinaBlack@RidgeKidsAcademy.com

Rebecca Santocki, **Educational Specialist Office Manager**
RebeccaSantocki@RidgeKidsAcademy.com

Lisa Bailey, **Office Manager**
OfficeManager@RidgeKidsAcademy.com

1.4 Collis Contacts

Ridge Kids Academy, Inc. - Collis

2788 Collis Ave.
Huntington, WV 25702
304-521-1984

Shamre Black, **Director**
ShamreBlack@RidgeKidsAcademy.com

Shiloh Gibson, **Assistant Director**
ShilohGibson@RidgeKidsAcademy.com

Becca Frieszell, **Education Specialist**
BeccaFrieszell@RidgeKidsAcademy.com

1.5 Woodville Contacts

Ridge Kids Academy, Inc. - Woodville

3350 Woodville Dr.
Huntington, WV 25701
304-521-1586

Erica Harmon, **Director**
EricaHarmon@RidgeKidsAcademy.com

Emily Fletcher, **Assistant Director**
EmiliyFletcher@RidgeKidsAcademy.com

Kayleigh Martin, **Education Specialist**
KayleighMartin@RidgeKidsAcademy.com

1.6 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Ridge Kids Academy, Inc. will be rewarding and challenging. We take pride in our staff members as well as in the products and services we provide.

The Company complies with all federal and state employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all staff members. When questions arise concerning the interpretation of these policies as they relate to staff members who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact 304-634-4324.

We wish you success in your employment here at Ridge Kids Academy, Inc.!

All the best,

Heather Blake, Executive Director
Ridge Kids Academy, Inc.

1.7 At-Will Employment

Your employment with Ridge Kids Academy, Inc. is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the Company

Ridge Kids Academy, Inc. Started in August of 1993. This was a ministry of Pea Ridge Baptist Church. Although we have always worked to foster the spiritual, physical, and academic needs of children we have come a long way since we opened our doors. We will soon be celebrating our 31st anniversary. We have grown exponentially since 1993. From approximately 21 students to 232 children a day in 31 years, and we continually stay thankful for how this company has grown. Through dedicated board members, admin, staff members, and parents, we have made Ridge Kids Academy, Inc. a success!

Ridge Kids Academy, Inc. begins offering services for students as early as 6-weeks of age and is also equipped with an educational preschool program at all locations. Currently, the Barboursville branch serves as an extended educational program for our school-age students. Barboursville currently serves Davis Creek, Barboursville, and Martha Elementary both before and after school, as well as Nichols Elementary and Barboursville Middle School after school. The Woodville location also services after school students from a host of other Cabell County public elementary schools, like Hite Saunders. During the summer this campus serves children from all over the Tri-State area through age 12.

Ridge Kids Academy, Inc. provides quality care and education; We follow state standards and guidelines, both for our staff and our center as a whole.

2.2 Company Facilities

Ridge Kids Academy Inc. has three locations. Heather Blake, Executive Director, oversees all three locations, as well as the administrative staff at all three locations. Jaycie Bias is the Finance Director of all three locations as well. All locations of Ridge Kids Academy, Inc. are non-profit, state-licensed child development entities that are covered by liability insurance. All Ridge Kids Academy, Inc. locations have met requirements to be a WVDHHR Tier I status program, and they all accept WV LINK, currently, though we are working toward accepting childcare subsidy programs for KY and OH.

All Ridge Kids Academy, Inc. locations have a full service kitchen with trained cooks on staff, a romp room, staff lounge, water fountains, and other amenities.

Ridge Kids Academy, Inc. - Barboursville is located at 6330 US Rt 60 E Barboursville, WV 25504. Ridge Kids Academy, Inc. moved from the church location to the new location on Route 60 in 2022, where the growth was exponential. The leadership at Ridge Kids Academy, Inc. - Barboursville includes Sarah Miller (Director), Amy McCarty (Assistant Director), and Christina Black (Education Specialist). Ridge Kids Academy, Inc. - Barboursville offers infant through school age care.

In 2023, Ridge Kids Academy, Inc. partnered with Marshall Health Network to provide competent childcare and preschool services for healthcare workers across the Tri-State area. As a result of this partnership, Ridge Kids Academy, Inc. and Marshall Health Network opened two new childcare and preschool locations in the Huntington area.

Ridge Kids Academy, Inc. - Collis is located at 2278 Collis Ave. Huntington, WV 25702. This location is housed within the previous Highlawn Baptist Church, and is open to all healthcare workers, but is closely related to St. Mary's Medical Center. The leadership at Ridge Kids Academy, Inc. - Collis includes LauraBeth Meade (Director), Shamre Black (Assistant Director), and Ashley Riley (Education Specialist). Ridge Kids Academy, Inc. - Collis offers care for infants and children through age five.

Ridge Kids Academy, Inc. - Woodville is located at 3350 Woodville Dr. Huntington, WV 25701. This location is housed within the previous Infocision building, which is near Huntington High School and Forth's Foods. Ridge Kids Academy, Inc. - Woodville is open to all healthcare workers, but is closely related to Cabell Huntington Hospital. The leadership at Ridge Kids Academy, Inc. - Woodville includes Jessica Mooney (Director), Erica Harmon (Assistant Director), and Emily Fletcher (Education Specialist). Ridge Kids Academy, Inc. - Woodville offers infants through school age care.

2.3 Ethics Code

Ridge Kids Academy, Inc. will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our directors and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Company.

We expect that officers, directors, and staff members will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.4 Mission Statement

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 are able to create a strong foundation for a beautiful 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 students develop and grow 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!**

2.5 Core 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!

2.6 Our Organization

Serving all locations, there is a(n):

- Executive Director
- Finance Director

For each location, the administrative staff are:

- Directors
- Assistant Directors
- Education Specialists

For each location, the staff members are:

- Teachers
- Paraprofessionals
- Aides
- Floaters
- Substitutes
- Food Service Coordinators (Cooks)
- Drivers

2.7 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Ridge Kids Academy, Inc. policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Accommodations for Pregnant Employees

Ridge Kids Academy, Inc. will provide reasonable accommodation to pregnant staff members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Flexible hours for appointments;
- Leave or time off to recover from childbirth;
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your Directors. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.
- A signed note from your OB/GYN.

The Company will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The Company is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Company.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

The Company will comply with state or local laws that provide additional protections beyond the PWFA.

The Company will not retaliate against staff members who request or receive an accommodation under this policy.

3.2 Conflicts of Interest

Ridge Kids Academy, Inc. is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a staff member, parent, or child to the Company, you must disclose it to your Directors. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

3.3 Disability Accommodation

Ridge Kids Academy, Inc. complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Directors. You may be asked to include relevant information such as:

- The reason you need accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Where state or local law provides greater protections to staff members than federal law, the Company will apply the law that provides the greatest benefit to staff members.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against staff members for requesting an accommodation.

3.4 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Ridge Kids Academy, Inc.. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Directors.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

3.5 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Ridge Kids Academy, Inc.. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

3.6 Job Descriptions

Ridge Kids Academy, Inc. attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Directors.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to staff members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Directors.

3.7 New Hires and Introductory Periods

The first 90 days of your employment is considered a **probationary period**. During this period, you will become familiar with Ridge Kids Academy, Inc. and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

Employee evaluations and assessments are conducted to assess the work of an employee, increase productivity levels, and encourage motivation in performance. Staff evaluations are conducted for a new staff on their 30-day, 60-day, 90-day, 6- month, and one a year anniversary; after that, evaluations will be done quarterly, or as needed.

Evaluations are conducted by the director, assistant director, and Education Specialist of the individual center as well as the staff themselves and is based on the following criteria, but is not limited to:

- Fulfillment of job responsibilities
- Meeting the company's expectations
- Knowledge of the field
- Compliance with the company's goals, values, and philosophy of education,
- Reliability and loyalty
- Attendance
- Overall work ethic and attitude
- Curriculum development and creativity
- Working with fellow employees
- Working with parents
- Interactions with students
- Overall communication skills
- Passion and drive seen towards the field of ECE
- Professional development records
- Overall work ethic

Classroom/Team meetings will also be conducted where these things will be evaluated on a less formal level.

3.8 Posting of Openings

Ridge Kids Academy, Inc. desires to promote qualified staff members from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings are not generally posted, as we keep applications open all of the time. If you have interest in moving to another position, or another location, please speak with your Director.

3.9 Religious Accommodation

Ridge Kids Academy, Inc. recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all staff members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of staff members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Directors [[or appropriate name or department]]. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Company will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Company encourages you to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against staff members who, in good faith, request religious accommodation under this policy.

3.10 Training Program

In most cases, and for most positions, training staff members is done on an individual basis by the Directors, Assistant Director, and Education Specialists. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Directors.

We also take several trainings as a team through New Hire Orientation, as well as Company Wide Meetings, and Super Saturdays. Training is mandatory.

4.0 Wage and Hour Policies

4.1 Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Directors. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

In terms of calling off, we understand that emergencies happen, but please note that we may not be able to accommodate you for future shifts available. Additionally, for requesting off for appointments, please provide two weeks' notice of your absence. Failure to do so may result in the inability to allow you the day off.

Ridge Kids Academy, Inc. reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

Absenteeism is a terminable offense. If you no-call, no-show for your scheduled shift, it will be considered as your resignation to Ridge Kids Academy, Inc., and we will no longer be allowed to employ you moving forward. For more information, please contact the administration in the building you work in.

4.2 Business Expenses

The purpose of this policy is to define approved non travel business expenses and the authority for incurring and approving such expenses at Ridge Kids Academy, Inc..

Approved business expenses are the reasonable and necessary expenses incurred by staff members to achieve legitimate business purposes that are not covered by normal Company procurement processes.

Classroom Supplies

Before purchasing supplies for your classroom, please provide a list to your Director for approval. You will only be reimbursed if your Director approves the purchase prior to purchase. **We will not honor receipts for reimbursement with no prior approval.**

Reporting

Report approved expenses by turning in the purchase receipt to your Director. Your purchase receipt should have your name on the top, as well as "Classroom Supplies" written somewhere on it. Receipts for reimbursement should only have charges for business purposes, no personal purchases will be accepted on a receipt. The purchase receipt should be turned in within 5 business days of purchase. **Staff members should expect reimbursement within 30 business days of the original purchase.**

4.3 Direct Deposit

Ridge Kids Academy, Inc. requires all staff members to enroll in direct deposit. If you need a new direct deposit form for any reason, ask your Directors.

A written explanation of your deductions will be provided to you at your request.

4.4 Employment Classifications

The Company designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.

- **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The Company also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 32 hours per workweek, except for approved time off. Full-time employees are eligible for most Company benefits.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work 32 hours or less per workweek. Part-time employees are not eligible for most Company benefits.
- **Temporary/Seasonal Employees.** Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Temporary/seasonal employees are not eligible for most Company benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact your Directors. These classifications do not alter your employment at-will status.

4.5 Introduction to Wage and Hour Policies

At Ridge Kids Academy, Inc., pay depends on a wide range of factors, including pay scale surveys, individual effort, evaluations, market rates, etc. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Directors.

Wages are not to be discussed with anyone other than the Executive Director, Finance Director, and your Directors. **Conversations can evoke feelings of jealousy and inadequacy among co-workers who most likely are unaware of the reasons for salary differences, including education, experience, and training. Suspicion, distrust, and other negative emotions often result from salary discussions, and seriously affect company morale.**

4.6 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of 2 consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Ridge Kids Academy, Inc..

Not calling and not showing up to work for your scheduled shift is a form of resignation from Ridge Kids Academy, Inc. You will no longer be employed on your first no-call no-show event.

4.7 Paycheck Deductions

Ridge Kids Academy, Inc. is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, state disability insurance taxes, benefit deductions, and Huntington City Fee (Collis employees only), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Directors.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Directors.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Company will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.8 Recording Time

Ridge Kids Academy, Inc. is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the Company has complete and accurate time records and that staff members are paid for all hours worked, nonexempt staff members are required to record all working time using Company TimeWorks App. Speak with your Directors for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work, before your break (including smoke breaks).
- Immediately before resuming work, after your break (including smoke breaks).
- Immediately after finishing work.
- Immediately before and after any other time away from work.

You should clock in no more than one minute before the time you actually start working and clock out no later than one minute after you actually stop working.

Notify your Directors of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods. This should happen as soon as you are aware yourself.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Executive Director or Finance Director any employee or director who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.9 Use of Employer Credit Cards

All staff members in the possession of a credit card issued by Ridge Kids Academy, Inc. will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. All credit card purchases require prior approval.

Submit all sales receipts generated by use of the Company credit card as soon as you return to your location. Turn in to your Directors. **The Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business related expenses.**

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 14 days.

Immediately report lost or stolen Company cards to your Directors. Failure to follow this policy may result in disciplinary action up to and including discharge.

4.10 Workday/Workweek

Ridge Kids Academy, Inc.'s workweek runs from Monday to Friday. The workday for Barboursville begins at 6:30am and ends at 6:00pm. The workday for Collis and Woodville begins at 6:00am and ends at 7:30pm. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

Ridge Kids Academy, Inc. will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.2 Disciplinary Process

Violation of Ridge Kids Academy, Inc.'s policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate staff members who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Directors will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

DISCIPLINARY POLICIES

1. The first offense – the Director will meet with the employee in a private setting. This meeting is meant for the employee to clarify any confusion and state their reasoning. The Director will document notes, and these notes will remain in the employee's file. Depending on the conversation, the administration will decide if a verbal or a written warning will occur.
2. The second offense: The Director will review the notes from the first offense. The Department Director will write up the employee with a first written warning, resulting in a WIP of no less than 30-day probationary period.
3. The third offense – The Director will review the notes from the first and second offenses with the Executive Director and the employee. A second written warning, resulting in a WIP of no less than 90-day probationary period will result. At this time, the administration will inform the employee that one more violation may result in termination.

WORK IMPROVEMENT PLAN

If an employee's performance is at a level that does not meet the company's standards, at any time the department director will conduct a performance corrective review. The purpose of this review is to provide insight and information into the employees work ethic and overall general performance at the company which is unsatisfactory and doesn't meet the company's standards.

Immediate changes must occur within 30 days of the review to improve employee's performance. At the end of the 30 days, a new review will be completed for the employer to determine if the employee has made progress on their work ethic and performance.

If on "strike 3" you will meet with the Director AT LEAST every 30-days to assess the progress of the

(minimum) 90-day WIP to ensure that you are making adequate strides towards improvement and that we as an Ridge Kids Academy, Inc. administration are supporting you in every way possible.

For Example:

As an employee of Ridge Kids Academy, Inc., you must perform your duties to the best of your ability. This includes complying, understanding, and respecting all policies, procedures and rules of the company.

In cases where an employee's job performance or conduct does not meet our standards, administration will need to take appropriate action. This action may include verbal warnings, written warning, or termination of employment.

Violation of the following policies, rules and procedures will result in a verbal warning, written warnings, suspension, or termination of employment. This list provides minimal examples:

- failure to maintain satisfactory work performance
- damaging company property
- stealing company property
- harming a student or fellow employee
- negligent performance of work assignments
- leaving children or a child unattended
- failure to immediately report injuries
- fighting, assaulting or attempting to assault children is an automatic termination
- fighting/assaulting/attempting to assault members of management/employees /visitors of the company
- unsanitary conditions
- leaving the company for any reason during your shift without authorization
- personal cell phone use while on duty will be tolerated
- consistent tardiness
- un-positive attitude
- unexcused or excessive absenteeism
- one full shift without notifying the administration will result in your automatic termination
- sleeping while supervising children
- misuse or removal of company or employee information or records from company property without authorization
- revealing confidential business information to another employee not authorized to receive it or to any unauthorized person
- disloyalty to the reputation of the company
- disloyalty to the reputation of another employee

TERMINATION

An employee may be terminated from the company if the steps listed under the disciplinary policy have not been satisfied. Termination and/or any disciplinary action is at the discretion of the director.

A written termination form will be completed by the director, and both parties will sign. This form will then be placed in the employee's file. The employee's file will be kept onsite for three years.

5.3 Exit Interview

You may be asked to participate in an exit interview when you leave Ridge Kids Academy, Inc.. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.4 Open Door/Conflict Resolution Process

Ridge Kids Academy, Inc. strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Directors and, if necessary, to upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its staff members, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Directors at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Directors. If you have already brought this matter to the attention of your Directors before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.5 Outside Employment

No Ridge Kids Academy, Inc. employee shall have other employment that interferes with the completion of CACFP responsibilities and duties. In addition, any other employment may not constitute a real or apparent conflict of interest with CACFP.

An employee having or considering outside employment will seek approval from the director Ridge Kids Academy, Inc.. Failure to adhere to this policy may result in discipline up to and including termination.

5.6 Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with Ridge Kids Academy, Inc. profitability, job performance, and the market rates. The Company may also make individual pay raises based on merit or due to a change of job position.

5.7 Performance Improvement

Ridge Kids Academy, Inc. will make efforts to periodically review your work performance. The performance improvement (evaluation) process will take place at 90 days of employment, as well as, annually, or as business needs dictate. You may specifically request that your Directors assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.8 Post-Employment References

Ridge Kids Academy, Inc. policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation information when permissible by applicable law. Forward any requests for employment verification to your Director.

5.9 Promotions

To match you with the job for which you are best suited and to meet the business needs of Ridge Kids Academy, Inc., you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to staff members possessing the needed skills, education, experience, and other qualifications

that are required for the job.

All staff members promoted into new job positions will undergo an introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Company benefits for which they are eligible.

5.10 Resignation Policy

Ridge Kids Academy, Inc. hopes that your employment with the Company will be a mutually rewarding experience; however, the Company acknowledges that varying circumstances can cause you to resign employment. The Company intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Company requests that you provide a minimum of two weeks' notice of your resignation. If you are a Director, you are requested to provide a minimum of four weeks' notice. Provide a written resignation letter to your Directors. If you provide less notice than requested, the Company may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Company reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Company will pay separated staff members in accordance with applicable laws and other sections of this handbook.

Notify the Company if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Company property at the time of separation, including classroom supplies that were purchased for you. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Company may pursue criminal charges for failure to return Company property.

5.11 Standards of Conduct

Ridge Kids Academy, Inc. wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff members, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff members for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Using corporal or abusive punishments in relation to discipline of children.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.

- Inaccurate reporting of the hours worked by you or any other staff members.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in undesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.12 Transfers

Ridge Kids Academy, Inc. may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.13 Workforce Reductions (Layoffs)

If necessary based upon business needs, Ridge Kids Academy, Inc. management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, "sexual harassment" is defined as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may consist of unwanted sexual advances or requests for sexual favors, sexual jokes, and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Ridge Kids Academy, Inc. encourages reporting all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victim of such conduct should discuss their concerns with their immediate supervisor. See the complaint procedure described below.

6.2 Child Abuse and Neglect

The WV Cares (a WV state background system) will screen all Ridge Kids Academy, Inc. employees using the appropriate law enforcement agency. Any staff member who has lived outside of WV within the last 5 years, may have to wait for a background check to be complete for the state(s) in which they previously lived before as well. No staff member is allowed to work with children until this is complete. Staff will also sign papers for us to submit a screening process CPS and APS on the WV and Federal level; as well as any other state where they have resided.

No employee, volunteer, or other adult is EVER permitted to physically, verbally, or emotionally abuse or punish children.

Staff will be put into WV Stars when hired to allow them to begin the orientation process. As soon as WV Stars accepts the staff member to the Pathway, the staff can begin taking classes, one of the first classes the staff will take is "Mandated Reporter: Child Abuse & Neglect." This will help new staff in spotting warning signs of child abuse and neglect. This class will also give laws and ways to deal with situations that may arise.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the director, who will determine the action to take. The reporting adult will make an immediate phone call to the local law enforcement. As a backup to the phone report, a written report will be completed and filed with the department or executive director.

Keeping administration informed and detailed documentation in Child Pilot is vital when situations arise where abuse or neglect are suspected.

6.3 Confidentiality

It is a federal law that childcare programs maintain confidentiality on a "need to know" basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian, or individual.

As an employee of Ridge Kids Academy Inc., every staff member is expected to respect the confidentiality and rights of every child AND family who attends our academy. You are to understand that the confidentiality of each child's information is strictly maintained to protect the privacy rights of the parents and children. You are in no way to discuss or otherwise communicate any form of information concerning the care or condition of any child with unauthorized individuals. Failure to abide by the child confidentiality requirements may result in immediate termination.

Ridge Kids Academy, Inc. also has a strict policy that prohibits all employees from discussing tuition rates of any child enrolled in our program, with other employees, parents of the program and/or the general public. You also may not inquire as to the amount of tuition a child's parent pays, or the amount they owe. If there are any questions about a bill, please direct the parent to their Child Pilot Parent Portal or contact the Finance Director. This information is confidential and may not be discussed.

Any employee violating this policy will be considered to have committed a breach of confidentiality contract and will be subject to disciplinary action, up to and possibly including immediate termination of employment.

6.4 Pets and Animals

Before any animal is brought onto Ridge Kids Academy, Inc. campuses, formal permission must be obtained by the 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 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, Inc., Inc. 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).

6.5 Gossip Policy

Gossip is malicious or actionable talk about someone when they are not present or can hear. Gossip often involves just untrue tales and can include truthful remarks. Gossip is any talk of a person's or institution's affairs, whether personal or professional, innocuous, or slanderous. Gossip can distract, drain, and hurt one's overall job satisfaction in the workplace.

DEFINITION OF GOSSIP

- A. A person who habitually reveals personal or sensational facts about others
- B. A rumor or report of an intimate nature
- C. Chatty Talk

Gossip: a noun, which means you must DO and act on it. This means gossip is **something you can choose** to DO or decide NOT to do. To stop gossip from starting or to end it after it has started, simply walk away, do not engage it, or ignore it! or simply state, "this is gossip, and I won't be participating in this!"

GOSSIP FREE AND PROFESSIONAL WORKPLACE

1. Refuse to participate in any gossip matters. This means making a choice not to engage, choosing to walk away or ignore, or stating you will not participate.
2. Not speak or insinuate another person's name when not present unless it is to compliment or reference work-related matters.
3. If a person does something unethical against the business policies, procedures, or code of conduct, I will immediately report this to the administration.
4. While off the job, I will continue to follow all policies and procedures of the company, especially when it comes to the code of conduct and gossip policy. I will not speak to others about someone in any negative way. I will always commit to using positive and professional communication.
5. I promise to be a professional, be kind, be respectful, and do the best job I can do!

6.6 Computer Security and Copying of Software

Software programs purchased and provided by Ridge Kids Academy, Inc. are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company, or developed by Company staff members or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

6.7 Driving Record

All staff members required to operate a motor vehicle as part of their employment duties at Ridge Kids Academy, Inc. must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Company.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

6.8 Employer Sponsored Social Events

Ridge Kids Academy, Inc. holds periodic social events for staff members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Director prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi, Uber, or appoint a designated driver. We are not held responsible for those who drive while drunk.

6.9 Employer-Provided Cell Phones/Mobile Devices

Ridge Kids Academy, Inc. may issue certain staff members a Company cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

The Company owns and remains entitled to all cell phone/mobile devices issued to staff members, including all passwords controlling access to them.

You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition.

Violation of this policy may result in discipline, up to and including termination of employment.

6.10 Non Solicitation/Nondistribution Policy

Ridge Kids Academy, Inc. prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of staff members, visitors, and others. Our non solicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other staff members is prohibited. **Working hours** refers to periods when either you or the staff members you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on non working time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Company's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Nonemployees are not permitted to distribute materials on company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Directors.

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.11 Off-Duty Use of Employer Property or Premises

You may not use Ridge Kids Academy, Inc. property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, or office supplies for personal use without prior authorization, and use of Willow Ridge Event Venue.

It is Company policy to control off duty and non working hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or non working hours without the written consent of your Directors. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

6.12 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Ridge Kids Academy, Inc.. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

If the administration feels an employee's dress is not appropriate, a written warning may be given, and the employee will be given a company's t-shirt to wear. If an alternative outfit is not available, the employee may be sent home that day, without pay.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Company, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Company. Contact your Directors to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.13 Personal Cell Phone/Mobile Device Use

While Ridge Kids Academy, Inc. permits staff members to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless taking a picture or video of a child to send on **Child Pilot only**.

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the Company network or to Company equipment (computers, printers, etc.).

You have the opportunity to use your personal devices for work purposes. The use of personal devices is limited to **Child Pilot only**. Certain staff members may be limited based on compatibility of technology.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.14 Personal Data Changes

It is your obligation to provide Ridge Kids Academy, Inc. with your current contact information, including current mailing address and telephone number. You should also inform the Company of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Finance Director.

6.15 Security

All staff members are responsible for helping to make Ridge Kids Academy, Inc. a secure work environment. Upon leaving work, lock all doors and report any lost or stolen keys, passes, or similar devices to your Directors immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise your Directors of any known or potential security risks and/or suspicious conduct of staff members, customers, or guests of the Company. Safety and security is the responsibility of all staff members and we rely on you to help us keep our premises secure.

6.16 Social Media

Ridge Kids Academy, Inc. acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate staff members that their social media use can:

- Pose risks to the Company's confidential and proprietary information, reputation, and brand;
- Expose the Company to discrimination, harassment, and other claims; and
- Jeopardize the Company's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Company's IT resources and communications systems are used appropriately, all staff members must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Company or not.

Use Good Judgment

While the Company respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Company as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Company.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Company as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the Company's email addresses to register on social media platforms for personal use.
- Do not post images of children without parent permission.
- If you identify yourself as an employee of Ridge Kids Academy, Inc. on your personal account and are posting about the Company, make it clear that your views are your own and that you are not speaking on behalf of the Company.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your Directors or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to the Finance Director.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

6.17 Third Party Disclosures

From time to time, Ridge Kids Academy, Inc. may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to the Executive Director. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Executive Director.

6.18 Use of Company Technology

This policy is intended to provide Ridge Kids Academy, Inc. staff members with the guidelines associated with the use of the Company information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Company, and all use of such resources and systems when accessed using your own devices, including but not limited to:

List items, such as:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, efax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

Company IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Company IT resources and communications systems are the property of the Company. Therefore, staff members should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Company electronic information and communications systems.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without prior consent.

The interests of the Company in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting staff members in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Company IT resources and communications systems.

Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

6.19 Use of Employer Vehicles

Company vehicles are to be used for Ridge Kids Academy, Inc. business only.

If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Directors.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Directors immediately.

As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

6.20 Workplace Privacy and Right to Inspect

Ridge Kids Academy, Inc. property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any staff members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

7.0 Benefits

7.1 Child Care Benefit

Staff members (who have children attending Ridge Kids Academy, Inc.) must apply for LINK (and/or any other potential Child Care Fee Assistance Program that may be available to his/her family) to avoid paying **full-tuition** cost. Ridge Kids Academy, Inc. must receive an "acceptance" or "denial" within *30-days of enrollment* to avoid paying tuition. If the staff member does not qualify, children of staff may attend the program for free while the staff member is working.

If the staff member has another activity outside of Ridge Kids Academy, Inc., the child may attend during that time for a 50% tuition discount.

Staff members must pay an annual "Materials Fee" of \$75 per child.

All enrollments will be offered on space availability.

Any early drop off or late pick-up fees that accrue for activities not related to Ridge Kids Academy, Inc. will be the staff member's responsibility.

7.2 Bereavement Leave

Ridge Kids Academy, Inc. recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide bereavement leave as follows:

You may use accrued but unused paid time off if additional time is needed. Additional unpaid time off may be granted at the discretion of the Company on a case-by-case basis.

For purposes of this policy, ***immediate family members*** include the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), grandparents.

You must provide notice of your need for bereavement leave as far in advance as possible. The Company may require documentation supporting your need for bereavement leave.

7.3 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Ridge Kids Academy, Inc. staff members and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact the Finance Director to learn more about your COBRA rights.

7.4 Continuing Education and Tuition Assistance

We believe in the continuing education of our staff members. If Ridge Kids Academy, Inc. sends you to a class or training program during normal working hours related to your employment and you are nonexempt, you will be paid training pay for that time. If you are interested in attending an outside class and having the Company pay for your attendance, you are required to provide advance written notice describing the class, including the subject matter, length, and cost. Depending on the type of training, the Company may reimburse none, some, or all of the fees.

All staff members are mandated to receive outside education classes for professional development on a

yearly basis. This information is documented in their personal employment file.

Ridge Kids Academy, Inc. provides many opportunities for professional development. These include online courses, in person training, and information on training offered in the community.

Every staff member is required to complete 45 hours every 3 years (Per WV Stars) of WV STARS approved training. (Regardless- 18 every calendar year Per licensing); 6 of which must be within your domain.

These hours must be completed on the staff member's own time; at **no time may the staff's WV STARS Certificate expire**, or the staff member may be subject to a temporary suspension until the issue is resolved. If the problem is habitual or there have been multiple warnings, this could lead to termination of employment. All staff seeking employment in the Infant/toddler department must successfully complete WVIT followed by WVIT II. All staff seeking employment as a teacher must complete ACDS unless they already have an Associate's degree or higher in Early Childhood.

At no time should staff share portfolios/binders. If caught sharing these with one another, this will be considered cheating. The staff's instructor will be informed and the staff can face disciplinary action up to and including the termination.

7.5 Dental Insurance

All regular full-time and part-time staff members who have completed the plan's defined waiting period at Ridge Kids Academy, Inc. are eligible for the Company dental plan. Floating staff and substitutes are not eligible at this time.

Ridge Kids Academy, Inc. offers Ameritas Insurance for dental coverage. Your premiums will be taken directly out of your paycheck. This is available for a single person or a family. This is available to staff members working more than a 20 hour average week at the end of your first 90-days. If you decline, you may sign up at the end of each calendar year. See your Director or Finance Director for more information.

7.6 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Ridge Kids Academy, Inc. provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must:

- Have worked for the Company for at least 12 months, although that time need not be consecutive;
- Have worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is the calendar year (January to December), for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform the essential functions of your position; or

- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

Notice

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the Company regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Company.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

Certification

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from the Finance Director. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Company may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may result in delay of further leave until it is provided.

The Company also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you will be required to use available paid time off during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100% of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

Leave Increments

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all staff members returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Health Insurance

Maintaining Coverage During Leave

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Payment of Premiums

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the Company, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

While on a leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Interaction with State and Local Laws

Where state or local laws intersect with the FMLA, the Company will comply with the law that is the most favorable to you.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Designation of Leave

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. You may not refuse FMLA designation under this policy.

Retaliation

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

7.7 Health Insurance

Ridge Kids Academy, Inc. offers group health insurance benefits to all eligible staff members and their eligible dependents after the plan's defined waiting period. Health insurance benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from the Finance Director.

Your group health benefits are paid in part by the Company. The remainder of the costs are paid by you through deductions from your paycheck.

Benefits may be canceled or changed at the discretion of the Company, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with the Company, you may have the right to continue your health benefits under federal or state law. In such an event, the Company will provide you with information about your rights to continue your benefits coverage.

Ridge Kids Academy, Inc. is using The Health Plan for Health Insurance coverage. Plans available include employee only (EE), employee + spouse (ES), employee + child(ren) (EC), and employee + family (EF). Plans vary in price.

Staff members who are eligible are those staff members who are full time. Staff members will enroll within their first 90 days of employment. Health insurance will go into effect on the 91st day of the staff members employment.

7.7.1 Access to Personnel and Medical Records Files

Ridge Kids Academy, Inc. maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Company representative.

All requests by an outside party for information contained in your personnel file will be directed to your Directors or Finance Director, which are the only departments authorized to give out such information.

7.8 Holidays

Ridge Kids Academy, Inc. offers the following paid holidays each year: Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day, New Year's Eve, Memorial Day, and Independence Day.

Ridge Kids Academy, Inc. pays their staff for 10 holidays per year. The staff must work his/her scheduled shift before and after the holiday in order to receive holiday pay. The staff will receive 70% of his/her regular shift for this holiday (ex: if you normally work 8 hours, Ridge Kids Academy, Inc. will compensate you for 6 hours, which is holiday pay).

If a holiday falls on your regular day off, you will not be paid.

During weeks where there is a paid holiday, overtime pay is not given.

You will be compensated for holidays in accordance with federal and state law.

7.9 Life Insurance

Ridge Kids Academy, Inc. provides life insurance to all eligible staff members after the plan's defined waiting period. You will be required to notify Aflac of your intended beneficiary.

Ridge Kids Academy, Inc. offers Aflac insurance life coverage. Your premiums will be taken directly out of your paycheck. This is available for a single person or a family. This is available to staff members working more than a 20 hour average week at the end of your first 90-days. If you decline, you may sign up at the end of each calendar year. See your director or Finance Director for more information.

7.10 Military Leave (USERRA)

Ridge Kids Academy, Inc. complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to the Finance Director. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Directors of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Finance Director.

7.11 Paid Time Off (PTO)

Ridge Kids Academy, Inc. provides staff members with paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters.

Eligibility

All regular staff members are eligible to receive PTO after completing 90 days of employment.

Deposits Into Your Leave Account

PTO is calculated according to your work anniversary.

The amount of PTO received each year is based on your length of service and is granted in a lump sum at the beginning of each year. The schedule is as follows:

- 91 days of employment: 3 days equal to average shift worked.
- On the employee's first year of employment anniversary: 5 days equal to average shift worked.
- Second year through four years of employment anniversary: 7.5 days equal to average shift worked.
- Over five years of employment anniversary: 15 days equal to average shift worked.

You are eligible to begin using PTO after 90 days of employment.

Staff members also will have the chance to pick up additional PTO in other ways such as helping out at community events, playing games during The Staff Christmas Parties, having great attendance during "blackout quarters", being voted employee of the year, and more.

Using a PTO day before/after a holiday does not count as "working/covering" that shift, therefore the company would not pay for the holiday unless you used PTO for the holiday as well.

You must request PTO from your Directors as far in advance as possible, but at least 2 weeks in advance. No more than 50% of your PTO time may be used without a two weeks notice to your director. The Company will generally grant requests for PTO when possible, taking business needs into consideration. When multiple staff members request the same time off, their length of employment and seniority may determine priority in scheduling PTO times.

During a Leave of Absence

The Company may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service.

Carryover

You may not carry over unused PTO to the following year. Any unused PTO will be forfeited on or about your anniversary date.

Separation of Employment

Upon separation of employment for any reason, you will forfeit any earned but unused PTO time. We do not pay out following your separation from Ridge Kids Academy, Inc.

7.12 Personal Leave of Absence

Ridge Kids Academy, Inc. recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

All regular staff members employed for at least 90 days are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to your Directors and/or Finance Director in writing at least 15 days in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Company.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence/You may substitute any applicable and available paid leave for all or a portion of your unpaid personal leave.

PTO will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

Benefits While on Leave

Your Company-provided [health] benefits will be continued at the same level and under the same conditions as prior to the leave, for up to 90 days. You are responsible for payment of your portion of the insurance premium while on personal leave.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 15 days in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the Company denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date your Directors will arrange for you to resume your previous position, if available. However, the Company's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The Company retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

Alternative Employment

While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

7.13 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by Ridge Kids Academy, Inc. and provides temporary income for staff members who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company. You must apply through the State of West Virginia.

7.14 Vision Care Insurance

All eligible staff members who have completed the plan's defined waiting period at Ridge Kids Academy, Inc. are eligible for the Company vision care plan. Ridge Kids Academy, Inc. offers Ameritas insurance for vision coverage. Your premiums will be taken directly out of your paycheck. This is available for a single person or a family. This is available to staff members working more than a 20 hour average week at the end of your first 90-days. If you decline, you may sign up at the end of each calendar year. See your director or Finance Director for more information.

7.15 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all staff members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Ridge Kids Academy, Inc., no matter how slight, you are to report the incident immediately to your Directors. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Directors immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Business Closure and Emergencies

Ridge Kids Academy, Inc. recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Company Closure

Examples of emergencies when the Company may close include, but are not limited to power outage, blizzard conditions, etc.

Notification

In an emergency, the Company will make every effort to notify you of the closing by contacting you on the Crew app. These notification efforts assume that you have access to electricity and internet and/or phone service.

When the Company is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation.

As with holidays, you will be paid for 70% of your normal work hours.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the Company may decide to close mid-day. When the Company closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

Benefits Coverage

Your health insurance coverage will be maintained by the Company during the closure on the same basis as if you were still working.

Extending Leave

When the Company closure ends, you are expected to report to work. Contact your Directors if you cannot return to work at the end of the closure. The Company recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Company is able to remain open. The Company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Directors, by any method possible.

Time missed under circumstances where the Company remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

8.2 Drug and Alcohol Policy

Ridge Kids Academy, Inc. is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The Company expressly prohibits staff members from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Company does not discriminate against staff members solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Company Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Directors if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.3 General Safety

It is the responsibility of all Ridge Kids Academy, Inc. staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Company health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Company also requires that all occupational illnesses or injuries be reported to your Directors as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.4 Workplace Tobacco Usage

Ridge Kids Academy, Inc. is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- Company offices
- Company vehicles
- Classrooms
- Breakroom
- Laundry Room
- Kitchen
- Romp Room(s)
- Restrooms
- Areas where signs are posted prohibiting smoking
- Other areas defined by the employer

The Company also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.

The Company will not discriminate against staff members based on their off-premises, off-duty tobacco usage.

8.5 Workplace Violence

As the safety and security of our staff members, vendors, contractors, and the general public is in the best interests of Ridge Kids Academy, Inc., we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Directors or Executive Director, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Executive Director or Finance Director.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Ridge Kids Academy, Inc. staff members are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that staff members are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Directors or Finance Director.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

10.0 Customer Relations

10.1 Family, Child, and Visitor Relations

Ridge Kids Academy, Inc. strives to provide the best childcare services possible to our families and children. Our families support this business and generate your wages. You are expected to treat every family, child, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a family, child, or visitor, notify your Directors immediately. If a family, child, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Directors or a member of management. Lastly, make every effort to be prompt in following up on family, child, or visitor orders or questions. Positive family, child, and visitor relations will go a long way to establishing our Company as a leader in its field.

Employees should not have an intimate or romantic relationship with any parent or previous child of Ridge Kids Academy, Inc. Any relationship of the sort will result in a disciplinary action to take place.

While staff members are not prohibited from "friending" parents on social media, if they do, the staff member is expected to hold themselves to the professional standard as outlined in the Ridge Kids Academy, Inc. staff agreement. Communication with parents about Ridge Kids Academy, Inc. business is to go through the Child Pilot App only, this includes family, friends and fellow co-workers of Ridge Kids Academy, Inc. This business is not to be conducted through any social media platform other than Child Pilot.

If a parent/family member of a student reaches out to you through a social media platform, please direct them to the Child Pilot app for all future communication.

10.2 Products and Services Knowledge

As a representative of Ridge Kids Academy, Inc., you are expected to be familiar with the services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Company. We consider our staff members to be the best reflection of our business brand and company success.

West Virginia Policies

11.0 Hiring and Orientation Policies

11.1 EEO Statement and Non Harassment Policy

Equal Opportunity Statement

Ridge Kids Academy, Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Directors or any other designated member of management.

Policy Against Workplace Harassment

Ridge Kids Academy, Inc. has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, staff members, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;

- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors;
- Any unwanted physical touching or assaults or blocking or impeding movements; and
- The spreading or participation in dissemination of gossip or rumors of a sexual nature related to co-workers.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Executive Director or the Finance Director or any member of management.

The Company prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

12.0 Mealtime Policies

12.1 Meals for the Children

Breakfast will begin being served within 1.5 hours of the center's opening with the last breakfast being served at 8:30am. Breakfast is free of charge and will always include grain and/or protein, fruit/vegetable, and milk.

Lunch and dinner are also free of charge. This schedule varies by classroom, with lunch starting at 11:00 am and dinner starting from 5-6pm. These meals include five components. A protein, a grain, a fruit, a vegetable, and milk. Dinner is typically more of an evening snack.

A snack consisting of at least 2/3 above components. Snacks are provided at the Barboursville location daily at 4pm.

If a 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.

Ridge Kids Academy, Inc. will need to have a "Special Dietary Needs Form" on file for children in the office to make these menu changes on site, per USDA requirement.

MENUS

All food menus are posted in the kitchen, outside classroom doors, and on the Child Pilot app.

WATER AND MEALTIME FLUID

Drinking water is freely available to all children at all times. The water is supplied from indoor water fountains or water coolers! At NO TIME should a child be told that they cannot go get a drink. We ask that parents bring a water cup for their child to leave at school.

To comply with the USDA meal pattern, Ridge Kids Academy, Inc. 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.

INFANT FEEDING

All children, age 12 months or younger must have an infant feeding plan.

CHILDREN WITH SPECIAL DIETS

If a parent informs you that a student has an allergy or dietary restrictions, please inform the director immediately. Parents/guardians must notify administration in writing. Oftentimes, this requires a "special dietary needs form" from the WV Department of Education. One copy of these records will need to be kept with the food program records and a copy 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.

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. is unable to provide the food needed for a special diet, meals or portions may be provided by the parent. This must be agreed upon by the parent and director. 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, and it is the parent's responsibility to ensure the student has food at the company every day.

CLASSROOM CELEBRATIONS

Ridge Kids Academy, Inc. 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.

12.2 FOOD PROGRAM (CACFP)

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.

It is the policy of Ridge Kids Academy, Inc., 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.

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

Ridge Kids Academy, Inc. has an "open-door policy" in which parental visits, conferences, and observations are encouraged. Ridge Kids Academy, Inc. 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.

12.3 Accommodations for Nursing Mothers

Ridge Kids Academy, Inc. will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in the breakroom at your location. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your Directors.

The Company will not discriminate or retaliate against staff members who express breast milk in the workplace in accordance with this policy.

12.4 Meal and Rest Periods

Ridge Kids Academy, Inc. strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Directors regarding procedures and schedules for rest and meal breaks. The Company requests that staff members accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Directors know; in addition, notify your Directors as soon as possible if you were unable to or prohibited from taking a meal or rest period.

13.0 Wage and Overtime Policies

13.1 Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance by your Directors.

At certain times Ridge Kids Academy, Inc. may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. You can also apply any overtime to PTO. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

13.2 Pay Period

At Ridge Kids Academy, Inc., the standard pay period is weekly for all staff members. Pay dates are every Thursday. If a pay date falls on a holiday, you will be paid on Friday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your Directors if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to your Directors immediately.

13.3 Travel Time Pay

Some nonexempt positions within Ridge Kids Academy, Inc. require travel. The Company pays nonexempt staff members for travel time in accordance with federal and state law. For purposes of this policy, this should be applied to your workday.

Home to Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the Company may deduct/not count that time you would normally spend commuting to the regular work site.

Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on non working days. The Company will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

14.0 General Policies

14.1 Child/Student Policies

STUDENT POLICIES

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

14.2 Arrival and Departure Procedure

ARRIVAL PROCEDURE

Upon arriving at the center, parents park and walk their child into the building. The teacher will be ready to greet and assist the child and parents, and put the child's belongings away. The parents are responsible for signing children in, especially if they are on LINK, but teachers and paraprofessionals should be double checking that they are signed in.

DEPARTURE PROCEDURE

Upon picking up their child, parents are responsible to grab their belongings. This includes artwork and other personal items. Teachers should make sure that the child's items are in their cubby or backpack when not in use.

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, Inc. (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 old and 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.

15.0 Assessment, Observations, and Evaluations of Students

15.1 ASSESSMENTS AT RIDGE KIDS ACADEMY, INC.

Ridge Kids Academy, Inc. reserves the right to conduct developmental assessments of children's growth and progress, to determine appropriate placements and programming.

15.2 PROFESSIONAL EVALUATIONS

Ridge Kids Academy, Inc. may ask parents to share professional evaluations when necessary to determine how best to meet the needs of their child. This information helps us to provide the best care possible for your child's unique growth and development.

15.3 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 schedule Parent Teacher Conference Time one month prior to the scheduled meeting.

15.4 BITING

Biting is a behavior that is often unexpected and one that 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 old. Toddlers bite others for many different 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 important 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 Ridge Kids Academy, Inc. 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 tough 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 company 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. 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.
2. 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 company's techniques have been exhausted, Ridge Kids Academy, Inc. has the right to discharge the student. Please note, many measures will be taken prior to helping the student to prevent 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 member'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 Child Pilot.
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 Bit:

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 Child Pilot.
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 staying close to the child at all times and holding the child's hand in moments where there is free play, outside time, high energy activities, or times where the child bit 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 is unable to 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 building director(s), Education Specialist, 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 2 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, Inc. 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.

16.0 Child 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 3 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 or not your child is ready to return to school.

- Mood, appetite, behavior and activity are again normal
- No fever for 24 hours 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 company 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 of time 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 preschool.

To help decrease the spread of illness, during an outbreak of things such as COVID-19 or an intestinal virus, Ridge Kids Academy, Inc. reserves the right to modify this policy to extend the time children must be symptom-free before returning to school or to decrease the the protocol in which they may be sent home.

Please consult with the director if you need additional information.

17.0 Community and 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 procedures all staff must follow to ensure the safety of children outside.

General Outdoor Safety Tips for Childcare

- Never leave children alone outside
- Teach 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 won't 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 circle the play area at all times 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.

18.0 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 Young 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, Inc. uses 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 help 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 in order 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 Ridge Kids Academy, Inc., 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, Inc., we explore different 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 their 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 on, 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's 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's beneficial to provide them with opportunities for sensory play. Here at Ridge Kids Academy, Inc., the students participate in activities that allow them to explore different 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 very different!

ART, MUSIC, DANCE, AND CREATIVE EXPRESSION

At Ridge Kids Academy, Inc., 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 different 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!

19.0 Description of Age Groups

19.1 INFANTS

This age group is 6 weeks to 12 months old.

In the infant classroom, we follow an excellent daily flow. No matter the baby's sleeping and eating schedule, we always come together to make beautiful memories. We enjoy storytime 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!

19.2 YOUNGER TODDLER

This age group is 12 months to 24 months old.

In the toddler classroom, we explore anything and everything we possibly 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!

19.3 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.

19.4 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 writing 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!

19.5 SCHOOL-AGE

Kindergarten students until the student's 13th birthday.

Barboursville and Woodville Locations Only

During the school year, Barboursville Elementary students have a safe place to stay in the morning while waiting to catch the bus to school. Martha and Davis Creek are also transported to school via multifunction school bus from the Barboursville location.

After school, Village of Barboursville Elementary students will be bused to us via county bus, while our staff will drive multifunction school buses to pick up students from Davis Creek Elementary, Martha and Nicholas Elementary Schools to provide transportation back to Ridge Kids Academy, Inc. at the Barboursville location. 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 also have Good News Club and other community guests come in throughout the week.

We still offer the same activities we provide during the school year but many more during the summer. Parents often even have the opportunity to request that their child receive tutoring services from a licensed CCBOE teacher during their day at Ridge Kids Academy, Inc. In addition to all of 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.

Our groups are typically out of the building 3-4 times per week. 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 Ridge Kids Academy, Inc. We can't wait to see you there, and we are extremely excited for the children to tell you all about their daily adventures!

20.0 Guidance, Behavior Management, and Discipline.

20.1.a Ensure that the guidance, behavior management, and discipline practices are constructive and educational in nature, appropriate to each child's age and circumstances, and in keeping with the center's policies and procedures.

11.1.b. Help to ensure that you are aware of behavior issues relating to an individual child when going into an unfamiliar classroom (or when having a new staff member join your classroom) and treat behavior problems individually and in private.

11.1.c. When possible, delegate behavior management to a staff member who has an ongoing relationship with a child.

11.1.d. Ensure that when it appears that a child is developing a pattern of unacceptable behavior, the staff member with the delegated responsibility for the child discusses the child's behavior in private with the administrative team and informs the child's parents.

11.2. Guidance.

At all times, staff members are responsible for providing positive guidance that is appropriate to each child's age, understanding, and circumstances.

At RKA we believe our staff should:

11.2.a. Teach by example.

11.2.b. Recognize and encourage acceptable behavior.

11.2.c. Make eye contact with the child and kneel or sit beside the child ("get on the child's level") whenever possible when speaking to a child.

11.2.d. Supervise with kindness, understanding, and firmness.

11.2.e. Define clear limits, set fair and consistent rules and, when appropriate, permit an older child to participate in the development of classroom expectations.

11.2.f. Help a child develop self-control to assume responsibility for his or her own actions.

11.2.g. Help the children with transitions by giving them warnings on what is coming up next, avoiding long waiting periods when the child has nothing to do by ensuring that the environment includes materials that hold his or her attention, and have a visual schedule posted in the classroom.

11.2.j. Help a child feel successful at tasks and provide options if chosen tasks proves to be too difficult, and/or make modifications to activities to increase or decrease the difficulty level based on each child's abilities.

20.3. Behavior Management and Discipline

When a behavior problem arises, qualified staff members shall:

20.3.a. Redirect the child to alternative behavior or other activities.

20.3.b. Encourage the child to control his or her own behavior, cooperate with others and solve problems by talking things out.

20.3.c. Help children to “label” their feelings, let the child know that feelings are acceptable, but inappropriate behaviors and actions are not.

20.3.d. Use appropriate time-out periods only as necessary for a child to calm down or gain control of his behavior.

Time-out is:

20.3.e. Used for behaviors that are persistent and unacceptable, used infrequently, and not for over one minute for each year of a child’s age.

20.3.e. Used only for children 3-years-old, or older.

20.3.e. Used by a staff member that the child is familiar with. The staff member should give warnings before they use timeout and be clear about the behavior that will result in time[1]out.

20.3.e End in a positive manner: The staff should help the child explore other options that would have resulted in a different outcome.

20.3.f. Ensure that during a time-out period that removes the child from the group, the child is within sight and hearing of a staff, in a safe, lighted, and well-ventilated space.

20.3.g. Take action that relates to inappropriate behavior and ensure that any action that is taken is without bias and in proportion to the child’s actions. (Remember: Not EVERYTHING is a big deal.)

20.4 Handling Behavior Problems:

Staff members and other adults at a center shall not handle behavior problems by:

20.4.a. Subjecting a child to physical punishment of any kind, including, but not limited to, shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, spitting, biting, hair pulling, yanking, slamming, excessive exercise, or any cruel treatment that may cause pain.

20.4.b. Putting anything in or on a child’s mouth as punishment.

20.4.c *Restraining a child physically or by placing the child in confining equipment or using any other restrictive means such as straps or ties.

***Provided: when a child's behavior places the child or others around the child at risk of physical harm, a staff person may use a gentle method of physically holding the child. The staff person must be an experienced staff member and one that is known to the child and shall only restrain the child for as long as is necessary for the child to regain control.

20.4.d. Subjecting a child to psychological punishment of any kind, including, but not limited to, ridicule, humiliation, or negative remarks about the child or the child's family, including remarks about race, gender, religion, or cultural background.

20.4.e. Using harsh or profane language, or actual or implied threats of physical punishment.

20.4.f. Isolating a child without supervision or placing the child in a dark area such as a box, closet, or similar confined space.

20.4.g. Permitting a child to discipline other children.

20.4.h. Punishing an entire group for the actions of one child or a few children.

20.4.i. Seeking or accepting parental permission to use physical punishment or other actions prohibited by this rule.

20.5. Behavior Intervention Plan

When a child's behavior problems continue over time, the director and/or Assistant Director, Educational Specialist, teacher, and parent(s)/guardian(s) shall develop and implement a plan for managing the difficult behavior.

20.5.a. A parent is given written communication about the circumstances necessitating the plan and is provided the opportunity to participate in the development of the plan. The center shall provide the parent with a copy of the completed plan and regular written reports of the child's progress.

20.5.b. When necessary and appropriate, other professionals also participate in the development and implementation of the plan.

20.5.c. Teachers are sure to share the plan with his/her teaching partner and any staff member that is covering in their classroom- A copy of the BIP should be kept in the classroom "All About Me!" binders, which should be reviewed anytime a new staff member comes into the classroom.

20.5.d. All staff should cooperate in implementing the plan. Staff should keep a record of the steps taken during implementation of the BIP, and the child's progress in meeting the goals of the plan. Teacher

20.6 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 as a whole. This also includes any child whose needs cannot be met by the company'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 company:

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 (including Education Specialist). 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 company and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

21.0 Emergency Preparedness

EMERGENCY CONSENT FORMS

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms are located in every classroom, and always available on the company app.

EMERGENCY HANDBOOK ONSITE

Ridge Kids Academy, Inc. has an emergency procedure handbook created to define policies and protocols in emergency situations. This handbook is reviewed often, and all staff upon hire will be trained

21.1 Emergency Procedures

21.1.1 IMMEDIATE MEDICAL ATTENTION

If a child receives an injury while at school, an accident report is to be completed through Child Pilot. The report includes information regarding the time and date of the injury, what happened, how it was treated and includes a picture when possible. If there is blood or there is indication that the injury may need medical attention the report needs to be printed and a signature of the witnessing teacher and the parent need 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 member of the administration, a witnessing staff member (if applicable), and the staff member. The original copy should be kept in the staff's file in the office.

21.1.2 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 easy to access and see at all times. 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 member(s) will talk to their students about the alarm, rules and procedures to take while evacuating the building.
- The director(s) will sound the alarm, and the school will take action 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 Child Pilot 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 Child Pilot.
- 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 administration will assist with children who need support to return to the building like children of the younger ages.
- The administration will complete the fire 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 and number of blocked exits.

21.1.3 BUS FIRE DRILL

1. Secure the bus: shut off motor, set brake and remove keys.
2. Determine the appropriate evacuation route such as: front door, side doors, rear exit, roof hatch or windows. If necessary, the windshield and rear glass panels can be kicked out.
3. Choose an assembly area at least 100-200 feet from danger, usually up-wind. Keep in mind that if the emergency occurred due to weather or other environmental conditions, other vehicles may lose control in the same place. Vehicles passing by may be distracted by the situation and cause additional crashes.
4. Identify student helpers to stand by the emergency exits and help students get off safely. Assign other helpers to lead students to the assembly area and keep everyone together.
5. Instruct students to evacuate and where to assemble. In cases when time is of the essence, instruct students to leave personal belongings on the bus.
6. Check each seat and floor area to be sure everyone is off the bus.
7. Leave the bus last, with the emergency packet, first aid kit, and cell phone, (if available).
8. Gather with and keep the students together at the assembly area.
9. Follow Student Accountability and Release procedures.
10. Do not reenter the bus until cleared by Administration or appropriate authorities.

21.1.4 TORNADO

- Tornado drills will occur twice a year, at most times during the spring and summer as tornadoes occur during the warmer months. Evacuation procedures are posted in "emergency procedure books" throughout the school and easy to access and see at all times. Ridge Kids Academy, Inc. 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 shelter in place.
- The director(s) will sound the alarm, and the school will take action and do the shelter in place/lockdown procedure.
- Children will proceed immediately to the designated lockdown site/shelter in place designated 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.
- 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 Child Pilot 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 Child Pilot.
- The administrative staff 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-place designated spot. The director will assist with children who need support to enter back into the program main 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.

21.1.4 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(s) will notify the guardians of the child that the child is missing from the facility.
- While the police are en 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 stay on the facility premises at all times to be the contact person for the police department, as well as the missing child's guardians.
- The police should be asked to activate an Amber Alert by the director(s).

21.1.5 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 are kept in an EPA book at the front desk.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. 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 Director will notify parents and staff before using pesticides.
- Following 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, pocket knives, etc.

22.0 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 be given at home. Dosing of medication can frequently be done so that the child receives medication prior to coming to Ridge Kids Academy, Inc., 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 Ridge Kids Academy, Inc. this will allow the parents plenty of time to observe the child's response to the medication given. **We MUST be notified by the parents that a dosage at home was given, and at what time it was administered to the child.** This should ALWAYS be done through the Child Pilot app using the Parents, Staff and Administration messaging feature (even if the parent is a close family member or fellow employee of Ridge Kids Academy, Inc.).

- 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 for.
- Medication will not be shared.
- All medication is kept up high and out of the reach of children. Controlled substances will always be kept in a locked container. Any medication requiring refrigeration will be kept in an airtight container in the refrigerator.
- 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 and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

This person will be credentialed by The WV STARS Pathway. As they will have taken and passed their Medication Administration course.

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 pick-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 in the event that a situation arises that requires immediate attention to the child's health and safety particularly if 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-lighted 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

22.1 PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

Parents must complete a consent form to allow the company to administer medication to their child.

The company 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 recorded 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.

22.3 NON- PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

Parents must complete a consent form to allow the company 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 company.

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 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.

23.0 REPORTING AND DOCUMENTATION OF ILLNESS, INJURIES AND ACCIDENTS

REPORTING OF COMMUNICABLE DISEASE

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

Parents will be notified through email and phone calls of any illnesses in the school.

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

24.0 Infant Safe Sleep

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):

1. Infants up to twelve months of age should be placed for sleep in a supine position (fully 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.
2. Infants should be placed for sleep in safe sleep environments; which includes: a firm crib mattress covered by a tight-fitting sheet in a safety-approved crib (the crib should meet the standards and guidelines reviewed/approved by the U.S. Consumer Product Safety Commission [CPSC] and ASTM International [ASTM]), no monitors or positioning devices should be used unless required by the child's primary care provider, and no other items should be in a crib occupied by an infant except for a pacifier;
3. 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 (that is in compliance with the CPSC and ASTM safety standards)
4. If an infant arrives at the facility asleep in a car safety seat, the parent/guardian or caregiver/teacher should immediately remove the sleeping infant from this seat and place them in the supine position in a safe sleep environment (i.e., the infant's assigned crib).
5. 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.
6. Only one infant should be placed in each crib (stackable cribs are not recommended).
7. Soft or loose bedding should be kept away from sleeping infants and out of safe sleep environments. These include, but are not limited to: bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diapers, bibs, etc. Also, blankets/items should not be hung on the sides of cribs. Swaddling infants when they are in a crib is not necessary or recommended, but rather one-piece sleepers should be used (see Standard 3.1.4.2 for more detailed information on swaddling);
8. Toys, including mobiles and other types of play equipment that are designed to be attached to any part of the crib should be kept away from sleeping infants and out of safe sleep environments;
9. When caregivers/teachers place infants in their crib for sleep, they should check to ensure that the temperature in the room is comfortable for a lightly clothed adult, check the infants to ensure that they are comfortably clothed (not overheated or sweaty), and that bibs, necklaces, and garments with ties or hoods are removed (clothing sacks or other clothing designed for sleep can be used in lieu of blankets);
10. Infants should be directly observed by sight and sound at all times, including when they are going to sleep, are sleeping, or are in the process of waking up;
11. Bedding should be changed between children, and if mats are used, they should be cleaned between uses. The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).

A caregiver/teacher trained in safe sleep practices and approved to care for infants should be present in each room at all times where there is an infant. This caregiver/teacher should remain alert and should actively supervise sleeping infants in an ongoing manner. Also, the caregiver/teacher should check to ensure that the infant's head remains uncovered and re-adjust clothing as needed. Infant sleeping areas included within the regular classroom area of each age group.

25.0 Incident Report

An incident report is written when a mark, bruise, or other injury a teacher noticed on the child when they arrived at school. After an incident report is written by the teacher who observed it, it will be uploaded to Child Pilot and approved by an Administrator before the parent is notified on the app. When areport written by a teacher who observed a scratch, bruised mark, or other injury on a student who has come to school with a scratch, bruise, mark or injury. The incident report will be reviewed and approved by an Administrator on Child Pilot.

26.0 Lesson Planning

Ridge Kids Academy, Inc. studies weekly thematic units for each age group. The thematic units focus on the students interests and are developmentally appropriate.

PLANNING ACTIVITIES

The lead teacher of the classroom must have the lesson plan complete and organized and handed into administration the Thursday prior to the week of the study. Staff members are responsible for carrying out the lesson plan and working the learning in well with the daily schedule of activities.

WEEKLY THEMES

Here at Ridge Kids Academy, Inc., our teachers create weekly theme units. These are focused on our students' ages and are developmentally appropriate. In August, our teachers work with administration to provide a weekly theme list for the entire school year. This is provided to the parents at the beginning of the school year, as they are a valuable partner in the child's growth and development.

27.0 Parent Communication

Parent teacher communication starts from the moment the child enters the doors of the school. Parent's impressions are formed right away, so it is important to understand how important your verbal and nonverbal communication habits are to parents. Parent teacher communication is critical to providing the best care for their children.

DAILY REPORTS

Daily reports are provided through the Child Pilot app. As an employee, it is your responsibility to respond promptly and factually. Parent communication is one of the things that Ridge Kids Academy, Inc. is known for. We ask that you communicate with parents efficiently through Child Pilot and by sending pictures.

28.0 Potty Training

Stages of Potty Training (written for parents, but you should still know the procedure)

Ridge Kids Academy, Inc. 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 starts to communicate 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 great 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 it is the adult who 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 toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do occur frequently in this stage. If the child does have an accident, change them while in the standing or sitting on the toilet. Never lay them on the floor. If they need to be changed while laying down, place them on a changing table. This stage's focus is to get the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it properly!

Third Stage: Potty Training

The student is capable of using the toilet, mostly on their own, and expresses the need to go potty on the toilet. They are communicating interest and taking action. The child is showing signs of readiness and is feeling 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 is able to speak in three-to-four-word sentences.
- The child is able to speak when his or her diaper is wet.
- The child is able to 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 longer periods of time
- The child is able to hold urine or bowel movements.
- The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat 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 of going to the bathroom, pee, wipe, flush and wash hands.

General Notes on Potty Training

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

1. Make potty training a POSITIVE EXPERIENCE for everyone!
2. Never make the child feel bad for 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, Inc. requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated and there are not a lot of 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 your child stay 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 important step in this process.

The Process at School:

A successful weekend at home is defined by the child having 3 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 of 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 parent.

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

- No overalls, pants that have a belt, pants that snap, or any clothing that is hard to get out of quickly.
- Bring an extra pair of shoes if possible 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.

29.0 Ratios:

29.1.1 West Virginia Staff:Child Ratios

WV State law for child care centers states the following staff:child ratios should be followed at all times. The only exception to this rule is for a classroom where all children in the classroom are over the age of 12 months and are sleeping; at which time, one staff member may monitor the classroom provided another qualified staff member is on campus and within ear-shot of the classroom.

0-2-yrs	1:4
2yrs-3yrs	1:8
3yrs-4yrs	1:10
4yrs-6yrs	1:12
6 yrs-13 yrs	1:15

29.1.2 West Virginia Classroom Group Size Ratios

WV State law for child care centers states that

6 weeks-12 months	2:8
12 months-24 months	3:12
2 years -3 years	2:16
3 years- 4 years	2:20
4 years- 6 years	2:24
6 years-13 years	2:30

29.1.1 West Virginia Staff:Child Ratios

29.1.1 West Virginia Staff:Child Ratios

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

31.0 State Regulations and Licensing

All Ridge Kids Academy, Inc. employees must be knowledgeable in the state's child care licensing rules and regulations. A copy of the state and local guidelines is kept on the Ridge Kids Academy, Inc. premise at all times, and each employee may receive a copy to take home upon request. The policies are also available on the WVDHHR website.

32.0 Transitioning a Student to the Next Age Group

TRANSITIONING A STUDENT TO THE NEXT AGE GROUP

Students will transition to the next age group when they are age-appropriate, there is space available, and all parties including parents, teachers, and the administration 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 calendar year (for I/T dept) and/or 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, Inc.'s transitioning schedule is based on how the student reacts 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 for more time in their new classroom. If we see the child is having a hard 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 by both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

33.0 Benefits

33.1 Civil Air Patrol Leave

Ridge Kids Academy, Inc. will provide eligible staff members with unpaid Civil Air Patrol leave to:

- Attend training for an emergency mission of the West Virginia Wing of the Civil Air Patrol; and
- Respond to an emergency mission of the West Virginia Wing of the Civil Air Patrol.

Eligibility

To be eligible for Civil Air Patrol leave, you must be:

- Employed by the Company for at least 90 days before beginning leave; and
- A volunteer member of the West Virginia Wing of the Civil Air Patrol.

Use of Leave

Leave used for training is limited to 10 days per calendar year. Leave used for responding to an emergency mission is limited to 30 days per calendar year.

You will not be required to exhaust all available leave before using Civil Air Patrol leave. Leave under this policy does not run concurrently with any other leave provided by state or federal law.

Notice

You must provide:

- At least 14 days' notice of the intended beginning and end leave dates together with an estimated time needed to complete training; and
- As much notice as possible of the intended beginning and end leave dates together with an estimated time needed to complete an emergency mission.

You must report to the Company necessary changes in the time required to complete the training or mission.

Verification

The Company may require verification of your eligibility for the Civil Air Patrol leave requested or taken. Failure to provide verification may result in the denial of leave.

Restoration

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

Retaliation

The Company will not retaliate or discriminate against staff members who request or take leave in accordance with this policy.

33.2 Emergency Services Leave

If you are a volunteer firefighter or an emergency medical service attendant, Ridge Kids Academy, Inc. will not discharge, discriminate, or take any other disciplinary action against you for being absent from work because you responded to an emergency call prior to the time you were due to report to work. Work time missed for responding to an emergency will be unpaid.

The Company may require you to provide a statement from the chief of the volunteer fire department or the supervisor or other appropriate person in charge of the emergency medical service entity stating that you responded to an emergency call, providing the date and times of the call.

33.3 Jury Duty Leave

Ridge Kids Academy, Inc. encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Directors as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO in place of unpaid leave.

The Company reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

33.4 Leave of Absence for Elected Officials

Ridge Kids Academy, Inc. will provide an unpaid leave of absence to staff members who have been elected or appointed to a part-time public office. If eligible, you will be granted leave for the days, or portions of any day, during which you are performing the duties of your public office.

Provide as much notice as possible of your need to take a leave of absence.

The Company will not retaliate or discriminate against staff members who request or take a leave of absence in accordance with this policy.

33.5 Voting Leave

If your work schedule prevents you from voting on Election Day, Ridge Kids Academy, Inc. will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Directors, consistent with applicable legal requirements. You will need to clock out for this time and it may be considered part of your break time.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful company and a safe, productive, and pleasant workplace.

Heather Blake, Executive Director

Ridge Kids Academy, Inc.

Acknowledgment of Receipt and Review

By signing below, I _____, acknowledge that I have received a copy of the Ridge Kids Academy, Inc. Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Finance Director or Executive Director of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Ridge Kids Academy, Inc..

If I have any questions about the content or interpretation of this handbook, I will contact 304-634-4324.

Employee Signature

Date

Administrative Signature

Date