

RidgeKids Preschool Parent Guide

**RidgeKids Preschool
Ridgecrest Baptist Church
2210 W. Republic Rd.
Springfield, Mo. 65807
417-885-5222**

RIDGEKIDS Preschool

PURPOSE STATEMENT

RidgeKids Preschool is a ministry of Ridgecrest Baptist Church. RidgeKids partners with families and equips spiritual mentors so that children will know, love, and follow Jesus as they learn to live for Him every day!

OBJECTIVES

RidgeKids seeks to provide an excellent and safe preschool experience for children and their families in a Christian environment.

RidgeKids believes each child is special. Curriculum is designed to meet each child's individual needs through academic and thematic units, the Bible, learning centers, repetition, hands on projects, and social environments.

RidgeKids desires to help children see themselves as unique and special to God and to help children realize that God has a special plan for their lives.

RIDGEKIDS HISTORY

RidgeKids Preschool began in September 1997 as a ministry of Ridgecrest Baptist Church by providing a one day per week preschool program for families. During the first year RidgeKids had approximately 50 students and utilized four classrooms. RidgeKids now serves over 100 families five days per week. Dedicated teachers have been called to serve in this ministry and RidgeKids reaches the community in a positive way by providing a safe, quality, Christian preschool.

2017—2018 CLASSES & TUITION

RidgeKids Preschool offers various classes for children ages 6 weeks old through Pre-kindergarten, Monday through Friday from **9:00am - 1:00pm**.

Cost for tuition:	One day per week	\$85.00 per month
	Two days per week	\$150.00 per month
	Three days per week	\$200.00 per month
	Four days per week	\$280.00 per month
	Five days per week	\$300.00 per month

A **non-refundable enrollment fee of \$65.00** is due at the time of registration for preschool. For families with two or more children the non-refundable enrollment fee is \$60.00 per child.

Monthly tuition is due the 1st day of the month your child is scheduled to attend. After the 5th day past the due date each month, a **\$5 per day late charge** will be incurred and your child will not be able to attend until full payment is received. A fee of \$25.00 will be charged for returned checks. Online tuition payment is available. There are no refunds when your child is sick or absent.

FORMS REQUIRED FOR EACH CHILD

State Law requires the following forms to be on file :

- Completed RidgeKids enrollment form
- Physical assessment form signed by a physician or nurse within 30 days of beginning school.
- Signed copy of the parental responsibility sheet.

PROGRAM DISMISSAL POLICIES

RidgeKids reserves the right to dismiss any child from the program. Everything possible will be done to work with a child and their family to prevent this from happening. Incident reports will be prepared as needed and serious behavioral incidents will be documented. After three occurrences, a conference will be scheduled with parents, teachers, and the director to create a plan of action to correct the behavior. If agreeable, the plan will be put into action and the behavior will be monitored. If the behavior has not improved after thirty days, the child will be dismissed from the program until further notice. Immediate dismissal may occur if the child is a danger to himself/herself, other children, or preschool staff. RidgeKids desires to serve all families, and will always seek God's will in making decisions.

CLASSROOM POLICIES

LUNCH

Parents should provide lunch for their child each day. Foods needing refrigeration should be placed in an insulated container with an ice pack. Staff is unable to heat or cook foods for children during lunch. For your child's safety, please cut up any small foods that could be a choking hazard. Please provide plastic silverware if needed.

SNACKS

Because there is a regular lunch period, snacks are not provided on a regular basis. Parents are welcome to send birthday treats that are store bought or pre-packaged as required by the Missouri Department of Health. Please check with your child's teacher in advance for any allergy restrictions prior to bringing treats. These can be enjoyed after lunch at the end of the day.

Birthday invitations may be given to teachers to place in backpacks. The contact information for children is not released for the privacy and safety of each family.

SUPPLIES

RidgeKids will provide supplies, car line hang tags, backpack tags, and classroom folders. In the diaper changing rooms, rubber gloves, changing pads and all necessary cleaning supplies are provided. A supply list will be sent out before each new school year.

Infants, toddlers, and two year olds

Please send the following items labeled with your child's name each day: diapers or pull ups, wipes, a sippy cup with lid, and a complete change of clothing, including socks.

Three year olds and older

Please label all belongings. Children of all ages need to have a backpack and extra clothes each day. Please leave personal toys at home to avoid damage and conflict with another child.

TOILET TRAINING POLICY

Three-year-olds and older must be potty trained. If they are "almost there" they will be allowed to begin school while continuing to work on this process. If a child shows no signs of completing potty training during the first two months of school, the child will need to be withdrawn until fully trained.

HEALTH POLICIES

For the protection of your child and other children, guidelines set by the American Academy of Pediatrics are followed. Parents accept the responsibility of keeping their child home when any of the following conditions exist:

- Fever
- Vomiting or diarrhea
- Excessive nasal discharge (even if clear)
- Sore throat
- Excessive cough or croup
- Any unexplained rash or skin infection
- Pink eye or discharge from the eyes
- Head lice
- Measles, mumps, chicken pox, or other childhood diseases

Please do not allow your child to return to school until they are fever free without medication for 24 hours.

Children showing signs of illness will not be accepted into the classroom. A parent or emergency contact will be notified immediately if your child becomes sick at school. You or an authorized contact will be expected to pick them up as soon as possible.

RidgeKids teachers and directors will not administer general medication. Life saving medication, such as an Epi pen, will be kept in the Preschool Office with a completed medication authorization form.

Parents are responsible to alert the Preschool Office of any new allergies that need to be noted in your child's file.

HOLIDAY & SCHOOL CLOSINGS

Most RidgeKids holidays coincide with Springfield Public Schools. Be sure to check the classroom calendars that are sent home each month. In the event of inclement weather, we will close when Springfield Public Schools cancels classes. If they are open but RidgeKids needs to close, staff will make every effort to notify you through the media and phone calls from a teacher. If Ridgecrest Baptist Church will be closed due to inclement weather, or a late arrival time for staff has been determined, a verbal message will be added to the Ridgecrest number, 887-2317 after 7:15am. You may call this number for updates. You may also check the RidgeKids Facebook page for school closings.

ARRIVAL AND DEPARTURE POLICIES

Arrival

Early arrival services are not offered. Staff will receive children in 2 year old classes and older from 8:45am - 9:00am through the car line at the north entrance.

Children under 2 years of age must be escorted to class using the south entrance. All children may be escorted in, if you choose, through the south entrance at 8:55am. Parents are not permitted to walk children across traffic in the car line (north entrance).

For the safety, security and comfort of all children, please do not enter the classroom. Say goodbyes at the classroom door and allow that to be the point of separation. Many children find it upsetting when adults other than their regular teacher enter their classroom.

Children will be admitted into the classroom beginning at 8:55am. Please wait until this time to arrive so that teachers can be fully prepared to welcome your child.

Departure

At the end of the day all children in classrooms 2 years and older, will be taken to the car line for pick up. If you choose not to use the afternoon car line you may park and enter at the south entrance and come to the classroom at 12:50pm (during line up time) to pick up your child.

All children younger than 2 years old will need to be picked up from their room by 1:00pm.

A \$5 late fee will be charged if your child is not picked up by 1:10pm. Please call 885-5222 immediately if a situation occurs that prevents you from arriving by 1:10pm.

PARKING LOT AND CAR LINE INFORMATION

Car Line: Enter the parking lot slowly through the far west entrance and proceed through the car line to the north entrance (Republic Road entrance). Pull forward under the portico for RidgeKids staff to receive your child. Do not park your car to escort your child in through this location (see Park and Escort).

Morning arrival: RidgeKids staff will help your child out of your vehicle, so please remain in your car. During cold weather, please be sure your child is wearing a coat.

Afternoon departure: Have your car line hang tag with your child's name attached to your rearview mirror for visibility by RidgeKids staff. Please remain in your vehicle. RidgeKids staff will place your child in the vehicle for you. Please, carefully pull forward into a

parking space to buckle your child into their car seat. You should ALWAYS have a car seat. RidgeKids staff are mandated reporters and are not allowed to place children in vehicles without car seats. Please alert everyone on your pick up list of this policy.

Park & Escort: If you are escorting your child in, please drive slowly around the building through the south lot to the south entrance. You may park and enter with your child.

2017-2018 CALENDAR

August 14	Meet the Teacher Night 6:00-7:00pm
August 21	RidgeKids Begins
September 4	Closed for Labor Day
September 12 & 13	School / Group Pictures
November 22, 23, 24	CLOSED for Thanksgiving Holiday
December 14	Christmas Program
December 14	Last day of Fall Session
January 3	RidgeKids Resumes
January 15	Closed for MLK JR. DAY
February 19	Closed for President's Day
March 12—16	Closed for Spring Break
March 30	Closed for Good Friday
April 1	Easter
April 11	Spring Program
May 17	Pre-K Graduation
May 18	Last day of Spring Semester