



2018-2019 PARENT HANDBOOK



RIDGEWAY
NURSERY SCHOOL & KINDERGARTEN

LOVING GOD. LOVING HIS CHILDREN.



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WELCOME!!!

Welcome to RIDGEWAY NURSERY SCHOOL AND KINDERGARTEN. We are glad that you chose our school, and trust that your child will benefit in every way from his preschool experience.

Whatever impressions or basic attitudes a child forms during these early years will become a part of his whole personality. At no time in your child's life will he use all his senses so completely to gain knowledge of himself, others, and the world in which he lives. Our program creates an environment in which the child's curiosity and creativity are aroused and challenged at all developmental levels!

The nursery school and kindergarten are sponsored by the Ridgeway Alliance Church. From its modest beginnings in 1973 (with just 12 children!), the school was established as an outreach to the community welcoming children of all races, creeds and ethnic origins. It has grown to an enrollment of over 180 children in 12 different class groupings. The program is licensed by the N.Y.S. Department of Education and NYS Office of Children & Family Services.

Under the governance of the church board, the responsibilities of the school are the concern of both the Church Board of Trustees and the Nursery School Board. If you have any concerns, questions or suggestions, please bring them to our attention. We welcome every opportunity to talk with you.

GOALS AND PHILOSOPHY OF THE NURSERY SCHOOL

The primary goal of the nursery school is to provide a stimulating learning experience for toddlers and preschoolers in an environment which fosters and builds each child's self-esteem in an environment that is loving and God-centered.

We are a Christian nursery school. We teach the children about God, His love and His presence in our lives. Prayers are recited before snack time and before lunch time. We have a bible curriculum, which is taught once a week. We attend chapel once a month, singing songs of praise as a whole school. While you do not need to be of the same faith to enroll your child in this school, you will need to be comfortable with the fact that we speak about God each day.

Our school philosophy encompasses the needs of the young child, the child's family and the community in which s/he lives, while encouraging each child's intellectual, spiritual, physical, social, and emotional development.

The need of the child to grow and succeed is best achieved in a program designed to create a rich environment for learning. This is an atmosphere where the child finds acceptance and is recognized as an individual with needs different from others. It is a child-centered environment providing for varied interests and abilities, where children are offered a wide variety of activities and experiences to stimulate their curiosity and intellect at all levels. We build our curriculum using the principles found in **Developmentally Appropriate Practices** from NAEYC.

The nursery school recognizes play and direct exploration as basic learning tools for the preschooler and these inherent factors are found within each classroom. Essential structure and guidance to this play

are furnished by each teacher and includes discipline handled with understanding and gentleness, while creative initiative and self-expression are encouraged.

The development of sound parent-teacher relationships is an essential element in meeting the young child's needs and fostering his/her growth. The school endeavors to maintain a "bridge" to parents and community by offering a program that encourages communication between home and school and provides educational opportunities for parent growth.

ADMISSIONS PROCESS

Applications for enrollment become available to current families in the month of November prior to the school year you wish to enroll your child. New families may begin enrolling in the month of December prior to the school year you wish to enroll your child. Applications for enrollment are on a first come, first served basis and are available in the school or on the school website. Applications will continue to be available until all spaces have been filled. Enrollment into the program is from September through June, similar to a school program.

For an enrollment application to be considered complete, it must contain an application, applicable registration fee and deposit, and copies of your child's most recent medical forms. Children enrolled in our 3 and 4-year-old programs, as well as Kindergarten, must also include a dental form with the enrollment application. Your application is considered incomplete until all requirements have been met.

You do not need to be a White Plains resident to attend this school. There is no official interview process for the child to be admitted.

CONTACTING THE SCHOOL

The school phone number is (914) 949-3134. The fax number is (914) 206-3805.

The school website is www.ridgewaynsk.com.

General school questions can be directed to Gloria@ridgewaynsk.com. This email will also send out reminders and notifications about school events.

For school closings and delays, we utilize the **ONE CALL NOW** email/text system, ensuring that our families receive immediate notification regarding these events.

Questions/concerns for the Director's attention only should be directed to lisamorgan@ridgewaynsk.com

Bookkeeping or tuition questions should be directed to lisac@ridgewaynsk.com.

THE FIRST FEW DAYS

For the child who has not had any group experience, the first few days may be somewhat difficult. S/he has new routines to learn and adjustments to new people and surroundings to make. Please be assured that our first objective is to provide a loving atmosphere and to help the child adjust to this new experience.

You can help by having a positive attitude. We feel that it is unwise for a parent to ask a child, "Do you want to go to nursery school today?" During the first few days, a child does not know what he wants to do. Given time, your child will be comfortable and happy with the group and the classroom atmosphere.

Do not be alarmed if the teacher asks you to remain nearby for several days, if needed. This has proven helpful in the past for children who need a bit longer to separate. The teacher will indicate to you when she feels your child is comfortable and can manage without Mom or Dad close by.

In order to make a child's first school experience begin positively, the following first week schedules are set forth for each age group:

2's – The first week of school – Students will attend school following a staggered schedule. As the week progresses, children will gradually increase their time in school each day.

The early drop off program and the afterschool program, called Clubhouse, are available to those families who have enrolled in the program starting the 2nd full week of school. Provided your child transitions well during this week, he or she will be permitted to attend school based on the regular schedule in which s/he is enrolled. Your teacher will indicate to you if she feels your child would benefit from additional transition time.

3's – The first week of school – Your child will attend school on a staggered schedule. As the week progresses, all children will gradually increase his/her time in school each day. By Thursday of the first week, all children will attend school either from 9:00-11:30am or 9:00-3:00pm. Provided your child transitions well during this week, he or she will be permitted to attend school based on the regular schedule in which s/he is enrolled. Your teacher will indicate to you if she feels your child would benefit from additional transition time.

There is no early drop-off or aftercare for the 3's during the first week of school.

4's/Kindergarten – All students will attend school based on the schedule that you have enrolled your child in starting on the first day of school. This includes Early Drop Off and Aftercare programs.

Lunch & Learn Program (3's & 4's only) – If you have enrolled your child in this program, it begins on the Thursday of the first week.

Again, we want this to be a pleasant experience for everyone - children, parents, and teachers! We appreciate your cooperation. Please feel free to discuss any particular problems with the teacher or director.

ARRIVAL / DISMISSAL

SCHOOL HOURS:

2's

HALF DAY SESSION – 9:00 - 11:20

FULL DAY – 9:00-3:00

3's/4's

HALF DAY SESSION - 9:00 - 11:30

FULL DAY - 9:00 - 3:00

Kindergarten

HALF DAY SESSION – 9:00 – 12:00

FULL DAY – 9:00 – 3:00

Lunch & Learn is available for children who are enrolled for a half day session and parents wish to add an additional 1 to 1½ hours onto their schedule. Registration is done on the enrollment application. If you are interested in learning more about this program, please contact the office. There is an additional fee for these services.

Our school is open at 7am each day. There is an early drop-off program for those needing arrival times prior to 9:00am. We also offer an aftercare program for those needing pickup after 3:00pm. If you wish to enroll your child for one or both of these programs, it must be arranged for in advance. **There is a charge for this service.** More information about these programs follow.

Parents are asked not to bring children earlier than the scheduled arrival time. Please bring your child to the classroom door. If you are early, it will be necessary to wait with your child until the teacher indicates she is ready. **Children are not to be left in the hall, parking lot, or the indoor playroom.**

EARLY DROP-OFF PROGRAM

This program is available to all students. You may choose a 7:00am, 7:30am, 8:00am or 8:30am early drop-off option. You must be enrolled in this program in order to participate. Pricing is available on the school website or enrollment application.

DISMISSAL

When picking your child up at dismissal time, come in and wait in the hall until the group has been dismissed. If you are going to be late, please call and we will let your child know.

Parents are asked to be prompt at dismissal time. Irregularities can be upsetting for the children and cause a hardship for the staff. **There is a late fee of \$25 per occurrence for continued tardiness at pickup time. If you are consistently late picking up from our afterschool program, you will not only incur a late fee but you may also jeopardize your child's space in the program.**

EARLY PICK-UP

If a child needs to be picked up earlier than his/her scheduled time, the parent **must sign in at the front door** and report to the office to notify the staff. Office staff will call the classroom and the child will

- a) be brought to the office for dismissal or
- b) the parent can proceed to the classroom for pickup.

AFTERCARE PROGRAMS

2's Clubhouse – We run an aftercare program for 2's only. If your child is enrolled in this program, you may pick up any time after 3pm but no later than 5:30pm. Pricing is available on the school website or enrollment application. You must be enrolled in this program in order to participate.

3's, 4's and Kindergarten – Kids Club – This is a combined group of 3 and 4 year olds and Kindergarten students. If your child is enrolled in this program, you may pick up any time after 3pm but no later than 5:30pm. Pricing is available on the school website or enrollment application. There is a two day/week minimum attendance requirement for this program. You must be enrolled in order to participate.

3's, 4's and Kindergarten –Afternoon Enrichment – This program is open to 3 and 4 year olds and Kindergarten students. It consists of play time, snack and a period of academic enrichment. If your child is enrolled in this program, you may pick up any time after 3pm but no later than 4:30pm. You cannot attend the other aftercare program on the same day your child attends this program. You must be enrolled in order to participate in this program.

NAPPING FOR FULL DAY CHILDREN ONLY

Children who are in school longer than 3 hours a day are required to have a period of nap time or rest time. Children will nap/rest in a designated classroom and will be supervised by at least two teachers. Children rest at least 2 feet apart from one another. Teachers are able to move freely throughout the room to check on or meet the needs of each child.

At the beginning of the year each child receives a mat that is used solely by that child. This time is a period of rest where many of the children sleep, but for those who do not, it is a quiet time with a toy or book until it is time for the next activity.

OUR PREK SCHOOL PROGRAM

NURSERY SCHOOL is a joyous time of discovery! Through various experiences, children develop in all areas. Our program includes:

INTELLECTUAL DEVELOPMENT is nurtured through an exposure to basic concepts in language, science, social studies, math, art, music, and reading/writing readiness skills. An understanding of basic health and safety habits is included.

SPIRITUAL AWARENESS, which is gained through a God-centered approach in the classroom. We have a Bible curriculum which focuses on who God is and His relationship to us. Character building Bible stories are included. In December we celebrate the birth of Jesus with Christmas performances presented by each age group. Children of all faiths are included in our school

SOCIAL DEVELOPMENT is supported through free-play and various group activities which allow for interaction and the expression of individual interests. This builds social awareness as the children learn to play constructively and happily in a group setting. In addition, the entire staff models and supports the children's acquisition and effective application of the knowledge, attitudes, and skills necessary to establish and maintain positive relationships. These habits of mind include self-regulation, identifying and expressing different feelings in self as well as others (especially empathy), and making good decisions and problem solving.

PHYSICAL ACTIVITIES are provided for large and small muscle development. Materials are carefully chosen to promote eye-hand coordination and small muscle growth. Opportunities for active, physical play out-of-doors and in our gym stimulate large muscle development.

Although the nursery school program is planned around definite goals, it is individualized so that each child can proceed at his own rate and in his own way.

KINDERGARTEN PROGRAM

Our program for five-year-olds seeks to develop the interests and abilities of the children, and to tailor relevant curriculum according to the needs of each child. It is our goal to foster creativity, to individualize according to needs, and to help each child discover his/her own potential.

We feel this is best achieved in a joyous atmosphere of learning by discovery with a child centered approach. The program is designed to broaden the child's awareness of self, and of others in his environment, while providing opportunities for the development of readiness skills.

Kindergarten is a key year in a child's development and it provides the foundation for his continuing school experience. In an informal setting, we strive to provide meaningful activities which are developmentally appropriate.

Our program is designed to give each child the very best possible foundation for learning. The primary goal that determines the content of the program is readiness: the child's physical, social, intellectual, and emotional ability. In each area, we will challenge and stimulate the child to his/her fullest potential!

PHYSICAL READINESS:

- Games, songs, stories to develop and enhance auditory and visual perception
- Active play indoors and out using large muscles
- Carefully chosen educational materials to help develop small muscle coordination

INTELLECTUAL READINESS:

- Reinforcing positive attitudes toward learning
- Opportunities for involvement with written words and language in a language-rich environment
- Tasks which expand each child's reasoning and thinking skills
- Activities and lessons planned to incorporate all content areas (math, science, social studies)
- Lessons to develop an appreciation for music and art

EMOTIONAL READINESS:

- Helping the child develop a positive self-image and confidence in his/her given abilities
- Explicit teaching of social and self-control skills
- Ongoing opportunities and experiences in which each child can meet with success in individual and small group settings
- Emphasis on socially acceptable ways of handling problems and making good decisions

SOCIAL READINESS:

- Experience participating and contributing as part of a group
- Emphasis on good citizenship, respect and responsibility

THE KINDERGARTEN DAY

The kindergarten day is flexible and designed to incorporate activities in language arts, music, art, science, math, social studies, writing and reading readiness, health and physical education. Set up a meeting with the director if you are interested in enrolling your child in our Kindergarten program.

GENERAL SCHOOL INFORMATION

SCHOOL WEBSITE: The nursery school has a website: www.ridgewaynsk.com. Our school calendar, as well as enrollment forms and information about upcoming school events, are posted on the website. Please remember to check the website periodically.

SCHOOL CLOSINGS:

SCHOOL CANCELLATIONS due to snow or bad weather are announced via **“One Call Now.”** You are notified by phone, email and, if you signed up for it, by text as well.

In the event of inclement weather, we normally follow White Plains School District’s directions as to closures and delays.

If we are experiencing a one hour delay, school opens at 10:00am. Those children already enrolled in our early drop-off program will be permitted to attend school beginning at 9:00am, unless indicated otherwise through the One-Call System.

If we experience a two hour delay, school will open at 11:00am. Those children already enrolled in our early drop-off program will be permitted to attend school beginning at 10:00am, unless indicated otherwise through the One-Call System. Half day students do **NOT** attend school when there is a two hour delay. In the event of a delay, we will not return any school days.

DAYS OFF DUE TO INCLEMENT WEATHER

Each year, the school calendar builds in three (3) snow days. On our school calendar, you will also notice three (3) “give back” days in the event we exceed three (3) snow days.

If we exceed three snow days, we will return a school day in the order indicated on the calendar. If we need to give back days for more than 3 days of snow, then school will be in session.

If we do not use some or all of the snow days, we will close school on the days indicated on the bottom of the calendar.

CONFERENCES

Two formal, parent-teacher conferences are scheduled during the year - one in the late Fall, and one again in the Spring. Please feel free to request an additional conference at any time if you have a concern. We welcome ongoing communication. We do request, however, that you keep from holding informal discussions with the teacher at dismissal time, and ask that you avoid discussing a problem in front of your child.

BEHAVIOR MANAGEMENT PLAN

At Ridgeway Nursery School, we believe in preventative discipline. Our staff is actively engaged with all the children, and as a result, many prospective discipline problems are avoided. The staff is trained to facilitate learning and help with problem solving when difficulties arise. We use many types of preventative discipline from modeling, to scaffolding, to building an action plan, if necessary.

If a disagreement between children occurs, we use the following method to help calm the situation:

- The children involved are asked to sit quietly for a few moments.
- A staff person speaks to all children involved to hear everyone's individual point of view.
- The children are asked to think about what happened and what they could have done differently.
- The children are encouraged to think about handling the situation better the next time.

Please remember that with early childhood students this needs to be done many times before it becomes a new way of thinking.

Information will be shared with the parents if warranted. Many times in more serious situations we will meet with parents to come up with strategies to help the student. We have many outside resources if the situation requires them. At Ridgeway Nursery School we always work on a team approach to support our little ones.

PARENT PARTICIPATION

We believe that preschool education is the primary responsibility of parents. It is our desire to work together with you toward the very best understanding and development of your child. We look to you to share with us your knowledge and insights, in order that we can best meet your child's needs.

TOILET TRAINING

Children entering the twos program are not required to be toilet trained. Parents send in diapers, wipes and change of clothes, as needed. Toilet training is a part of the "curriculum" and the teachers have been very successful in training many of the twos by the end of the year, if the children are physically ready.

Children entering the threes program are required to be toilet trained. There is an understanding that children at this age will still have some accidents, however, daily accidents suggest that they are not fully trained. If this is the case, the school will meet with the parents to develop an action plan to move the child along the continuum in a loving and thoughtful manner.

MONTHLY NEWSLETTER

A school newsletter is available on our website at the start of each month. We hope you will take time to read it and keep abreast of upcoming events at our school. In addition, teachers send home information relating to specific classroom activities and plans on a weekly basis.

VISITING IN THE CLASSROOM

Parents are welcome to visit in the classroom after making arrangements with the teacher or director.

CLASS TRIPS

Our entire school participates in one school trip to Oakland Beach in Rye. This trip is parent-accompanied. Kindergarten participates in several trips throughout the year. These are also parent-accompanied. You will receive more information from your child's teacher about any upcoming trips.

TRANSPORATION POLICY

Transportation to and from the school is provided by parents or caregivers. Kindergarteners only, may be eligible for bus transportation to and from school. Parents will need to contact their local school district who will determine eligibility. All requests for transportation must be made with the child's local school district on or before April 1st of the year your child will be attending school. For example, requests for transportation for children enrolled for the 2018-2019 school year must be made by April 1, 2018. If your child is eligible for transportation, kindly notify the school as to your child's transportation schedule for the school year by September 1st.

HEALTH AND SAFETY

Our nursery school program is planned with the health and safety of the children in mind. You can help in several ways:

1. The health form is attached to the application and also available on the school website. All forms must be completed and on file in our office by September 1st.
2. If your child is prescribed medication by your pediatrician, you must obtain a Written Medication Consent Form from the school office for each medication your child is prescribed.
 - A. The form(s) must be filled out by your pediatrician and you.
 - B. Prescribed medication must be in the original container with the pharmacy label affixed to it. If the medication is removed from the original container, it will be returned to you and we will not be able to administer it to your child. Any over-the-counter medication should have your child's name written upon it. It, too, should be in its original packaging.
 - C. Medication will be administered to your child in the manner your pediatrician has prescribed and you have designated, **by MAT trained staff only.**
 - D. For children with asthma, your pediatrician should also provide you with an **Asthma Plan of Action** form which must also be provided to the school. If your pediatrician does not, parents will be asked to fill out this form and return it with their child's Written Medication Consent Form and medication(s).
 - E. Please note that the Written Medication Consent Forms are only valid for six (6) months from the date your pediatrician signed the form. You will be notified approximately one (1) month prior to the expiration date of the form and/or the expiration date of the medication(s) we are storing for your child. Any medications that become expired will be returned to you. We will not be able

to administer any medications to your child if the Written Medication Consent Form(s) and/or medications have expired.

- F. Medication is kept secured in the Director's office. Each child's medication is placed in a baggie labeled with the child's name, class and allergies. No child has access to this medication.
3. Do not send your child to school if s/he has a sore throat, fever, green runny nose or severe cough. A good rule of thumb concerning your child's health is: **WHEN IN DOUBT, KEEP HIM/HER AT HOME!** We depend on parents to be conscientious in this matter. A child should not return after an illness until s/he is ready **to play both indoors and out**. The entire staff is needed on the playground.
 4. You must notify **the school if your child has become ill, whether it is with a seasonal or contagious disease**. Beyond the obvious contagious diseases such as chicken pox, mumps, etc., you should be calling the school if your child has become ill with strep throat, pinkeye, etc. Children that have been ill must be fever-free and/or illness-free for a minimum of 24 hours before he/she can return to school.
 5. If your child will not be attending school on a given day, please call the school office and notify us as to why your child will not be attending school.
 6. It is important to notify us if your child is going to be picked up by someone other than the usual authorized person. We will not release a child until we have a written note from the child's parents or legal guardians.
 7. Please do not allow your child to bring play guns or other toy weapons, candy or any kind of medicine to school.
 8. If a child does not appear well enough to remain at school, you will be contacted by the teacher and asked to take him home.
 9. This center serves only well children. This excludes all children with a fever of 100 or higher, persistent diarrhea, undiagnosed rash, vomiting, any signs of illness including lethargy, coughing, refusal to eat or drink, until a medical evaluation has been completed by your child's pediatrician.
 10. If your child falls or has an accident that is not serious in nature, parents will be notified by either a call and/or a note in your child's backpack. If necessary, a staff member will perform simple first aid such as bandage a cut or apply an ice pack.
 11. If your child sustains a serious injury, we will call 911 and then call parents. If unable to reach a parent, the next person designated on your Emergency Form will be contacted. Calls will continue until we are able to reach someone. Any incidents, whether serious in nature or not, are kept in an Accident Log located in the school office.

EMERGENCY EVACUATION PLANS

Emergency Plans – The staff at Ridgeway Nursery School & Kindergarten make safety first a priority when dealing with your children. Every month we conduct fire drills, some during the morning and some during the afternoon. When the children hear the fire alarm they know to “Stop, Look and Listen” to their teacher. They line up and follow their teacher outside to a safe place. When the alarm is off and all is clear, children return to their normal activities. A copy of our fire drills is posted in the school office.

Sheltering in Place – If there is a need to shelter in place, the teachers are alerted by intercom, and must proceed with the sheltering in place plan. The children are brought to the Youth Room in the basement of the building. There are no windows in this room, and it is big enough to accommodate the entire school. The children and staff will stay there until alerted by authorities that everything is safe. There will be an adequate supply of food and water for everyone, and the staff will have all emergency forms so that you can be notified.

Lockdown – In the event of an intruder, the school goes into “lockdown mode.” Each classroom is equipped with a “Night Lock” system. This is a special bolt that is inserted at the bottom of the door, which makes it very difficult or impossible for an intruder to gain entrance to that room. We have at least one lockdown drill during the year and parents are notified in advance.

Evacuation – In the event of an evacuation of our building, we will bring the children to the Fire House on the corner of North Street and Ridgeway. We will remain there until the authorities alert us of a safe return. The staff will bring all emergency numbers with them so that we can contact you about your child.

NUTRITIONAL INFORMATION

SNACKS: A mid-morning and mid-afternoon snack of water and one of the snacks that is on the snack list outside your child’s classroom is provided each day.

Parents are welcome to help provide additional nutritional snacks on an occasional basis, by indicating so on the SNACK SIGN-UP SHEET located outside each classroom on the parent bulletin board. Sliced fruit, vegetables/dip, plain muffins or cheese are some suggestions. Please remember that this is a NUT-FREE school. This includes all nut butters as well as Nutella. Please check the snacks that you send into school to make sure they are not processed with other items that may contain nuts. In addition, some classes may have children who are gluten-free. Please check with the teacher before bringing in snacks for those children.

BIRTHDAYS: If your child is having a birthday, you may wish to send simple cookies or plain cupcakes to school for the class. Sweets, icing, goody bags, hats or balloons are not needed. **Candy is not permitted.** Please check with your child’s teacher before bringing in birthday treats if you are unsure.

LUNCH: NYS requires that children in school longer than 4 hours each day be provided with adequate, nutritious food. All full day children are provided a healthy, hot meal at our school. You may also choose to send in lunch from home on some or all days. If you choose to send lunch from home, you must adhere to the USDA requirements for healthy eating.

The children may opt for the lunch brought from home or request the school lunch. If your child eats the school lunch, a note is placed in his/her lunch box that "your child ate the school lunch today". The food in the lunch box is not discarded but sent home. The children are supervised by the teachers/teacher assistants during lunch time. Good table manners are modeled and encouraged.

TUITION POLICIES

The nursery school and kindergarten is an independent, fully licensed child care center incorporated and operating on a non-profit basis under the auspices of the Ridgeway Alliance Church. The school is fully self-supporting with the operating budget derived completely from parent fees.

Tuition rates are published yearly with consideration given to anticipated costs and budget expenses for the coming school year. Tuition is figured on a nine-month school year, with parents contracting for that period.

At the time of enrollment, a registration fee and a \$200 deposit is collected. Only the registration is non-refundable.

Tuition is payable on a yearly, quarterly or monthly basis. Quarterly payments are due on May 1st, September 1st, December 1st and March 1st. The first monthly tuition payment due on May 1st will be the equivalent of two month's tuition payments. Monthly tuition payments will be made by the first of each month, beginning in September and ending in March of the child's current school year.

Tuition and registration fee payments can be made by check, cash or credit card. If you authorize the school to charge your credit card for tuition payments, charges will be made on or around the 1st Tuesday of the month your tuition payment is due. *Please bear in mind that any credit card payments will now incur a 2% convenience charge.*

If an enrolled family begins to experience financial difficulties and cannot make timely tuition payments, it is strongly urged that the family make an appointment to meet with the Director to discuss alternative payment options. **If a family fails to meet with the Director and is behind by 3 months in tuition payments, then the Nursery School reserves the right to withdraw the child from the Nursery School program until all tuition payments have been brought up-to-date.**

Tuition adjustments are made for families with more than one child attending the school. Every effort is made to consider individual family needs when several children from that family attend the school. Families that have more than one child enrolled in the school will receive a 10% sibling discount on the youngest child's tuition.

Church members who enroll their child at Ridgeway will be eligible for a 20% tuition discount. Church members must be active and provide proof of membership at Ridgeway Alliance Church.

CHANGE IN SCHEDULE PROCEDURE

If you are requesting a reduction in your child's schedule, changes can be made starting the beginning of February. Requests to increase the number or length of your child's schedule can be made at any time, provided space is available. Requests must be made in writing using the "Change of Schedule" forms available in the office. An email confirmation will be sent to you once the request is approved.

SCHOLARSHIPS

Scholarships are available to families that may need financial assistance. Scholarship letters of intent, including financial documents, should be submitted to the Director by December 31st for consideration for the following school year. Scholarship acceptance letters will be sent out in mid-February.

REFUNDS:

Under ordinary circumstances, the tuition payments are not refundable. Refunds will not be given if a child is absent from school because of illness, vacations or leave of absence, nor will refunds be given for days when the school is closed due to snow or other emergency conditions.

If you decide to withdraw your child from the Nursery School program and you wish to receive a refund on any payments you have made on your child's tuition, you must notify the Director, in writing, as to why you are withdrawing your child. This letter should also include your child's anticipated final day of school. Upon receipt of this letter, the Director will present your request to the Nursery School Board. In order to receive a refund of the tuition monies you have paid, you must meet the following criteria:

- (1) We must be able to fill your child's space; and
- (2) Your child's class must be at maximum enrollment capacity.

If you have met the above criteria, then Director and Nursery School Board will issue a refund of the tuition monies you have paid but not used to date. (Registration fees are non-refundable.)

STATE REGULATIONS

This facility is certified by the New York State Office of Children and Family Services. We are compliant with the regulations of this office and all other applicable laws and regulations of the state. Copies of regulations, procedures and legal remedies are located and available for review in the school office.

Several staff members have also undergone MAT training (medication administration training) and are permitted to administer medications to children with proper documentation from your child's pediatrician. Forms that need to be filled out by you and your pediatrician are available in the office.

Parents may contact the New York State Office of Children and Family Services, Division of Child Care Services at (845)708-2400 or (800)732-5207 with any concerns or questions about child day care.

Our New York State Licensor's name is Shanequa Moore. Her phone number is (845) 708-2400.