



Parent Handbook COVID-19 Edition 2020 School Year

The Ridge Hill School

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Introduction

Dear Parents,

As we are getting ready to reopen after being closed for the second half of our school year, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers as well as Miss Vicki at The Ridge Hill School are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by EEC (Massachusetts Early Childhood Education). Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that The Ridge Hill School is a safe and enjoyable place for your family.

Victoria DeFreitas
Owner/Director
The Ridge Hill School

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of The Ridge Hill School and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

B. Nondiscrimination Policy

Admissions to The Ridge Hill School shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, All staff will wear masks when not in their personal office/cubicle, and they will only be in the front of the building in the office area.
4. School shoes only classroom: All children will put school shoes on before entering the classroom. Shoes will be placed in the coatroom under their name each day. Teachers will be allowed to bring in "indoor shoes" to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy

The Ridge Hill School enforces the following policies and procedures for tuition payments: You may defer your enrollment for 2020 until January 2021 or September 2021. A payment for that will be one month's tuition to hold that spot for your child.

1. Part-time and Full-time tuition is due on the 1st of the month.
2. A \$25.00 per month late fee will be charged when a payment is not made for that month.
3. There will be a \$10.00 charge per child for every five minutes elapsed after your scheduled pick-up time.
4. All tuition is due regardless of sickness, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government/DHS, like a pandemic. Please email Miss Vicki with questions as we will handle this accordingly to those who have financial difficulty.**
5. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
6. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 25% per month fee. **The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.**
7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year with a non-refundable \$200.00 deposit.
8. It is understood that there will be an annual increase each year.

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 781-871-0018 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 72 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 72 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to The Ridge Hill

School without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Medication Form provided by RHS . Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform EEC, and the local Norwell Board of Health and our parents.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time.

H. Arrival and Departure Procedures

Our facility is operational from 7:30am – 4:00pm, Monday through Friday. All children must be dropped off by 9am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

Please drive to the center if possible. All drivers and passengers must wear a face covering during drop-off. A designated check-in staff will meet you on the front porch wearing a PPE mask. The parent should be wearing a mask at drop off and pick up . This check-in staff will look at your child and give visual assessment. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

At this time there be no visitors in the building except for emergency purposes

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. It is the driver’s responsibility to assure that children are buckled in properly. Drivers and passengers should wear a face covering/mask until child is secured in the car seat.

I. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

J. Parties and Celebrations

Birthdays- If you wish to celebrate your child’s birthday at The Ridge Hill School, please check with your child’s teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free.

K. Food

- A. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
- B. Snack: A morning snack is needed for all am children (if staying for a full day or pm an afternoon snack is needed)
- C. Food Allergy: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child’s paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely “nut free.”

The Ridge Hill School
Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020-2021 school year, which contains the policies and procedures for The Ridge Hill School while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Victoria DeFreitas
Director/Owner
The Ridge Hill School

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of The Ridge Hill School Parent Handbook COVID-19 edition. I have read
and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____