

Dear Ridgecrest Christian Academy Parent/Student,

The teachers and staff of Ridgecrest Christian Academy are pleased that you have chosen our academy for your child. It is our belief that all children are a gift from God and should be nurtured and loved not only by parents but by all who have a part in their care. We are honored by you entrusting us with your child.

It is our goal to provide each child enrolled in our program with a safe, loving and structured Christian environment where appropriate growth and development can take place. This handbook has been provided so that you will know what you can expect during your child's enrollment with us. If at any time you have questions, concerns or suggestions regarding our program, please feel free to contact us.

We are excited about a new school year and looking forward to seeing all that God will accomplish in the lives of our students through the education of RCA. Our prayer is that everything we do will glorify Him.

In His Service,

Head of School

## RIDGECREST CHRISTIAN ACADEMY

### Hours of Operation:

Regular hours are from 8:00 a.m. – 2:45 p.m. each day. Classrooms are open from 7:30 a.m. to 3:00 p.m. Students are not to be in the school buildings before 7:30 a.m. or after 3:00 p.m. without approval from the appropriate teacher or the principal. Students who arrive before 7:30 a.m. are required to go to childcare. Childcare will open at 7:00 a.m. at the current rate.

### Enrollment

The following items will be required for admission:

- Enrollment application
- Certificate of Immunization (blue slip)
- Emergency Medical Treatment Form
- Copy of Birth Certificate
- Annual, **non-refundable** registration fee (\$175)
- Affidavit
- Two letters of recommendation (friend, employer, pastor, etc., that are not relatives)
- Interview
- Emergency Contact
- Signed Code of Conduct
- Previous School Transcripts (if applicable)
- Family Information/Church Membership

### Holidays:

The following holidays will be observed:

Labor Day	September 6 <sup>th</sup>
Teacher Work Day	October 15 <sup>th</sup>
Fall Break	October 18 <sup>th</sup> – 22 <sup>nd</sup>
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Holidays	November 22 <sup>nd</sup> – 26 <sup>th</sup>
Christmas Holidays	December 20 <sup>th</sup> – January 3 <sup>rd</sup>
Martin Luther King Day	January 17 <sup>th</sup>
President's Day	February 21 <sup>st</sup>
Teacher Work Day	March 18 <sup>th</sup>
Spring Break	March 21 <sup>st</sup> – 25 <sup>th</sup>
Good Friday	April 15 <sup>th</sup>

### Hazardous Weather:

In the event of hazardous weather, RCA will send a message to your cellular phone. We must have your cell phone carrier listed on your application in order to send notifications through the ProCare system. When responding to these messages or sending a message, please identify yourself. All we see on our end is your telephone number. Parents are to follow normal departure procedures when picking a child up early. Parental discretion is advised when bringing children during bad weather or when picking them up early.

**We will follow Dothan City Schools' closing schedules due to inclement weather. Exceptions may be made and announced by the RCA Administration.**

## Tuition and Fees

It is our goal to provide the best possible education for your child while he/she is enrolled with us. RCA depends on tuition payments to employ the best staff and to operate our facility in the most cost-effective manner. Ridgecrest Christian Academy is pleased to provide you with an automatic check or credit card payment option for tuition payments. Every family will be required to have an automated bank or credit card on file with RCA through Tuition Express. Tuition payments are made through the Tuition Express.

### Here is what you need to know:

**ACH (Check) Option:** This is a fee free option. Fill out Section B of the Tuition Express Automated Payment Processing Form. Attach a voided check to that same form. Your weekly or monthly balance will be automatically withdrawn from your checking account.

**Credit Card Option:** This option has a 2.5% processing charge. Fill out Section A of the Tuition Express Automated Payment Processing Form. Your tuition will be automatically charged to your credit card.

Tuition Express is a secure, encrypted site. RCA does not have access to your bank information via computer once your information is entered. The Payment Processing Form will be kept in our confidential, locked filing system in our main office.

For more information about the security and convenience of Tuition Express visit [tuitionexpress.com](http://tuitionexpress.com). In order to further keep your information secure please deliver your completed Automated Payment Processing Form directly to our main office. If you have any questions, please contact our main office at 334-792-8441.

You may also access your account information and print statements by logging on to [Myprocare.com](http://Myprocare.com) and following the directions. Please make sure you have an active email on file.

- Go to [www.myprocare.com](http://www.myprocare.com)
- Enter email
- A \$30.00 returned payment fee will be assessed to the Responsible Party if a payment attempt fails. Returned payment fees are assessed for each payment attempt that is returned. RCA has no financial liability for returned payment fees. Returned payment fees are subject to change in future academic terms.
- **Full payment is required whether your child is present or not.**
- **RCA does not participate in Family Guidance or any other government assistance program.**
- Any student that withdraws from RCA is responsible for the balance of the school year unless there are extenuating circumstances. The RCA Board, if deemed necessary, will review the circumstances.
- Once a child is withdrawn, the registration fee must be paid again for re-enrollment. Re-enrollment is contingent on availability of space.

## Programs

Ridgecrest Christian Academy offers programs for students in K-5 through First Grade. The programs are flexible to meet the needs of the parents.

- The Bob Jones Curriculum will be used as the instruction for each classroom.
- Classes meet from 8 a.m. to 2:45 p.m. five days a week.
- After-School Program will be available through the RBC CDC.

## Attendance and Dismissal

RCA does not discriminate on the basis of race, sex, religious background or national origin. While we welcome all children, school staffing will determine if the center will be able to meet the needs of a Special Needs Child. It is our desire to work with parents to provide the best possible away from home care. RCA reserves the right to dismiss a child from our program for any of the following:

- Repeated acts of violent or aggressive behavior.
- Parents who are verbally or physically abusive to a child, parent, teacher or other staff member.
- Tuition becomes one month past due.
- Failure to clear a returned check within 48 hours of notification.
- A child's physical or emotional problem outside the scope of the RCA staff training. This includes severe tantrums and emotional outbursts or a physical condition that would demand more than an average amount of the teacher's attention making it difficult to give adequate care to the remaining students.
- Use of unacceptable language.

## Student Evaluation

- The Students will receive a report card every nine weeks. The grading scale will be as follows:  
90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
59 and below = F
- Report Cards must be signed by the parents and returned.
- Progress Reports – All students will receive a progress report which lists all grades at the mid-nine week grading period. These reports serve to keep the parents informed of their student's progress and allow for a quick correction in weak areas before reaching the end of a grading period. Progress Reports must be signed by the parents and returned.
- Weekly folders will be sent home containing your child's work for the past week. Notes from the teacher and the RCA office will sometimes be included. Please look over your child's work and keep it, read the notes and announcements and **return the folder to school on the following day**. You may wish to add notes or comments to the teacher at that time.

## Parent - Teacher Conferences

Both teachers and parents play an important role in the education of children. When everyone works together, children learn. Parents are encouraged to keep up with their children's progress.

- Conferences with the teacher may be scheduled through the RCA office. Both parents are encouraged to attend.
- Classroom visits and observations must be scheduled through the Director.
- **Please do not enter the classrooms without prior approval. The teacher must be able to give her attention to the children.**

## Arrival Procedure

- RCA opens at 7:30 a.m. Children may not be dropped off or clocked in before this time.
- **Car Line will turn onto Martin Street from Park. Students are to be dropped off under the covered driveway at the rear of the church (the back entrance of the daycare). Cars are to exit the car line through the church parking lot and exit onto Fortner Street.**
- School Personnel will be on duty between 7:30 and 8:00 a.m. to escort the children to their rooms. Separation from the parent is much easier for the child when it occurs outside the building. Your cooperation is absolutely necessary in order to enforce proper security in our building. Parents wishing to make a payment or speak to office personnel should wait until their child has been taken to their classroom.
- No parking is allowed under the drive thru between 7:30 and 8:00 a.m. Limit your speed to no more than 15 mph and watch carefully for other cars and pedestrians.
- All children must be in the classroom before 8:00 a.m. to ensure they are not counted as tardy.
- Special instructions concerning your child should be written and sent to the teacher.
- **All food and drinks should be finished before arriving at the building. Please do not bring food into the classroom.**
- Because it is so important that the teacher's attention be on all of the children at all times, please schedule an appointment for a parent-teacher conference if you have questions for your child's teacher. Conferences should not take place during arrival time.

## Departure Procedure

- Children will be released only to parents, guardians, or others who are listed on the enrollment form as authorized individuals. Each person must come to the RCA to register a security code before picking up for the first time. They must be at least 16 years old and a valid driver's license must be presented at this time.
- Written notification is necessary anytime your child will be picked up by someone not listed on the enrollment form. A picture I.D. will be required.
- Parents and other authorized individuals should wait in their vehicles for children to be brought to them by the teacher. The first vehicle in each lane should pull up to the end of the paved sidewalk. A sign with your child's name will be given to each parent to display in the passenger's side window.

- **When picking up your child, you will follow the same procedure as drop-off. Enter Martin Street from Park and pull under the covered area. Exit through the parking lot onto Fortner Street.**
- Please be prompt. Students picked up after 3:00 will go to the CDC after school program and will be charged the current drop-in rate.
- Please do not block the drive. If you need to go to the office, speak with your child's teacher, or visit with other parents, please park in a parking space.
- All appointments should be made after class time if possible. When it is necessary to check your child out early, inform the receptionist and she will arrange for your child to be brought from the classroom.

### **FOOD: Meals and Snacks**

- A hot lunch and morning snack will be provided for each student, or the student may choose to bring a lunch and/or snack from home.
- Please do not bring food for the group unless it is a special occasion prearranged with the Teacher and Headmaster.
- Parents may send a simple, prepackaged snack for their child's birthday. Baked goods must come from a Health Department inspected establishment and have ingredients listed on the package. Please do not send latex balloons or candles for your child's birthday or holiday. Cupcakes or other baked items must not contain any inedible items such as rings, toys or plastic picks. The teacher will pass out invitations to parties outside the RCA if everyone in the class is invited. **These invitations must be given to the teacher or RCA secretary. Parents are asked not to place any type of communication in the cubbies of other children.**

### **Parties and Holiday Observance**

- During the **Easter** season our emphasis is exclusively on the resurrection of Jesus. The Easter bunny and related topics are not promoted.
- Ridgecrest Christian Academy does not observe **Halloween**. Please do not send treat bags for your child's class. The children will have a fall party in November. The church has a Fall Festival around this time of year to which all children and their families are invited. We emphasize harvest time and the blessings of God.
- The birth of Jesus is celebrated at **Christmas**. Teachers may organize small gift exchanges for their class but parents should not send candy or gifts for the children. Parents are welcome to attend all parties and activities.
- The classes will have parties for **Valentine's Day, Fall and Christmas**. Teachers will decide on snacks for the party (**keeping in mind any allergies in the class**) and send notes to parents requesting selected items. **All items must be prepackaged or from a bakery with ingredients listed.**

**While these policies pertain to parents, teachers should also follow them by not giving food, gifts, or other treats to the children without advanced approval.**

## Personal Belongings

**Everything** brought from home should be clearly labeled with child's first and last name.

- **Personal toys, books, tapes, videos and other items should not be brought to the RCA except on Show and Tell Day. (The teacher will let you know what day that will be.) Please do not allow children to bring expensive or breakable items for Show and Tell. The CDC cannot be responsible for any personal items lost or damaged.**
- Toy guns, knives, or similar toys are never permitted.

## Dress Code

**When choosing clothing for your child to wear to kindergarten, please keep in mind:**

- Buttons, snaps and zippers should be easy to use by your child. Pants and shorts with elastic are excellent since many children wait until the "last minute" before going to the bathroom.
- Students are to wear khaki or navy bottoms with a solid color, collared shirt. Polo shirts, button up shirts, etc. No t-shirts will be allowed except on Friday when they may wear the RCA school t-shirt.
- Shorts, skorts, and jumpers are acceptable but must come to the knee in length. The width of a dollar bill from the top of the knee is given as a general rule and the length must not be shorter than this.
- Girls may wear skorts and jumpers as long as they are khaki or navy in color. Shirts worn with the skorts/jumpers must a solid color and must have a collar. Polo dresses are allowed in any color.
- Tennis shoes are required each day. No sandals or loafers may be worn to school.
- Friday will be designated as RCA school t-shirt and blue jean day.
- The children will go outside during cold weather when the temperature is 50° or above. Sweaters and jackets should always be brought on cool days. The child's name should be in all outerwear.
- **Students in violation of the dress code will call a parent to bring them the appropriate attire within the dress code guidelines.**

## Discipline

Parents and teachers delight in a child who is well behaved and pleasant to work with. It is our goal to provide a caring and structured environment where children can grow and develop into responsible and healthy individuals. Discipline plays a vital role in that process.

- Inappropriate behavior such as willful disrespect to any adult, disruptions in the classroom, physical or emotional harm to another child, or use of profanity will not be tolerated. All threats of violence toward children or staff will be treated seriously.
- If verbal warnings are ignored or the negative behavior continues, time-out will be necessary.
- Notes, phone calls, and conferences with parents may be necessary to discuss inappropriate behavior.
- **Parents must present an alternative form of discipline when not in agreement with RCA suggestions.**
- If behavior continues for an extended period of time, the child may be expelled from the RCA.
- The RCA reserves the right to expel any child immediately for repeated acts of aggression or violence.

## Health and Medical Information

We ask the parent's cooperation in helping to fight the spread of communicable disease. Please read and follow the guidelines listed below:

**Children must NOT be brought to the RCA if they have any of the following:**

- Severe colds (this includes croup, RSV, influenza or any other respiratory illness)
- Undetermined rashes or spots with or without fever or behavior changes, until a physician has determined the illness is not a communicable disease.
- Skin infections (boils, ringworm, impetigo, etc.) until 24 hours after treatment has been started. Lesions on exposed skin must be covered with watertight dressing.
- Head Lice (After head lice treatment, a note from the doctor will be required before returning to the RCA.)
- Nausea, vomiting or diarrhea within the last 24 hours. Special circumstances that require additional criteria include the following: Toxin-producing *E. coli* or *Shigella* infection, until diarrhea resolves and the test results of 2 stool cultures are negative for these organisms. *Salmonella* serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with *Salmonella* serotype Typhi, 3 negative stool cultures are required.
- Blood or mucus in stools not explained by dietary change, medication, or hard stools.
- Mouth sores, unless the child's physician or the health department states that the child is noninfectious.
- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until 24 hours after treatment has been started.
- Staphylococcus aureus skin infections. The exception is only if the skin lesions can be covered with a watertight dressing.
- Symptoms of childhood diseases (chicken pox, mumps, measles, scarlet fever, etc.)
- Eye infections (pink eye or other infections).
- Fever (100 and over) within the past 24 hours. Exceptions only per doctor's written instructions. Temperatures are taken auxiliary [armpit + 1°] without medication.
- The illness prevents the child from participating comfortably in everyday activities.
- The illness results in a greater need for care than what the staff can provide.
- The child appears to be ill. Symptoms include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a spreading rash.
- If your child becomes ill while at the RCA, you will be notified to pick up your child immediately. All children must have an Admit to School form from the Doctor before returning after a Doctor's visit for anything other than immunizations or well visits.
- Parents should report to the staff any illnesses or exposures to communicable diseases outside the center.
- If your child has a continuously clear runny nose, rash, or other non-contagious allergic symptom, please notify your child's teacher. This should be on the enrollment form.
- If medical treatment is determined necessary, the RCA will make every effort to notify you immediately. If we are unable to contact you, the procedure outlined on the Emergency Medical Treatment form will be implemented.



• **If medication is to be given at the RCA, the procedures listed below will be followed:**

- Medication of any kind WILL ONLY be administered with a Medical Authorization Form completed and signed by the parent.
- A new form must be completed and signed each day.
- All medicine must be in the original container and clearly labeled with child's name.
- All medicine should be turned in to the RCA office for safe storage whether it is to be given at the center or sent home with the child. No medication can be left in the classroom even if it is in a back pack. Prescription drugs must have a pharmacy label or shall be accompanied by a physician's written instructions. If the prescription label does not include the time span the medication is to be given, the RCA will require written authorization from the doctor to continue administering the medication for more than seven (7) days.
- RCA will not give any over the counter cold or cough medications without a written prescription from a physician. With parental written consent we will give Tylenol and Motrin or their generics only when the physician writes it up as a prescription.
- The RCA will only administer mid-day dose of medications given three times in a day or a maximum of 2 doses for medications given four times in a day. The RCA will not administer medications that are given once or twice a day.
- In compliance with Alabama Law HB 253, RCA will not administer medication contrary to the written prescription or the nonprescription label even with parent's consent.
- The parent is responsible for providing the appropriate utensil for administering the medication. This utensil must be clearly marked with dosage measurements.
- "As needed" medication will not be accepted or given to any child. Neither will we accept permission given by telephone.
- Parents are welcome to come to the school and administer medication to their child at any time.
- All medications will be returned to the parent when child is picked up.
- The RCA will not apply any insect repellent containing DEET. This is the recommendation of the Alabama Department of Public Health Environmental Services. Parents may apply repellent before the child is dropped off, or they may come to the center to apply it. Many repellents contain sunscreen. The RCA will not apply sunscreen products due to the liability involved.

**RIDGECREST CHRISTIAN ACADEMY RESERVES THE RIGHT TO REVIEW AND REVISE THESE POLICIES AT ANY TIME. WRITTEN NOTIFICATION OF CHANGES WILL BE GIVEN TO PARENTS AND STAFF.**

**Ridgecrest Christian Academy Parent Handbook  
Policy and Procedure Agreement Form**

I have read the policies and procedures of Ridgecrest Christian Academy and agree to abide by the rules stated within. I understand that failure to comply with these rules could result in possible termination of my child's position at Ridgecrest Christian Academy. I also understand that these rules are subject to change, and that I will be notified of any changes.

**The Ridgecrest Christian Academy reserves the right to expel a child from the program for repeated acts of violent or aggressive behavior.**

**Parent's Signature:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

# Ridgecrest Christian Academy Media Release Form

I hereby give consent for my child \_\_\_\_\_, to be photographed by \_\_\_\_\_  
*Child's Name*

Ridgecrest Christian Academy personnel or professional photographers contracted by the center (school portraits, class pictures and K5 cap and gown picture). I also give my permission for these photographs, audio and/or video recordings of my child to be used in the following avenues:

*Check all that apply*

\_\_\_\_ Bulletin board display within the center

\_\_\_\_ Slide presentation for school programs

\_\_\_\_ Television broadcast

\_\_\_\_ Newspaper publication (First name listed? Yes No Full name listed? Yes No)

*Please circle yes or no for each*

\_\_\_\_ Ridgecrest Baptist Church Directory

\_\_\_\_ Ridgecrest Baptist Church and Ridgecrest Christian Academy website

\_\_\_\_ Craft projects

\_\_\_\_ Ridgecrest Christian Academy brochures or other advertising media

\_\_\_\_ Private Social Media Page

I agree to participate in these projects without financial remuneration, and I understand that this releases Ridgecrest Christian Academy/photographer from any future claims, as well as from any liability, arising from the use of the said photograph or recording.

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Name (please print)*

**I wish to withhold permission to photograph and/or video tape my child,**

\_\_\_\_\_, **at this time.**

*Child's Name*

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*