



Jane P.B. and Peter Hollenbeck
PRESCHOOL
PARENT/STUDENT HANDBOOK
2022-2023 School Year

Board Approved June 2022

RIDGEWOOD SCHOOL

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www.ridgewoodschool.org

Head of School: Aliya Ranginwala

Preschool Director/ Lead Teacher: Gail Suzel
Teacher: Megan Landry

PRE-SCHOOL HOURS

Morning session	8:00-11:30 AM
All day	8:00 AM - 2:55 PM
Before School Care	7:30-8:00 AM
After School Care	3:15-5:30 PM

2022-2023 Board of Trustees

Adam Russell, President
Afshan Syed, Vice President
Christine Reynolds (non-voting), Secretary
Rob Young, Treasurer
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Dear Parents and Students,

Welcome to Ridgewood School! Whether you are a new or returning family, there are so many wonderful things happening in the 2021-2022 academic year. Ridgewood students are excited about learning, and our teachers have worked hard over the summer preparing for a year of exploration and discovery.

The Ridgewood Preschool Parent/Student Handbook is an important tool for teachers, parents, and students throughout the school year. It is important that you take the time to review the content of the Handbook so that your family is aware of Ridgewood's policies and procedures. This is an important first step to ensure that we all have a safe, productive, and educationally successful year.

Parents are welcome to visit. We only ask that you notify the office ahead of time as a courtesy to the teachers and students. When you arrive, please remember to sign in with the secretary in the front office. It is also important to sign out when you leave the building. We hope you understand the importance of ensuring the safety of every child.

Once you have reviewed the Handbook, **please sign page 13** and return it to the school. If you have any questions or concerns, please feel free to contact the school at 937-399-8900.

Each year, the philosophy, procedures, rules and regulations outlined in the Handbook are approved by the Ridgewood School Association Board of Trustees. Please keep it in a convenient place for easy reference.

Sincerely,

Aliya Ranginwala
Head of School
937-399-8900
aranginwala@ridgewoodschool.org

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MISSION STATEMENT

Mission

Ridgewood School creates a vibrant and personalized learning environment that cultivates the intellect, creativity, and character of our students.

Vision

Ridgewood alumni excel in learning, achieve in life, and engage in the global community.

Values

Ridgewood creates its vibrant learning environment through the teamwork of committed students, staff, and parents. Our learning environment:

- Inspires the joy of learning and discovery
- Encourages academic excellence
- Celebrates diversity
- Fosters respect
- Expects integrity
- Embraces responsibility
- Promotes leadership
- Instills citizenship
- Engages the whole child

PRINCIPLES OF PARTNERSHIP FOR RIDGEWOOD SCHOOL PARENTS

At Ridgewood School we believe that a positive partnership between the school and a student's parents or guardians is essential to the fulfillment of the school's mission. We recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved. To realize the most effective partnership, we expect that all parents will:

1. Fulfill responsibilities as defined by the school.
 - Understand and support the school's policies and procedures.
 - Financially support the school to the best of one's ability.
 - Provide a home environment that supports positive attitudes toward the school.
 - Participate in two (2) Parent/Teacher Conferences a year. Scheduled conference times are included in the school calendar.
2. Participate in the establishment of a home-school relationship built on communication, collaboration, and mutual respect.
 - Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
 - Seek to resolve problems and secure information through appropriate channels (Teacher, Head of School, and Board President in that order).

- Support the school through volunteerism and attendance at school events.
 - Share with the school any religious, cultural, medical, or personal information that the school may need to best serve your child and the school community.
 - Respect the school's responsibility to do what is best for the entire community, while recognizing the need of an individual student.
 - Understand and support the school's technology policies.
3. Share in the school's vision.
- Support the mission of the school.
 - Be supportive of the school's commitment to a diverse and inclusive community.
 - Acknowledge that the payment of tuition is an investment in the education of the child, not an investment of ownership in the school.
 - Support the school's emphasis on sustainable practices.

The school reserves the right not to grant re-enrollment if the school administration reasonably concludes that the actions of a parent or guardian make a positive, constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission and educational goals.

PRESCHOOL PHILOSOPHY

Our preschool program offers a developmentally appropriate, individualized curriculum that is project based, with student direction and teacher facilitation. The environment encourages discovery and exploration in a playful surrounding where children can develop meaningful relationships with peers and adults. We strive to spark the lifelong love of learning.

The Jane P. B. Hollenbeck Preschool program easily transitions into our progressive K-8 program with its mission to create a vibrant learning environment that cultivates the intellect, creativity, and character of our students.

Goals

- Inspire the joy of learning and discovery
- Encourage academic excellence
- Celebrate diversity
- Foster respect
- Expect integrity
- Embrace responsibility
- Promote leadership
- Instill citizenship
- Engage the whole child

DIVERSITY POLICY

Ridgewood School:

- Admits students of any sex, race, religion, ethnic origin, socio-economic status, sexual orientation, and gender identity. Every student is entitled to the same rights, privileges, programs, and activities made available at Ridgewood School, including but not limited to administration of educational policies, admission policies, extra-curricular programs, and other school-administered programs. Decisions to admit a student will be based solely on our assessment of the student's ability to succeed at Ridgewood School.
- Welcomes faculty and staff of any sex, race, religion, ethnic origin, sexual orientation, and gender identity. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs, reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely upon valid job-related factors.
- Is committed to complying with the Americans with Disability Act (ADA) and other federal and state legislation designed to ensure equal opportunities to persons with disabilities. The school prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions, and privileges of employment. Consistent with this policy and applicable law, the school will make reasonable accommodation to the known physical or mental disabilities of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of the School.
 - Note that Ridgewood School does not have the programming to support students with severe learning disabilities, severe behavior disabilities, or students who are blind or deaf.
 - Children with learning or behavior disabilities will be accepted on a case-by-case basis when we believe they will be able to succeed at Ridgewood School.
- Provides a pedagogy and curriculum that promote understanding of and respect for others, appreciation of individual, cultural and socioeconomic differences, and social responsibility, equity, and justice.
- Provides a safe space for inclusion and positive interactions among all members of the School family.

Multicultural Night

Our programs and curriculum support our diverse population. Our favorite example of celebrating our diversity is the Ridgewood Multicultural Night, a long-held tradition. Students learn international dances and songs in music class in preparation for our multicultural show. They also help decorate the hall with art inspired from faraway lands. Upper level students each study a country and do a presentation of their research. They also paint flags of their countries for display at the evening event. All our families are invited to the event and they are

asked to bring a food item representing their culture. Attendees are also encouraged to wear clothing that represents their heritage.

SCHOOL HEALTH SERVICES

All students shall comply with all immunization requirements of the Health Department. Failure to comply will result in exclusion until the student is in compliance.

Ridgewood operates with a part-time school health nurse. The following procedures are adhered to regarding a sick or injured child:

1. The student is brought to the office.
2. The student's parent is contacted by the secretary or school nurse concerning the child's illness. If the parent cannot be reached, the emergency number designated by the parent will be called.
3. In case of emergency, if we are unable to contact either the parent or designated representative, we will follow the instructions of the Emergency Medical Authorization Form, which must be completed at the beginning of the school year.

In case of life-threatening injury or illness, a member of the staff will contact the Emergency Squad. The Head of School will then contact the student's parents.

Medication Administration

Ridgewood will NOT administer any prescription medication for preschool students.

If a student must take medication while at school or while participating in a school-sponsored activity, his or her custodial parent must notify the School Nurse of the need, and the parent must come to the school to administer the medication if it must be taken during school hours. The only exceptions are for Asthma inhalers and Epipens, which will be kept in the main office.

Management of Communicable Disease

1. A person trained to recognize the common signs of communicable diseases or other illnesses shall observe each child daily as he or she enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.
2. The following precautions shall be taken for children suspected of having a communicable disease:
 - a. The school shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
 - b. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - Difficult or rapid breathing;
 - Yellowish skin or eyes;
 - Conjunctivitis;
 - Temperature of one hundred degrees Fahrenheit taken by an infrared thermometer when in combination with other signs of illness;
 - Untreated infected skin patch(es);
 - Unusually dark urine and/or grey or white stool;
 - Stiff neck;
 - Evidence of lice, scabies, or other parasitic infestation.
 - Two or more signs of COVID-19 as posted in the classroom.
3. Any child exposed to COVID-19 through family members or friends will be asked to quarantine for the prescribed period of time.
 4. Ridgewood School will follow all CDC recommendations and state mandates, as well as guidance from our Clark County Combined Health District, in the event of any communicable disease outbreak in our community.

FINANCIAL EXPECTATIONS

Tuition

Tuition for the 2022-2023 school year is:

Full-day Preschool - \$7,800 yearly

Half-day Preschool - \$4,875 yearly

This tuition includes all education materials. If an applicant is accepted, enrollment is for the entire school year.

Tuition Options

- Option 1: Ten-month Plan (cash, check, or credit card).
 - You will receive a monthly invoice from July through April to be paid no later than the due date indicated on the invoice.
- Option 2: Full-payment Plan (cash, check, or credit card).
 - Full payment is due by July 31st prior to the school year.
- Tuition payments may be made using credit card (MasterCard or Visa only); however, a **4% service fee** will be added to the amount charged.
- A \$35.00 handling fee will be charged for each returned check.

Past Due Accounts

- A **\$35.00 late fee** will be charged monthly on all past due balances. The following action will be taken:

- **60 days' arrears – a reminder email issued and phone call from the Bookkeeper.**
- **90 days' arrears – Student may be denied attendance to school until outstanding balance is paid in full.**
- Prior to the issuance of final report cards, transcripts, and new contracts, all school bills must be paid in full.

Fees

Tuition does not include:

- School Lunches - \$3.25 daily, (billed monthly on invoice)
- School supplies (list provided for each grade)
- After school supervision (called Aftercare) - \$6.00/hour (billed monthly on invoice)
- Cafeteria fee - one-time \$25.00 per family charged in August
- Snack fee - \$15.00 per month per child
- Field Trip fees, as applicable.

STUDENT PERFORMANCE

Procedures for Reporting Progress to Parents and Maintaining Progress Reports

1. A course description for each subject the child is studying will be sent home at the beginning of a unit.
2. Parents will receive a curriculum progress report upon request. Interim and final reports will automatically be sent home each quarter. Conferences can be scheduled at any time during the year, and parents can request as many conferences as they feel necessary.
3. An interim report will be sent home every quarter except the third (3rd) quarter (conferences replace the interim for this quarter). The interim report tracks the child's progress through the Montessori materials for math, language, geography, music, fine motor skills, and gross motor skills.
4. The preschool/kindergarten report will be entered in the electronic reporting system, Gradelink, and will be sent home quarterly. This is a skills report only and has slightly different information than the interim report. Preschoolers will not be getting grades on a daily or weekly basis. Progress will be tracked through mastery of skills and materials; therefore, nothing will appear on GradeLink except at the end of the quarter. This report is the same one used in kindergarten in order to provide continuity and a smooth transition into kindergarten.
5. A portfolio with samples of children's work will be kept for parents to view at conferences.
6. Teachers will keep a curriculum and skill-based record of each child's progress.

Electronic Grade Book (Gradelink)

Parents may view quarterly reports on the portal Gradelink. Each parent/guardian will receive a

letter with their login ID and password information at the beginning of the school year.

THE SCHOOL DAY

School Communication

- Weekly "One Call Now" most Sunday evenings detailing the upcoming week's activities
- Monthly lunch calendar including events for the month
- Weekly student council email
- Periodic notes, field trip permission slips, conference notices, and other miscellaneous communication

Early Dismissal

Class will be dismissed on the first Friday of the month at 2 p.m. to allow for ongoing faculty development. The HOS will include a reminder in the weekly "One Call Now" the Sunday before this early dismissal.

Attendance and Tardiness

Though state standards are not set for preschool age children, we at Ridgewood School feel that the importance of timeliness and regular attendance is critical for student success in our program. Excessive tardiness or truancy will result in a conference with the Head of School and Preschool Teachers.

If a student is absent for a partial or full day, the parent is to telephone the school at 937-399-8900 before 8:00 a.m. each day the student will be absent. When returning to school, the student is to bring from home a written, dated and signed excuse stating the days absent and the reason for the absence. If no written excuse is turned in by the third (3rd) day after returning to school, the absence will become unexcused.

Each homeroom teacher is responsible for taking attendance daily. The cumulative attendance record for each student is maintained by the main office.

Students who arrive late must report to the office. If a student is more than fifteen (15) minutes late they must bring a note from home dated and signed by a parent explaining the tardiness. Students must have a tardy slip from the office in order to enter the classroom. Excessive tardiness will result in a conference between the parent/guardian and Head of School.

Food Service Program

Ridgewood provides a nutritious lunch program for our children. The lunch menu is located on the monthly calendar that is sent home the beginning of each month, and is also posted online at www.ridgewoodschool.org.

Price of the complete lunch is \$3.25 per day. Individual items will be charged accordingly. Please do not send money with your child for lunches. Lunches will be billed on the family's

monthly school invoice. Extra food, milk and snack will also be charged to your monthly invoice.

The one-time Cafeteria fee is **\$25.00 per family**, per year, and will be billed on the July invoice.

Preschool Snacks

Due to state requirements, they have recommended that the school provide the snack for preschool students. Below is the typical snack menu although we reserve the right to switch days due to necessity, and occasionally substitute a different snack within a food group in order to add variety. The cost is \$15.00 per month, which is billed monthly to your account. The children can eat as much as they want in the fruit and vegetable category. Portions of grains and dairy products are moderately controlled. The fee also includes milk.

Preschool Snack Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Crackers	Mini muffins	Veggies	Yogurt	Veggies
Cheese	(homemade)	Bread	Fruit	Crackers
Fruit	Fruit	Cream Cheese	Homemade	Cheese
			Cookies	

End of School Day: Dismissal

Students are dismissed at 2:55 p.m. All students will remain in their classroom and will be called to the Main Entrance upon their parent’s arrival. No preschool students will be permitted to walk home. If someone other than a parent is to pick up a child, the parent must notify the school in advance. At 3:10 p.m. all remaining students will be admitted to aftercare where a charge will incur beginning at 3:15 p.m.

Aftercare

As described in Extended Day (next section), Ridgewood School provides a supervised aftercare program for students who remain at school after dismissal. Parents must make arrangements with the office or with a preschool teacher for students who will require aftercare services. The fee is **\$6.00** per hour or portion of an hour. Parents are billed by the hour if the child/children remain at school after **3:15 p.m.** Parents will be billed on a monthly basis through the office. All students must be picked up by **5:30 p.m.** Any student remaining after 5:30 p.m. will be charged \$6.00 for every fifteen (15) minutes until picked up.

To protect the students, all students remaining on the school grounds will be kept in aftercare in the preschool classroom, and their parents will be billed. Parents are asked if they will be requiring aftercare services during the admission process. All students will be signed in, and parents will sign them out when they are picked up.

Extended Day

The extended day at Ridgewood provides a safe and healthy environment before and after school for children. Ridgewood offers Before Care and Aftercare. All programs help extend Ridgewood's values of "engaging the whole child" and "encouraging academic excellence" in a supportive environment, outside school hours.

Before Care begins at 7:30 a.m. and is supervised by one of the preschool teachers. During this thirty (30) minute period, students arrive at school and go directly to the preschool classroom. They remain there until school begins at 8:00 a.m. There is no charge for this service.

Aftercare, which costs \$6.00 per hour, runs from 3:15-5:30 p.m. One of the preschool teachers will supervise this program. Once the teacher records attendance, healthy snack options, which cost \$0.50 per item, are offered. Some examples of these snacks include: baked chips, granola bars, fresh fruit (when available), crackers, and juice. Students can also bring an aftercare snack from home or finish their lunch if they brought it from home. They may be taken outdoors if weather permits. The same rules of behavior expected at Ridgewood during the school day also apply after school.

Emergency School Closings

In cases of inclement weather or other emergencies, the HOS will determine the appropriate operating schedule for the day, as early as possible, but not later than 6:30 a.m. Immediately after the decision is made, the school will utilize the "One Call Now" system to notify parents, guardians, and employees; send an email to all families; post the information on Facebook; and notify the Channel 2 and Channel 7 television stations. If Ridgewood School needs to dismiss before 3:00 p.m., parents and guardians will be contacted through a "One Call Now" text message. No child will be dismissed until safe transportation has been arranged.

Emergency Drills

Ridgewood School takes the safety of students, faculty, and staff very seriously and will conduct regular drills to prepare for different potential emergencies. Evacuation procedures are posted in each classroom. The teacher will give instructions on prompt and orderly compliance with the evacuation plan.

Severe weather drills will be conducted in accordance with the Code of Ohio. Teachers will give instruction on appropriate locations for use as shelter areas during severe weather. Procedures for taking shelter are posted in each room.

BEHAVIOR AND DISCIPLINE POLICY

The purpose of this policy is to:

- Enable all students to learn in a safe and encouraging environment.
- Help students develop inner control over their own behavior, through interest in the Montessori materials, positive social orientation, and in caring for both the learning environment and others.

Behavior Policy

When external discipline is required the following rules will be adhered to:

- Rules are stated on the student's first day of school. Daily reminders are given, if necessary to the group as a whole.
- Inappropriate behavior is stopped by the teacher or assistant/aide.
- Work/Activity is offered as preferable to isolation if the child appears to be controllable. However, if the child needs to regain control, he/she is isolated from work/classroom activities for a short time to re-think his/her behavior; the student is then asked if he/she is ready to return to the class. Problem-solving skills are reinforced as well as suggestions for alternative behavior choices.
- Persistent misbehavior may mean the student is isolated from the group with adult supervision.
- A conference with the parents will follow if the inappropriate behavior continues to persist.
- After these measures, extreme behavior such as biting or destroying the environment can result in a parent being called to take the student home immediately.
- If after a reasonable time and the above procedures do not result in eliminating the disruptive behavior, suggestions will be made that an alternative school may better meet the needs of the child in question.

Biting is more common in a preschool setting and just as other minor mishaps it cannot always be prevented. Injury reports are completed on all bites that leave a mark. The parents of the children involved are informed of the incident. The above guidelines are followed for repeated incidences.

Conflict Resolution Process

When students/parents have concerns about assessment, discipline, or other classroom issues, the following steps should be followed to resolve the concern at the lowest level possible:

1. A conference with the teacher, student, and/or parent to try to reach an understanding of the situation and try to find some common ground for agreement.
2. If as a result of the teacher conference the issue is still unresolved, then that concern can be brought to the attention of the Head of School who will meet with all the parties involved to try to reach an agreement which both parties can support.
3. If the Head of School is unable to find a mutually agreeable solution, the student, parents, or Head of School may bring the matter to the Board of Trustees for final disposition.

LIBRARY

The preschool class has the opportunity for a library period during the week under the guidance of the school librarian. Students will be permitted to check out books. Each student will properly care for library books and will be charged the replacement cost for lost or damaged books. All lost or damaged books must be paid for in order to receive a report card.

STUDENT DRESS

Students are expected to dress neatly and be well groomed. No hats or sunglasses are to be worn inside the building except on approved school days. Shorts, skirts, and dresses should be of appropriate length for school wear, **at least mid-thigh** length. Shorts should be worn under skirts and dresses. Age appropriate undergarments should be worn and should be covered by clothing. Tops need to cover the midribs. No spaghetti straps are permitted. Tank tops can be worn under or over another shirt with sleeves, not alone. All pants must be worn above the hips at the waist at all times. Sandals are permissible but need to be safe to wear on the playground; **no flip-flops**. The only pierced body jewelry appropriate for school is earrings. Hair should be a natural color. Text on clothing should not be offensive. If a student arrives at the school in clothing that is not considered appropriate, the child will be sent home immediately to change clothes.

BIRTHDAY CELEBRATIONS

Students are permitted to bring in cupcakes, fruit, or cookies to share with the class in celebration of their birthday. Prior to bringing in treats, please contact the preschool teacher to be advised of any student allergies or food restriction. ***Please no gift bags.***

Invitations to parties may only be distributed at school if all students in the class are invited to the party.

FIELD TRIPS

Field trips are planned at the discretion of the teachers, in keeping with school curricula and providing for unique educational opportunities. ALL students must have a school issued permission slip, signed by the parent, in order to go on the field trip. All permission slips must be returned no later than three (3) days before the field trip. The only exception will be if the student was absent and therefore unable to meet the deadlines. In case of absence, all efforts will be made to secure a school issued permission slip prior to the field trip, by fax or having one dropped off in the morning. It will be the teacher's responsibility to pass out permission slips in a timely manner. Students are expected to attend school-sponsored field trips that are part of the academic program. **Parents who opt not to send their students on a school field trip will be asked to keep their students home on the day of the field trip.**

Supervision at school cannot be guaranteed when an entire class is on a school-sponsored field trip.

PLAYGROUND RULES

To ensure everyone's safety, the following playground rules must be followed. These rules apply throughout the day, including during after-care hours.

- No pushing, wrestling, name calling, and tackling.
- Students must remain in the fenced preschool playground area.
- Students must go down the slide in a seated position facing forward only; legs must be on the slide.
- Students may only go up the slide using the ladder and must exit the slide at the

bottom.

- Permission is needed to re-enter the building for drinks, rest room, etc.
- Students need prior permission to bring equipment for playground use.
- All injuries, no matter how minor, must be reported to the playground supervisor immediately.

BOARD OF TRUSTEES MEETINGS

- Meetings are typically scheduled on the third (3rd) Thursday of each month excluding October, December, February, and July.
- Meetings may be cancelled or have the date moved from time to time. Notification of meeting changes will be announced through "One Call Now" or posted on the monthly calendar.
- All parents/guardians are welcome to attend any Board of Trustees meetings.
- If a parent/guardian would like to address the board:
 - They must submit a written request along with a brief explanation to the president of the Board of Trustees one (1) week prior to the meeting date.
 - Such written requests should be submitted to the board secretary, who will forward the request to the president.
 - A board representative will respond confirming the request has been added to the agenda and time to present has been allotted.
 - After the presentation the board will take the matter under advisement and a representative will respond within a timely manner via either email, phone, or mail.

INFORMATION AVAILABLE ON THE WEBSITE

The following information is available on the website, www.ridgewoodsschool.org.

1. Code of Regulations
2. This Parent/Student Handbook
3. Emergency Medical Authorization Form
4. Medication Administration Form

Ridgewood School

HANDBOOK ACCEPTANCE FORM

We have read the 2022–2023 Preschool Parent/Student Handbook, and we agree to abide by its rules and policies.

Date

(parent signature)

(printed name)