



OUR MISSION:

Ruby's Academy is a locally owned and operated child development center, serving families in the Charleston County area. Our objective is to provide families with a safe, clean, healthy and nurturing learning environment. We strive to work closely with our parents to reach each child's potential. At Ruby's, we utilize an age appropriate curriculum that covers language arts, mathematics, science, art, and music. We want to help build a creative foundation for a lifetime of learning. Finally, we pledge to make the time your child spends with us fun, safe and productive.

ADMISSION PROCEDURE

1. An INTERVIEW with the Director and TOUR of our school is required.
2. The Director will be your contact for placement and attendance schedule.
3. A SOUTH CAROLINA CERTIFICATE OF IMMUNIZATION FOR CHILDCARE ATTENDANCE is REQUIRED by the first week of attendance. Your pediatrician must sign it. NO SHOTS, NO SCHOOL – IT'S THE LAW!
4. A completed application must be submitted for our records. Please fill in all sections.
5. A registration fee is necessary to reserve your child's space on our roster. This \$100.00 fee is non-refundable.

SIGN-IN/SIGN-OUT PROCEDURE

Every child needs to be signed in and out every day. This is crucial for record keeping and the safety of your child and others.

A "Permission to Pick Up" slip must be filled out if someone else is picking up your child. WE REQUIRE A PHOTO ID BEFORE RELEASING YOUR CHILD TO SOMEONE ELSE. NO EXCEPTIONS.

For Safety reasons, please escort your child to a staff member when arriving. At the end of the day, your child becomes your responsibility to safely escort out of the building and to your car. Please keep your car seat with you; Ruby's Academy doesn't have the necessary room to store your car seats.

LATE DEPARTURE

Ruby's Academy closes promptly at 6:00 p.m. Children enrolled in mom's morning out programs are to be picked up no later than 12:00 noon. Those enrolled in the after-school and full day class programs are to be picked up and signed out by 6:00 p.m. A late charge of \$2.00 per minute will be required for any child picked up after closing. This is payable when the child is picked up. Please plan to pick up your love ones on time.

ATTENDANCE

Children are expected to attend Ruby's Academy on a regular basis in accordance with the days and time scheduled with the Director. Please notify the front office if your child will be absent for any reason.

Tuition must be paid regardless of attendance except approved vacation time.

CLOTHES

Every child needs to bring a complete change of clothes **EVERY DAY. All of the items, including clothes for extra activities, need to be labeled clearly** with your child's name. Our children will go outside every day, weather permitting. Please see that your child's clothes are weather appropriate. An extra jacket or sweater that stays at school is a good idea. Children wearing diapers, pull-ups or training pants need to have a good supply on hand. Children who are potty training need to wear clothes that can be EASILY pulled up and down. Clothes with buckles, zippers, belts and buttons are not the best choice.

TENNIS SHOES WITH SOCKS ARE REQUIRED AT ALL TIMES. NO SANDALS OR CROCS.

Please don't dress child in their very best clothes. Our children use colored markers, glue and other material that may cause their clothing to become stained during daily activities and projects. We will do our best to lessen the amount of stains and damage to clothing. We ask that parent don't allow child to wear jewelry or expensive clothing to school. Therefore, Ruby's Academy isn't responsible for the damage or loss to your child's clothing, toys or property.

PHONE, CELL, AND PAGER NUMBERS

These numbers are essential if we must reach you in case of an emergency. Please update these often.

NAP TIME

Every child will have an opportunity to nap or rest during the day. The length of time a child rests depends upon the age of the student. In general younger children nap longer than older children. If your child does not sleep he/she will engage in a quiet activity.

Your child may bring his own blanket and child-size pillow.

Please take nap things home on Fridays to be laundered and return them on Mondays.

MEDICAL

For the protection of our staff and all children, **DO NOT BRING A SICK CHILD TO SCHOOL.** No child shall be permitted in the school with the following:

A fever of 100 or higher

Unexplained skin rash

Diarrhea

Vomiting

Ringworm, pinworm, lice, scabies or other infestations

Discharge from the eyes, ears, nose or mouth

Children who develop these symptoms during the course of his/her day at Ruby's Academy will have to remain isolated from the other children until they can be picked up. Please make this uncomfortable wait as brief as possible.

How a child feels is an important determinant of behavior, performance, and ability to learn. Ruby's Academy strives to maintain a healthy environment and CANNOT provide proper care for sick children. If your child becomes ill during the course of the day you will be contacted immediately. **You must pick up your child within 1 hour of being notified.** Sick children in attendance will be isolated promptly from the group, but will have continuous supervision by a staff member. If your child isn't pick up within a certain time period, we will call the next person on your emergency contact list to pick up your child. **Your child's health is very important to us.**

***ANY CHILD RETURNING TO SCHOOL MUST BE DIARRHEA, VOMMIT, AND FEVER FREE FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.**

If your child is sent home sick on Monday, the earliest your child may return is Wednesday. If your child runs a fever at any time on Tuesday, the earliest he/she may return is Thursday, and so on.

*For your safety and the safety of others, DO NOT SEND MEDICINE IN YOUR CHILD'S BAG. Liquids, pills, and cough drops can choke a child and or cause an allergic reaction.

MEDICINE

NO MEDICINE WILL BE GIVEN TO ANY CHILD WITHOUT PERMISSION IN WRITING FROM YOU AND YOUR CHILD'S DOCTOR.

PERSCRIPTION AND OVER-THE-COUNTER MEDICINES ARE GIVEN BY ONE OF THE STAFF PERSONNEL **ONLY** WHEN WE HAVE A WRITTEN PERMISSION.

A "**Permission to Give Prescription Medicine**" form must be filled out and signed by a parent each time we are to administer prescription medicine to your child.

A "**Permission to Give Non-Prescription Medicine**" form has to be obtained from our office, signed by your child's pediatrician, and kept on file. This permission will be completed at the beginning of each school year. Medicine will be given at 12:00 and 4:00pm ONLY.

Ruby's Academy does not employ a school nurse. It is required by law that at least one staff member is certified in infant/child CPR and has knowledge/certification in basic first aid. Ruby's Academy is well within compliance of this law. Should Ruby's Academy recognize an emergency, they will activate EMS services and the parent(s). A staff member will transport records and remain with child until parent arrives.

VACATION AND HOLIDAY POLICY

VACATION

During the 12 month contract agreement, 2 weeks may be designated as vacation weeks. Payment is not required for these weeks provided your Ruby's Academy account is current. Students must be enrolled three months prior to receiving vacation leave. The vacation time can't be used one day at a time; it must be used in 5 consecutive business day intervals. One week may be used between the months of September and December, the other during the months of January and August. Ruby's Academy needs to have the vacation time off request submitted in writing two weeks prior to the child taking the actual time off.

SCHOOL CLOSINGS

We close for approximately eleven days per year. Please check our school calendar for the actual dates. FULL PAYMENT OF STANDARD TUITION IS EXPECTED EVERY WEEK, EVEN THE DAYS WE ARE CLOSED.

These days may include:

New Year's Eve	New Year's Day
Labor Day	Thanksgiving Day
Martin Luther King Day	The day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Fourth of July	

INCLEMENT WEATHER POLICY/ EMERGENCY CLOSINGS

Ruby's Academy follows the Charleston County Public Schools in the decision to close due to inclement weather. If the public schools should announce a "**delayed opening**", Ruby's Academy will also delay our opening until 10:00am. This will give our staff a chance to get their own children settled and get to Ruby's Academy.

Parents will need to remember that we have student/teacher ratio regulation to follow. If some of our staff is delayed, we will have to limit the number of children we accept until more staff arrives. Lunches will have to be brought from home, as we cannot assure to get here in time to prepare a hot lunch. If Ruby's Academy is forced to be closed early, we ask that parents pick children up by the directed time schedule issued by the Director. Early school closings are for the safety and well being of the children and staff members. Hurricanes and severe weather are very important to Ruby's Academy. Every effort will be made to remain open on all regularly scheduled days. However, if we are forced to be closed due to dangerous weather conditions, or other unforeseen acts of Mother Nature, we will start calling parents until every child has someone scheduled to pick him/her up promptly.

SCHEDULE OF RATES

Our payment schedule is on a weekly basis – All payments are due on Monday. If you prefer, you may choose to pay bi-monthly or monthly, in advance. If you choose to pay on a weekly basis, please remember that payments should be made every **Monday morning** to stay current.

A \$10.00 late fee is charged when tuition payments are two days overdue (**After Close of Business Tuesday**). When tuition remains unpaid for more than two weeks, the student will

be asked to remain at home until all outstanding balances are paid in full. Students absent for more than **3 weeks** must reapply and will be re-admitted as a new student, unless prior arrangements were made with the Director. There will be no reduction in fees or tuition for **absences or holidays**. Should the balance remain unpaid, your child may lose his/her spot on the roster. **YOU WILL BE OBLIGATED TO PAY WHETHER YOUR CHILD ATTENDS OR NOT; TO KEEP HIS PLACE ON THE CLASS ROSTER.** All rates are subject to change upon a 30 day notice.

The **Director** is to be notified in writing **TWO WEEKS IN ADVANCE** before a child is to be withdrawn. Parents are required to pay for those two (2) weeks regardless of when the child leaves the school.

APPLICATION OF NEW STUDENTS

- Requires an initial non-refundable registration fee of \$100
- Are accepted year-round on a first-come first-serve basis
- Acceptance into the program is not guaranteed until a space is available and all required documents are submitted, fees and tuition are paid in-full.

ANNUAL REGISTRATION FOR CONTINUING STUDENTS

- Open enrollment for students will be from February 1st until March 15th. An annual re-registration assessment for continuing students will be in the Fall of each year.
- A non-refundable materials fee of \$70.00 in March for continuing students is required. This allows us the opportunity to purchase needed school supplies for the students.

THE WAITING LIST

Despite our best scheduling to accommodate all the children who want a high-quality pre-school experience, sometimes we are forced to create a waiting list. All applications are recorded on a first-come first-served basis. Valid, current contact information on the waiting list is the responsibility of the parent. Ruby's Academy will not be held responsible for outdated contact information on the waiting list. If we cannot contact you using the information on file, we will contact the next family on the list.

A SPACE BECOMES AVAILABLE FOR YOUR CHILD: If your child is on the waiting list and you are notified of an opening, you will have 24 hours to accept or decline the offer. At the time you accept you must pay the registration fee to secure the space. If you decline, your child's name moves to the bottom of the waiting list. You will be given one more chance to accept an available space. If you decline a second time, your child's name will be removed from the waiting list.

FEE SCHEDULE FOR 2010-2011

Infants and Twos	\$Call for Rates/weekly
Preschoolers	\$Call for Rates/weekly
Afterschool Program	\$65.00/ week
Mom's Morning Out Program (9:00 a.m. to 12 noon)	
Monday, Wednesday, Friday	\$250.00/monthly
Tuesday, Thursday	\$200.00/monthly

ADDITIONAL FEES

Registration Fee (Non-refundable)	\$ 100.00
Late Payment Fee	\$ 10.00
Re-enrollment Fee	\$ 50.00
Late Pick-up Fee	\$ 2.00 per minute after 6:00 p.m.
NSF Fees	
1 ST RETURNED CHECK	\$20.00
2 ND RETURNED CHECK	\$25.00

AFTER 2ND RETURNED CHECK, PAYMENTS NEED TO BE MADE IN CASH.

Diaper convenience fee- a charge of 0.75 per diaper will be assessed if your child requires diapers after his/her supply is completely depleted. This would be a rare situation because staff members will inform parents of supply quantity.

DISCOUNTS

2 nd sibling	10% off oldest child's weekly fee
3 rd sibling	10% off 2 oldest children's weekly fees.

TERMINATION OF SERVICES

Child care services may be terminated by Ruby's Academy if, in the sole judgment of the Academy, the parent or guardian:

- Does not keep the child's records up-to-date, including immunization records (DHEC)
- Fails to pay fees, charges or any amount owed to Ruby's in a proper and timely manner
- Fails to abide by the Rules and Regulations established by Ruby's Academy as outlined in this handbook
- Treats the personnel or employees of Ruby's Academy in an unreasonable or abusive manner.
- In the case in which a pattern of disruptive or dangerous behavior continues or becomes a threat to the child, other children and/or staff, Ruby's Academy reserves the right to ask the parents to find alternative child care services.

MEALS

Breakfast, lunch, and afternoon snack are provided daily. Milk (B), water (L), and juice (S) are served with meals. A menu will be posted at the beginning of each month. Our meals are written and approved by a formally trained culinary specialist. If your child has allergies or can't eat certain foods for any reason, it is your responsibility to notify our staff.

CURRICULUM

We utilize the Creative Curriculum for Infants, Toddlers, Twos, and Preschoolers. This curriculum emphasizes the obtainment of specific objectives necessary to enhance the child's

intellectual, developmental, and social development. For preschool students, we also utilize the South Carolina Early Learning Standards: Good Start Grow Smart.

CORPORAL PUNISHMENT

Corporal punishment of any kind is strictly forbidden at Ruby's Academy.

DISCIPLINE

Our school provides a day with opportunities for stimulating and quiet activities, outside play and rest. In the case of inappropriate behavior in the class or on the playground, a child is asked to sit in a "quiet chair". The amount of time the child spends in the "quiet chair" is in proportion with the child's age.

Ruby's Academy recognizes and acknowledges good behavior. We feel that our children learn positive behavior through education and re-direction. Our focus is to teach children what behaviors are acceptable and provide positive options to inappropriate behaviors. Role playing and modeling of desired behaviors are two teaching techniques that have been successful for teaching and maintaining positive behaviors.

Behaviors that can result in dismissal for the day:

- *hurting him/herself**
- *hurting others**
- *damaging the classroom**

In the rare case in which a pattern of disruptive or dangerous behavior continues or becomes a threat to him/herself, other children and/or staff, Ruby's Academy reserves the right to ask the child find alternative child care services.

CHILD ABUSE

The state of South Carolina requires that all members of childcare facilities be on the lookout for and report all cases of abuse to a child. Ruby's Academy employees; therefore, are obligated to report to the state any suspected cases of child abuse.