

# Kidz on the Ridge

## Parent Handbook 2026



## ORCHARD RIDGE COUNTRY CLUB

**4531 Lower Huntington Road  
Fort Wayne, IN 46809**

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Dear Parents/Guardians,

Summer is a very special time at Orchard Ridge Country Club where, at Kidz on the Ridge, we hope to make memories that will stick with us forever. The friendships and relationships that we make swimming, diving, playing tennis, golfing, playing games and creating crafts are all part of the Kidz on the Ridge program. Kidz on the Ridge offers a variety of experiences for children of varied ages and abilities. We offer safe and supervised fun provided by caring and responsible staff.

This parent handbook will help answer questions you might have, promote communication between staff and members, and assist in understanding our policies.

**Summer 2026 Dates:**

Starting: June 2, 2026

Ending: July 25, 2026

## **Guidelines**

### **Hours**

Our hours at Kidz on the Ridge are 8:30 AM to 5:30 PM on Monday through Friday. Kidz on the Ridge is provided for children between the ages of 4 and 11 (entering into middle school). We are closed on Saturday and Sunday.

It is the parent's responsibility to ensure that children are picked up no later than 5:30 PM. If you are unable to pick up your child by the contracted time, alternate arrangements must be made. If you are running late and unable to pick up your child by the contracted time, please call the Orchard Ridge office or Angela. A late fee of \$5.00 per 5 minutes per child will apply if a child remains in care after 5:30 PM. This late fee will be added to the week's normal charges.

## **Drop Off Procedures**

**Drop Off:** For drop off, a parent or guardian must bring children to the Kidz on the Ridge area and sign them in using the paper that will be located in the Kidz on the Ridge area. Please include your member number. Please also help your child to get ready for the day by discussing meal plans and situating bags. **If you are dropping a child off after 11:30 AM, the child must be fed lunch prior to coming to KOTR.** Our lunch tickets are turned in by 11:00 AM to start preparing for lunch time.

## **Pick Up Procedures**

**Pick Up:** For pick up, a parent or guardian must come to sign children out from the Kidz on the Ridge area. Please remember to take all belongings at the end of each day. If you will be having someone else pick your child up from Kidz on the Ridge - please inform Angela or Michael so that we can check for verification (we may ask them to show ID) - safety is key! Please understand that we do our best in ensuring children have all of their items in their bags- leaving nothing behind! If a child does leave an item behind, be sure to check our lost and found area or the lost and found area by the pool deck.

## **RSVP**

We are so excited that we have had an incredible response to Kidz on the Ridge this Year and there are days we are at capacity (30). Kidz on the Ridge staff has the right to determine the number of children that we have for the day. These decisions are based on staffing and the safety of both staff and children at Kidz on the Ridge. We want to be sure that everyone remains safe. Kidz on the Ridge staff has the right to have a child be picked up if they feel that Kidz on the Ridge is not the appropriate environment for the child.

## How to Sign Up

1. Visit Orchard Ridge Country Club Website
2. Click on pancakes (3 horizontal lines)
3. Click on Kidz on the Ridge
4. Review Kidz on the Ridge Handbook
5. Review Photo Consent
6. Fill Out The Following:
  - a. Handbook / Photo Consent
  - b. Pre-Registration
  - c. June Reservation
  - d. July Reservation

\* Your names that were entered on the Pre-Registration form MUST match on your June and July registration or you will be flagged as not registered and will not be able to submit. \* You must be sure that you have placed each child on the June / July reservation page- it is NOT the family name. Each child must be accounted for- or Kidz on the Ridge has the right to delete your reservation.

\*You will not be able to jump to June or July registration until the handbook / photo consent and pre-registration is completed.

**Cancellation: If you need to cancel, an email or text message must be sent to Angela at least 24 hours prior to the cancellation.** If this does not happen - a charge for a full day will be posted to your account for that day. We understand that each situation is different - which is why communication with Angela is key!

## **A Typical Day's Schedule**

We spend the morning welcoming children and getting everyone to their activities – swim, dive, prep swim, tennis, and golf. During this time, children who are not actively involved in ORCC lessons can engage in quiet activities or play outside. If your child is involved in ORCC lessons/ activities, Kidz on the Ridge staff is still responsible for your child once they are signed in. Kidz on the Ridge staff will not check your child out while they are at their lesson/activity or sign them back into Kidz on the Ridge when the lesson/activity is over. Your child will eat lunch based on the schedule for ORCC lessons and activities. All Kidz on the Ridge participants will eat either in the Kidz on the Ridge room or on the veranda overlooking the pool. All Kidz on the Ridge participants will be supervised during lunchtime. After lunch, we will spend time swimming and playing a variety of games. There are often crafts and activities that the Kidz on the Ridge staff has planned. Kidz on the Ridge staff may also plan activities that incorporate reading, math, or STEM projects throughout the summer to support them academically. Kidz on the Ridge will be offering themed weeks throughout the summer. These themes will be communicated through Clubster, monthly calendars, and displayed in the Kidz on the Ridge area.

## **Inclement Weather**

There may be reasons for Kidz on the Ridge to move to alternate locations.

- If it's a rainy day, most activities will occur in the KOTR space.
- If it's a stormy day, we will move activities into the clubhouse.
- If it's a very hot day (and potentially dangerous for children to be outside for too long), we will move activities into the clubhouse.

If we have to move into the clubhouse, we may choose to show the children a movie. Communication will be posted through Clubster if Kidz on the Ridge has relocated from the designated area.

## Lunch and Snacks

Each child enrolled in Kidz on the Ridge for the day will receive a lunch and one snack in the afternoon. These items will be billed to your member account. *Items from home are prohibited* due to allergies and insurance reasons. If you choose to utilize the snack bar for lunch - KotR staff will be responsible for taking their lunch order and turning it in. You will decide if your child is permitted to buy a snack at the snack bar for the afternoon. Lunch and snacks are charged to your club account. Children will receive water to drink during the day, and they may have one fountain drink with their lunch if parents permit. If your child has food allergies - please share that information with Angela so we can accommodate for the allergy. It is your responsibility to fill out the lunch / snack slip each day. If it does not get filled out, the Kidz on the Ridge staff will inquire with the child- which may result in a misunderstanding of charges once billed to your account. Charge discrepancies may be reviewed, but may not always be refunded.

**Lunch at KotR:** This year we will be offering daily specials for \$8.00. This menu is posted in the Kidz on the Ridge area. If your child/ren do not order the daily special please know that each item will be charged separately versus as a bundle.

**Snack at KotR:** If your child/ren orders a snack during our afternoon snack time, the price will be the full price from the snack bar and will be charged to your account. New this year - we will incorporate one snack throughout the week that goes along with our weekly theme! These will take place on Wednesday and take place of the snack bar snack. We will also have snacks available in the Kidz on the Ridge area to provide to children. However, if your child/ren would still like an additional/alternative snack from the snack bar- they will still have that option! Your club account will be charged for the additional/alternative snack from the snack bar.

## **Electronics / Items from Home**

Children should **NOT** bring electronics or items from home with them to Kidz on the Ridge. If parents permit a child to have a cell phone / smart watch or other electronic devices with access to communicate with others, the device must remain in the child's bag for the duration of the day. Other electronics like iPads or video game consoles should remain at home. If a child brings electronics or items from home to KOTR and is unwilling to leave them in their backpacks, the staff will keep the items in a safe place until pick-up that day. Kidz on the Ridge does not provide a locked up area for devices. Kidz on the Ridge is not responsible for anything that may occur to the electronic device- damages or theft.

## **Additional**

We are not able to offer naps or diaper changing services to any children. We are also not able to administer medicine – over-the-counter or prescription – to children. Kidz on the Ridge will be using photography this summer to share the great things that will be happening.

## **KotR Payment**

If your child attends KotR, your member account will be charged. It is important that you are signing your child in and out at KotR so that you are charged the correct amount. If you forget to sign your child in / out our staff will use their best judgment of when your child arrived or left in which you will be charged for.

### 2026 Summer Fees

**One child:** \$35 half day, \$55 full day, \$250 weekly

**Second child:** \$30 half day, \$45 full day, \$205 weekly

**Third Child & Additional:** \$25 half day, \$35 full day, \$155 weekly

*Half day= 4 hours or less (AM- 8:30-12:30/ PM - 12:30-4:30)*

*Full day = 4 hours or more*

## What to Bring

Following is a list of things you should send with your child (please **label** everything you can):

- A backpack that **fits all** personal items
- Dry clothes (don't forget underclothes!) with shoes (flip flops or closed-toed shoes are fine)
- A swimsuit (maybe 2 based on child preference)
- Goggles and swim support devices (like Puddle Jumpers or swim wings- if used)
- Swim caps if desired
- A towel (maybe 2 based on child preference)
- A reusable water bottle (with the child's name on it)
- Sunscreen- lots of it! (unless your child is with us for two hours or less, please make sure that you send a bottle of sunscreen so that we can re-apply) If your family will be participating in KOTR regularly through the summer , KOTR is able to store sunscreen for your child/ren.
- A tennis racquet or golf clubs (only on the days in which they will need it to participate in those activities)
- If your child is involved in our swim, dive, prep, tennis, or golf programs, please be aware that they may require different types of clothing throughout the day. Please think about how to successfully set your child up to change clothes as quickly and as easily as possible. If your child has long hair, please make sure to fix it for the day prior to.

## Evening Kidz on the Ridge

Evening Kidz on the Ridge is offered throughout the year in conjunction with evening social events for adults. Activities, games, and a kid-friendly meal are planned for the children making the evening fun. Children are encouraged to bring their friends! *Cost per child: \$30*

## Behavior

We want Kidz on the Ridge to be a positive experience for all of our children, but we also recognize the need for a behavior plan. Please understand that each scenario is different based on the severity of the behavior.

- If a child is behaving in a manner that disrupts other children's enjoyment of the program; is disrespectful to the staff, club, or pool grounds; is dangerous to himself or herself, ORCC staff, or other children; or is otherwise unwilling to cooperate with KOTR staff, staff will place the child in time out. We will contact parents if the behavior persists or worsens.
- If the Kidz on the Ridge staff needs to contact parents twice in one day, the child will need to leave our care for the remainder of the day and will not be allowed to return for the following day of service.
- If the Kidz on the Ridge staff needs to ask a child to leave for a second time, the child will not be allowed to return for the following week of service.
- If the Kidz on the Ridge staff needs to ask a child to leave for a third time, the child will not be allowed to return for the rest of the summer.

If you have any questions, comments, or concerns please feel free to contact Angela. We are looking forward to another great summer season at Orchard Ridge!

We ask that each family signs and dates the Kidz on the Ridge Parent Handbook to show that they have read and understand the Kidz on the Ridge policies and procedures.

\_\_\_\_\_ I agree to the 2026 Kidz on the Ridge Parent Handbook

\_\_\_\_\_ I do not agree to the 2026 Kidz on the Ridge Parent Handbook

\_\_\_\_\_ (Parent /  
Guardian Signature) (Date)