



# **Fairfield Christian Academy**

**Summer Adventure Day Camp  
and SonZone**

**School Age  
Before and After  
Childcare Program  
(SonZone)**

**Summer Adventure  
Day Camp  
(S.A.D.C.)**

## **Parent Handbook**



## Table of Contents

### **Part 1 – PHILOSOPHY & GOALS**

Ages  
Hours

### **Part 2 – ENROLLMENT/REGISTRATION**

Fees

### **Part 3 – POLICIES & PROCEDURES**

Arrival & Departure  
Typical Daily Schedule  
Typical Field Trip/Swimming Daily Schedule  
Typical Daily Schedule SonZone  
Lunch  
Breakfast/Snack  
Outdoor Play  
Clothing  
Quiet Time  
Sunscreen  
Swimming  
Supervision/Ratios  
Transportation of Children  
Parent Communication & Involvement

### **Part 4 – BEHAVIOR/DISCIPLINE**

Code of Conduct  
Discipline Policy  
ODE-Behavior Management  
Consequences

### **Part 5 – HEALTH & SAFETY**

Health & Safety  
Management of Communicable Diseases

## Part 1 – Philosophy & Goals

Fairfield Christian Academy provides School Age Child Care through two programs. SonZone is before and after school care for students enrolled in Fairfield Christian Academy in grades K-5. Summer Adventure Day Camp (SADC) is a summer camp for children of the community who are entering 1<sup>st</sup> grade through 13 years old.

The staff of Fairfield Christian Academy partner with parents in an atmosphere of Christian faith to promote excellence in child care so that children may grow to be leaders after the example of Christ.

Our desire is to support families by providing child care in a safe and caring “home away from home” Christian environment. We believe it is important to provide a caring and safe environment as well as one that is intellectually stimulating. The weekly curriculum, which is designed to meet the individual needs of the children, includes: arts and crafts, table games and puzzles, quiet and group reading time, group discussion time, snack and meal time, science and math exploration activities, dramatic play, health and safety activities, group sports activities, field trips, and playground fun.

### GOALS/OBJECTIVES

The purpose of SonZone/SADC is to provide a safe, loving child care experience for the students. SonZone/SADC programs extend the overall knowledge children have gained during the school year through fun and exploration. The program provides activities, equipment, and materials that are developmentally and age appropriate.

### HOURS/AGES

**SADC** is for children in the community who are currently enrolled in grades K-5. SADC is in session during Fairfield Christian Academy’s summer break, usually beginning one week after school is dismissed and running through one week prior to the beginning of the next school year. Specific dates may be found on the Fairfield Christian Academy website on the School Age Childcare homepage at <http://www.fcaknights.org/SchoolAgeCare.aspx>. Hours are from 6:00 A.M. until 5:30 P.M. If a child is not picked up by 5:30 P.M. a \$1.00 per minute fee will be charged according to the clock posted in SADC classroom. The teacher will keep daily attendance records. SADC programming is not available on weekends.

**SonZone** is exclusively for students enrolled at Fairfield Christian Academy in grades K-5. SonZone is available on school days when Fairfield Christian Academy is in session from 6:00 A.M. to 8:00 A.M. before school and from 3:00 P.M. to 5:30 P.M. after school. Children may be dropped off in the SonZone classroom after 6:00 A.M. when the child care provider opens the door. If a child is not picked up by 5:30 P.M. a \$1.00 per minute fee will be charged according to the clock posted in the SonZone classroom. The teacher will keep daily attendance records. SonZone programming is not available on weekends.

## Part 2 – Enrollment / Registration

Registration is reviewed as it is received. To secure enrollment, return the completed registration packet, and the non-refundable registration fee (per student) to the FCA Childcare and Preschool (CC/PS) Office. You will be contacted to confirm space availability and registration approval in the program. No child may attend the program without the proper forms on file in the FCA Childcare and Preschool (CC/PS) Office. Every child must have at least two names and telephone numbers on file (other than parents) in case of emergency when parents are not available.

Registration, fees, payment arrangements and all other forms in the enrollment packet must be completed before a child can be cared for in SonZone/SADC.

In the event that there is a court custodial agreement a copy of the records must be on file with SonZone/SADC before a child can be cared for in the programs.

### FEES

Information regarding fees and tuition rates for SonZone/SADC can be found on the Fairfield Christian Academy website [www.fcaknights.org](http://www.fcaknights.org).

<http://www.fcaknights.org/SchoolAgeCare.aspx>

Current fees and tuition rates for SonZone/SADC are detailed on the School Age Child Care Enrollment Form.

## Part 3 – Policies & Procedures

### ARRIVAL AND DEPARTURE PROCEDURES

Fairfield Christian SonZone/SADC is located at 1965 North Columbus Street in Lancaster, Ohio. Every child must be signed in and signed out daily by a designated drop-off / pick-up person.

Children registered for SonZone for after school hours will be picked up by a SonZone staff member at the end of the school day to provide continuous care and a seamless transition from the school day to the after school care. Children will only be released to those individuals on file with SonZone/SADC. The adult picking up the child must sign the child out and furnish ID if requested by the staff member. Upon arriving to the classroom, a sign will be posted stating where the children are if the class has left the SonZone/SADC rooms. You may gather your child's belongings and meet your child at the play area designated by the posted sign. The child can be signed out at that location.

Children who are not dropped off at SADC on field trip days before departure times will not be cared for by SADC, Fairfield Christian Academy Childcare/Preschool, Fairfield Christian Academy, or Fairfield Christian Church staff. Departure times for field trips will vary weekly based on the location of the field trips. Parents will be notified of departure times so that they can drop off their child/children before departure time. Children may be picked up from field trip locations as long as arrangements are made with the program Director at least 1 day prior to the field trip.

### TYPICAL DAILY SCHEDULE - SADC

6:00-8:00	Free play in classrooms
8:00-9:00	Breakfast, devotions, songs, prayer
9:00-10:00	Group activities
10:00- 11.00	Study time books, miscellaneous activities
11:00-11:15	Prepare for lunch
11:15-11:45	Brown bag lunch and clean-up
11:45-12:30	Outside time
12:30-12:45	Restroom and prepare for quiet time
12:45-1:45	Quiet time in classroom
1:45-2:45	Group activities in classroom
2:45-3:00	Restroom
3:00-3:30	Snack and clean-up
3:30-4:30	Group activities
4:30-5:30	Free play in classroom, chapel, gym, playground

### TYPICAL FIELD TRIP/SWIMMING POOL TRIP SCHEDULE - SADC

6:00-8:00	Free play in classrooms
8:00-8:30	Breakfast, devotions songs, prayer
9:00-10:00	Clean-up and preparation for field trips
10:30-11:30	Depart for field trip (times may and will be posted on permission slip)
	Brown bag lunch
4:00- 4:30	Return to FCA
4:30-5:30	Rest time/ games in classroom/ recess

## TYPICAL DAILY SCHEDULE – SonZone

### Before School

6:00-7:00	Program Activities (arts and crafts, table games and puzzles, quiet and group reading time, group discussion time, science and math exploration activities)
7:00-7:45	Breakfast, quiet studying and preparing/transitioning for school day
7:45-8:00	Elementary students taken to school cafeteria

### After School

3:05-3:15	Elementary students picked up at their classroom
3:15-3:30	Large motor play (playground)
3:30-4:00	Homework help or program activities
4:00-4:45	Restroom break/wash hands/snack
4:45-5:30	Outdoor or indoor play, weather permitting (health and safety activities, group sports activities, and playground fun)

## LUNCH - SADC

A lunch needs to be provided for each child on a daily basis. If your child forgets his/her lunch you will be required to bring a lunch in before field trip departure time or before scheduled lunch period. When packing your child's lunch it should contain one-third of the recommended daily allowances as most recently specified by USDA. This includes one serving of milk (cheese or any other dairy product), one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains. Please pack lunches in an insulated lunch bag with an ice pack if the lunch needs to be kept cool as we do not provide coolers for field trips.

## BREAKFAST AND SNACK

A nutritional breakfast and snack will be provided each day. A menu will be posted inside the classrooms monthly. It is the parent's responsibility to notify the program Director if their child has had a change in an allergy or allergy status that was listed on the original enrollment forms so that an updated FARE Food Allergy & Anaphylaxis Emergency Care Plan form can be completed.

## OUTDOOR PLAY

Children should be prepared to participate in daily outdoor activities. These activities will take place unless weather is not suitable. This includes severe weather, lightning, tornados, high winds or extremely high temperatures.

## CLOTHING - SADC

Children will be participating in numerous indoor and outdoor activities during SADC. Camp T-shirts will be required to be worn everyday the child attends camp. Children will be provided with two T-shirts. Additional camp T-shirts can be purchased if desired. Shorts must be longer than the fingertips of the child when arms are at their sides. **Tennis shoes must be worn every day**, but flip-flops and sandals can be brought to wear only at the pool and on water activity days. Girls must wear **one-piece** (fully covering) bathing suits for all water activities and swim days. Boys must wear swim trunks for all water activities and swim days. Students

will be asked to change swimwear if it is not appropriate. Please make sure your child has a change of clothes on pool days. Students will be working with paint and other craft materials and will be going outside as weather permits for recreation time. Because accidents may happen, please have your child bring a change of clothes in his or her backpack.

### **QUIET TIME – SADC**

Children are expected to participate in one hour of quiet time each day. During this time children will be allowed to bring small blankets and pillows in order that they may lie down if they choose (blankets will be sent home every Friday to be cleaned). All children will be expected to be quiet and in his or her own designated space during this time.

### **SUNSCREEN - SADC**

Sunscreen is required at SADC for all field trips, especially pool trips. **Sunscreen will be provided by SADC unless SADC is instructed by the parents that they wish to provide their own sunscreen for their child.**

**Parents must give consent through a signed permission slip (that is included in the SADC Registration Packet) for sunscreen to be applied to their child while at SADC. The permission slip must be signed even if parents provide their own sunscreen.** SADC staff will apply sunscreen only to the backs, necks, arms, legs, and faces of Summer Adventure Day Camp students. Students will be required to apply sunscreen to all other areas. **Please see the camp Director if you wish to review the sunscreen (brand, SPF, etc) that is provided**

### **SWIMMING - SADC**

Children will participate in water activities and swimming pool trips on a weekly basis while at SADC. Written permission from parents must be on file before the child attends any swimming or water activities. Students must bring appropriate clothing, one-piece (fully covering) bathing suits for girls and swimming trunks for boys, towel, sunscreen and a bag for their clothing. Children must stay in designated pool areas and report to a designated location during breaks to check in with SADC staff. Camp staff will participate in all water and swimming activities with the children. A ratio of one staff member for every 10 children will be used on fieldtrips (including swimming) and two staff members will always be present on field trips when the group size is 7 or more children. All children will wear identification bracelets during pool visits that will allow staff and life guards to determine child's swimming ability. Children must follow all rules set by the Lancaster Parks and Recreation Department, lifeguards on duty and SADC staff while at the pool. Any child who fails to follow the rules may be asked to get out of the pool and sit with a staff member.

Number of Children on Field Trip	Number of Staff on Field Trip
6	1
7-20	2
21 - 30	3

### **SUPERVISION/RATIOS**

A ratio of one staff for each 18 children will be maintained at all times or a group size of two staff members for each 36 children. A ratio of one staff member for every 10 children will be used on fieldtrips and two staff members will always be present on field trips when the group size is 7 or more children. All children will be supervised at all times (see chart listed in swimming section).



All staff must have a current BCI and a FBI check. At least one staff member who is trained in first aid, recognition of communicable diseases, and recognition of child abuse and neglect will be available at all times when children are in the program. No nurse is on duty. You will be contacted to come and pick up your child immediately if your child becomes ill at SonZone/SADC.

Individual student records may be reviewed by the Ohio Department of Education, Fairfield Christian Summer Adventure Day Camp Administration, Fairfield Christian Academy personnel, SonZone/SADC Director, SonZone/SADC staff, and the parent or legal guardian of the individual student.

If you have a concern about the program or the actions of the staff, please speak directly with one of our program teachers under the guidance of Matthew Chapter 18. If your concern needs further consideration, please contact the program Director.

Children may run errands or use the restroom without adult supervision if the children are within hearing of an adult and the staff member knows the whereabouts of the children at all times.

Children in the 4<sup>th</sup> grade and higher in groups of 2 or more, may be without direct adult supervision if children are within sight or hearing of the staff member in an adjoining or adjacent space. The staff member must know the whereabouts of the children at all times.

Staff members will be able to summon another adult using the telephone and/or radio in the classroom. A participant, 4<sup>th</sup> grade or older, two at a time, may also leave the group to summon an adult (if necessary).

## **TRANSPORTATION OF CHILDREN**

Transportation will be provided for field trips during SADC. A licensed driver will be providing transportation via a school bus to all SADC field trips and activities. Should a bus not be available on field trip days, trips may be rescheduled.

Children may attend activities (i.e. clubs, music lessons, etc.) during SonZone/SADC hours if written permission is given to the program Director at least 24 hours prior to the scheduled activity. Parents are responsible for transportation to and from the activity in which their child will be participating.

A ratio of one staff member for every 10 children will be used on fieldtrips and two staff members will always be present on field trips when the group size is 7 or more children. Children will be in view of a staff member at all times. No child will be left unattended for any period of time while on field trips. Children must have signed permission slips before going on any field trip.

## **PARENT COMMUNICATION AND INVOLVEMENT**

Staff and parents will communicate verbally about individual student's progress in the program except in cases of illness, injury, change in policies or procedures, or in case of a disciplinary measure, in which case a written notice will be sent home. Program information is available in the handbook, the SonZone/SADC Office, and on the white boards outside each classroom. Parents are encouraged to provide feedback about programming and suggestions for future activities and programming.

Parents or other adults approved by the program Director may volunteer to assist SonZone/SADC staff members, provide special snacks, supervise the playground with a staff member, or provide a special story or craft. Parents and other approved adults are to notify the Director at least 24 hours prior to the day they wish

to be involved in helping with SonZone/SADC. Parents or other approved volunteers may not be left alone with any child other than their own while volunteering with SonZone/SADC.

## **Part 4 – Behavior / Discipline**

### **CODE OF CONDUCT**

The following policies has been adopted by SonZone/SADC, from Fairfield Christian Academy’s handbook, and supplemented by the rules outlined for care providers in the Ohio Revised Code, concerning the conduct of students and staff. This policy will apply to conduct on SonZone/SADC premises, property, and buses. It also applies to conduct off SonZone/SADC premises which affect students, staff, or the Christian testimony of Fairfield Christian Academy and Fairfield Christian Church and to conduct at all school activities regardless of location.

As the Bible is the foundation of all activities at Fairfield Christian Academy, the same is the standard for children and staff behavior. For this reason, the following principles are adopted for children and staff (James 1:22; I John 1:6, 7; II Cor. 3:2, 3).

1. We will pattern our conduct after that of the Lord Jesus (I Peter 2:21; I John 2:16; I Peter 2:23).
2. We will regard our physical bodies as temples of God, dedicated to him.
3. We will be careful to make the best use of the time available (Col.4:5; Eph. 5:15; Matt. 12:36; I Cor. 6:12).
4. We will consider others first, rather than ourselves (Rom. 14:13,21; I Cor. 8:8-13; Rom. 15:1; Phil. 2:3,4).
5. We will avoid deliberate confrontation with temptation (James 1:14, Phil. 2:5; 4:8).
6. We will engage only in activities which are of positive benefit (I Cor. 10:23; I Thess. 5:21).
7. We will avoid activities, which are offensive to others (I Cor. 10:31-33).
8. We will do only those things, which we know, honor Christ (Col. 3:17; Rom. 14:23).

### **EXPECTATIONS AND RULES**

Children who participate in SACC/SADC are subject to the following rules and regulations:

1. Children must be respectful to staff members and to each other.
2. Children must respect property.
3. Children are expected to use appropriate manners and language.
4. Children must use soft, quiet, “inside” voices while in hallways, classrooms, and restrooms.
5. Children must walk, not run, when indoors.
6. Children should keep valuable possessions at home. Staff cannot be responsible for lost or damaged property.

SonZone/SADC staff will notify parents if there are persistent problems. If the problems cannot be resolved, the SonZone/SADC Director reserves the right to remove a child from the program after a scheduled parent conference with the Director.

### **3301-32-09 ODE Behavior Management**

(A) The program shall have a written discipline policy describing the program’s philosophy of discipline and the specific methods of discipline used at the program. This written policy shall be on file at the program for review. Constructive, developmentally appropriate child guidance and management techniques are to be used

at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

(B) All school age child care staff members shall receive a copy of the program's discipline policy for review upon employment.

(C) The school child program shall in service staff regarding the written discipline policy and procedures before the school child program begins and/or before staff members begin working with children.

(D) The parent of a child enrolled in a program shall receive the program's written discipline policy.

(E) A school age child care staff member in charge of a child or a group of children shall be responsible for their discipline.

(F) Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, or separation from problem situations.

(G) Exclusion from the school child program for disciplinary reasons shall be addressed in the policy and procedures.

(H) The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the school-age child care program.

(I) The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a school age child care staff member in a safe, lighted, and well-ventilated space.

## **CONSEQUENCES**

An infraction of a SonZone/SADC rule will result in a verbal warning to the child. If a child chooses to disregard the rules consistently, the discipline policy will be strictly enforced. Staff will be consistent in documenting children's behavior in order to maintain appropriate files for future reference.

### **CORRECTIVE ACTIONS**

Step 1- Verbal warning will be communicated to the child.

Step 2 – If verbal warnings are not effective parents will be notified.

Step 3- Student will be excluded from programming for a 24-72 hour period. Before the child returns to SonZone/SADC, a conference will be scheduled with a staff member and the Director.

Step 4 – Parents will be asked to withdraw the student from the program.

FCA SonZone/SADC reserves the right to bypass all steps when a child or staff member's safety is in jeopardy.

## Part 5 – Health & Safety

An incident report will be completed should the following illness or injury occur:

1. Illness which requires first aid treatment.
2. An accident which requires first aid treatment.
3. An injury which requires first aid treatment.
4. A bump or blow to the head.
5. An emergency squad was called.
6. An unusual or unexpected event which jeopardizes the safety of children or staff.

Parents will be notified immediately in the case of a serious injury or illness. A copy of the report will be reviewed with the parent at the time the child is picked up and the parent will be asked to sign the report.

The center will not transport children. Should a child need immediate medical care, the emergency squad will be called.

The staff is trained in what to do in the event of an emergency. Training will be reviewed annually by the Director. Information for Homeland security, weather, fire, medical, and/or dental and other emergencies is posted near the classroom telephone.

Children are to practice appropriate behavior in an emergency once a month. Documentation will be recorded by staff members.

### MANAGEMENT OF COMMUNICABLE DISEASE

#### SonZone/SADC

No child should come to SonZone/SADC with a communicable disease or symptoms of a communicable disease. Children with “cold” symptoms who do not feel well should remain at home until free of symptoms without the aid of medicine. We can not provide care for ill children. Please notify the center if your child is ill or you become aware or suspect that your child has a communicable disease and will not be attending SonZone/SADC. Depending upon the severity of the illness, a doctor’s note may be required for re-admittance to the program.

Any child with any of the following signs or symptoms of illness shall be isolated immediately and the parent will be called. It will be necessary for the parent to make arrangements to pick up the child within 30 – 45 minutes. Your emergency contact must be available to pick up within 30-45 minutes, therefore please list local contacts.

1. Diarrhea
2. Severe coughing causing the child to become red or blue in the face, or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis- pink eye
6. Temperature of 100 degrees F taken by the auxiliary method (armpit).
7. Evidence of lice, scabies or other parasitic infestation.
8. Untreated infected skin patches.

9. Unusually dark urine or gray/white stools.
10. Stiff neck
11. Vomiting

A child with any of the following signs or symptoms of illness shall be isolated from the other children immediately and observed for worsening condition:

1. Unusual spots or rashes
2. Sore throat or difficulty swallowing
3. Infected skin patches
4. Frequent urination or bowel movements
5. Evidence of a stiff neck

If a child is isolated, the following will be done:

1. The child will be cared for in a room or portion of a room NOT being used for the other children.
2. The child will be within sight and hearing of an adult at all times.
3. The child will be made comfortable and provided with a cot and linens. Linens will be laundered before being used again and the cot will be disinfected with a germicidal agent.
4. The child's condition will be recorded and filed.
5. The child will be discharged to a parent as soon as possible.

Children will be re-admitted to SonZone/SADC after at least 24 hours of being free from fever (without the aid of fever reducing medicine), nits, vomiting or diarrhea. Re-admittance for upper respiratory infections (suspected Influenza) will follow the current policy provided by the Ohio Department of Health. Depending on the severity of the illness a doctor's note may be required for re-admittance.

SonZone/SADC staff is trained in first aid, CPR, and the recognition of child abuse and communicable diseases. All staff members are also instructed in proper hand washing and disinfection procedures (universal precautions).

The SonZone/SADC staff will follow the Ohio Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses. The chart is posted in every SonZone/SADC classroom.

We will administer only prescription medication, specifically limited to epi pens and asthma related medication to children when all proper forms are filled out in advance. Forms are available in the SonZone/SADC office. All prescription medication must be kept in the original container. The container must include a legible label containing the child's name and written instructions for use, by a licensed physician and written permission from the physician. All medications will be kept in a location not accessible to children. Except in the case of emergency, the first dose of any medication is to be given at home by the parents so that they are able to observe the child's reaction.

The SonZone/SADC staff will follow the written policy of the any suspicion of child abuse or neglect which states:

The Ohio Abused and neglected Child Reporting Law, Section 2151.421 of the Ohio Revised code, mandates that certain professionals, who include teachers, make reports of any suspected incidents of child abuse or neglect. Under Ohio Law, a professional who fails to report or cause reports to be made of suspected abuse or neglect is guilty of a misdemeanor of the fourth degree. Professionals making a report of child abuse or neglect are immune from civil or criminal liability. Our policy is that staff will

notify the Director immediately who will then refer the situation to Fairfield County Children's Services.

#### **NONDISCRIMINATION STATEMENT**

*"Fairfield Christian Academy and FCA SonZone/SADC admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletic/ extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. Fairfield Christian Academy and FCA SonZone/SADC will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel."*