

Fairfield Christian Academy Preschool and Childcare



Parent Handbook

Revised 2.16.2017

FAIRFIELD CHRISTIAN ACADEMY EARLY EDUCATION

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Mission and Philosophy

PURPOSES AND GOALS

We believe preschoolers should be given a solid foundation in the basic areas of learning through play as well as through structured activities.

It is the objective of our preschool to instill the love of Jesus Christ into each of the children's lives through their daily activities.

We believe children achieve at their own rate, differ in their intellectual endowments, as well as differ in their physical capabilities. We realize that it is our responsibility to accept each child in his/her present state, add to his/her experiences, and help each child to reach the limits of his/her abilities.

We strive to develop each child - physically, mentally, socially, academically, and spiritually.

MISSION STATEMENT

Fairfield Christian Academy partners with parents to educate and minister with excellence to the whole child spiritually, academically, emotionally, physically and socially in a Christian community of faith.

VISION STATEMENT

Fairfield Christian Academy equips preschool through 12th grade students with a Biblical world view in concert with an excellent college preparatory foundation to impact their world as passionate, competent ambassadors for Christ.

EDUCATIONAL PHILOSOPHY

Fairfield Christian Academy is founded on the understanding of God's Word, the Holy Bible. The school's total effort is directed toward a Christ-centered education to:

1. Support and reinforce Christian parents in fulfilling God's command to educate their children. Because of Christ's love and word, parents, children and teachers can share in a fellowship that is eternal. (Eph. 6:4; Deut. 6:6-9).
2. Assist the local church in its teaching (discipleship) responsibilities to the Body of Christ. (Eph. 4:11-16).
3. Meet or exceed minimum local, state and federal requirements in accordance with God's Word. (Rom. 13:1-7).

We believe a Christ-centered education includes, as a minimum:

1. The concept that all truth is revealed in the person of Jesus Christ as taught in the Bible and as revealed in nature. (Col. 1:15-23; John 14:6).
2. The concept that we promote an understanding of God and His creation from the perspective of developing a personal relationship with Him. (Micah 6:8).
3. The concept that virtue (moral excellence) has a divine priority over the acquisition of knowledge. (II Pet. 1:5).

4. The rejection of any view that requires a denial of Biblical truth as it might appear to conflict with scientific theories of discoveries. Children need to be taught scientific creationism and to be exposed to the false teaching of humanism and evolutionary theory.

To meet the goals of this philosophy, we have adopted the following criteria:

1. Our staff and faculty must be committed to holy living, continuous preparation, having a servant's heart and attitude, and personal professionalism.
2. The curriculum and the teaching should integrate Biblical principles in every subject area. Noah Webster stated, "An education without the Bible is useless."
3. The school exists to assist parents in their God-given responsibilities of educating their children, not to assume that responsibility. It is imperative that the parents and children be supportive of this philosophy as practiced in the day-to-day operation of the school. This belief is set forth in our Family School Covenant contained herein.
4. A Christ-centered education should provide achievable, consistent and clearly recognizable objectives that provide a challenging educational opportunity.
5. The Christ-centered education should reflect the Christian ethic in every area of student, staff and faculty activities. (Col. 3:17, 23).
6. All educational components should aid in achieving expected student outcomes addressing four areas: Academic/Thinking, Worldview, Spiritual Formation and Skill Development included herein.

The following guidelines for curriculum have been established:

1. The programs of instruction will be sequential and systematic.
2. The programs of instruction should teach students the processes of inquiry, discovery, and conceptualization, which can be used in all areas of life.
3. Each student should experience success and progress in understanding all subjects to the fullest extent possible.
4. All teachers are responsible for developing skills and concepts as they become necessary within the context of each subject area. Fairfield Christian Academy provides the teaching staff with a series of continuing education seminars to sharpen their skills.
5. Each child is created in the image of God with an individual learning style so that different approaches and materials are used to help each child reach his/her full potential in the classroom.
6. Cooperation in having three-way communication among the student, parent, and teacher is essential. This is a holy covenant of prayer, love and support. The contents of the curriculum should be both responsible to the needs of society to include the skills and concepts that students need as a foundation for their future and present a Biblical worldview.

STATEMENT OF FAITH

We believe the following:

1. We believe the Bible to be the inspired, infallible Word of God. (2 Timothy.3:16)
2. We believe there is one almighty and eternal God, existent in three persons; Father, Son and Holy Spirit. (Matt. 28:19, John 15:26)
3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death and resurrection, His ascension to His Father in heaven, and His eventual return in power and glory. (Heb.1:3; Luke 21:27)
4. We believe that Jesus is the only way to eternal life in heaven, and that apart from Jesus people are condemned to eternal damnation. (John 3:3; John 3:5; John 3:16; John 3:18; John 14:6)
5. We believe in the present ministry of the Holy Spirit who enables us to live a Christian life (Acts 1:8); and cultivates within us the nature of Christ (Gal. 5:22, 23).
6. We believe a Christian lifestyle is one which reflect the core values listed in this handbook (Romans 8:6-8)

ACADEMIC AFFILIATION AND RECOGNITION

Fairfield Christian Academy has a Charter from the State of Ohio Department of Education. All grades K-12 meet or exceed the standards set by the State. Although the school is hosted by and is a ministry of Fairfield Christian Church, it is an interdenominational body with a student body representing over 100 churches in Fairfield County and surrounding areas. The school also holds membership in the Association of Christian Schools International (ACSI).

DOCTRINAL POSITION

God is blessing this ministry because we place Jesus Christ as the focal point of everything we do. The positions expressed in this handbook are intended to reflect that statement of faith. We will teach without compromising on the central message of the Word of God, and stand solidly behind the Statement of Faith and Core Values that appears in this handbook. Even though we have many denominations represented in our student body, we have experienced great unity at Fairfield Christian Academy. We recognize that those of us who belong to the body of believers have some differences related to our particular denominations. When these particular issues are raised in our school, we refer students to their parents and their home churches for guidance and for answers.

CORE VALUES

According to the Bible, parents are responsible for the training of their children (Deut. 6:1-7; Prov. 22:6; Eph. 6:1-4). The Fairfield Christian Academy partners with Christian parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for Godly training to take place. We seek to nurture development of the following essential character traits in the lives of our students and consider them to be an extension of FCA's Statement of Faith:

INTEGRITY: Maintaining a lifestyle that is above reproach.

A Christian should be honest, moral, and trustworthy in all dealings (Titus 1:8; Job 27:5; Prov. 11:3, 20:11; 1 Kings 9:4; Ps. 15).

RESPECT: *An attitude that highly esteems those in properly placed authority.*

Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. God gave us a Biblical command to honor them for our own good (Rom. 13:1-7; Heb. 13:7; 1 Peter 2:13-21; 1 Thess. 5:12-13).

OBEDIENCE: *The outworking of the attitude of respect.*

We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as He has promised (John 14:21; Eph. 6:1-4; Rom. 13:1-7; Prov. 6:23).

SELF-DISCIPLINE: *The ability to control one's thoughts and actions.*

The goal is to have a life under control—self-disciplined by the Spirit of God (Gal. 5:22-26; Job 5:17; Prov. 16:32, 25:28; 1 Tim. 4:7,8).

WISDOM: *Understanding what is true from God's perspective, and doing what is right.*

Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools, unable to attain wisdom (Prov. 1:7, 20-33; Prov. 2:1-22; Prov. 4:7)

RESPONSIBILITY: *Being dependable and accountable in all relationships and tasks.*

We are accountable to each other to love, encourage, confront, comfort, and forgive. Furthermore, initiative, intellectual integrity, and excellence should be the marks of all tasks we attempt (1 Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eph. 5:29-32; Eccl. 9:10).

THANKFULNESS: *Developing an attitude of gratefulness.*

We are to be thankful for everything God brings into our lives. Knowing that God's dealings in our lives are intended for our "good" will help create an attitude of gratefulness for the things others do for us (Phil. 4:6, 7; 1 Thess. 5:18; Col. 2:7; Eph. 5:20).

SERVICE: *A spirit of humility in focusing on the needs of others.*

Christ is our example in living a life that is not self-centered, but rather one that seeks ways to serve, not rule (Eph. 5:21; Phil. 2:3-11; James 4:6,10).

ETERNAL VALUES: *A focus that is upward.*

The key is to live each day with the realization that only what is done for eternity counts (James 4:14; Matt. 6:33; Matt. 6:19-21).

GODLY LIVING: *A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.*

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in an exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is not in accordance with Scripture.

We believe that every person must be afforded compassion, love kindness, respect, and dignity. hateful

and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

Our standards are found in God's Word, and our desire must be one with God and His holiness (Gal. 5:16-26; 2 Tim. 2:22; 1 Peter 1:13-16, 2:9-10; 1 Cor. 6:12-20; Prov. 23:29-35; Phil. 4:8; Rom. 1:26-32; Rom. 8:6-8).

NON-DISCRIMINATION POLICY

The Fairfield Christian Academy School Board located at 1965 N. Columbus Street in Lancaster, Ohio adopted the following racial non-discriminatory policy.

"Fairfield Christian Academy 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 discriminates on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

General Information

Fairfield Christian Academy Early Education Department is licensed by the Ohio Department of Education. A copy of the license is posted outside the office.

All policies and procedures of the Fairfield Christian Academy Early Education Department are Board adopted by Fairfield Christian Academy.

The policies and procedures along with the children's cumulative records are available for parent review at any time in the Early Education Office of Fairfield Christian Academy. Cumulative records are available to be forwarded to another school with a written request by the parent.

The Early Education licensing records, including compliance report forms and evaluation forms from the health department, and fire departments are available upon request.

Children are divided into classes meeting ODE guidelines for class size. FCA meets or exceeds those guidelines.

| <u>AGE</u> | <u>STATE RATIO</u> |
|------------------------------|--------------------|
| Infants (birth to 12 months) | 2 : 12 |
| Toddlers 12-18 months | 2 : 12 |
| 18 months to 2 ½ years | 2 : 14 |
| 2 ½ years and under 3 years | 2 : 16 |
| Preschool- 3 years | 2 : 24 |
| 4 and 5 years | 2 : 28 |
| School Age | 2 : 36 |

ARRIVAL AND DEPARTURE

Upon arriving at the center, you will need to bring your child to his or her assigned classroom and check in with the teacher when you arrive. An adult must accompany the child into and out of the classroom. If your child's class is not in the homeroom, a note on the door will direct you to where the class can be located. Teachers will have the sign-in/out sheet with them at all times.

The enrollment application contains a release form where you can list all names of those authorized to pick up your child. Until faces become familiar to us, anyone picking up a child will be required to show a photo ID. **Children will only be released to those individuals on file with the office.** Names cannot be added to the Pick-Up list by phone; requests must be done in writing with the parent's signature and date.

If a custody issue arises, the center must be given appropriate court papers indicating to whom the child may be released.

During the school year, FCA remains locked between the hours of 8:00am and 3:00pm. If dropping off during this time, you will be required to check in with the receptionist at Entrance B. If you must drop off between 7:30am and 8:15am, please be considerate of the traffic flow and use the cross-walks. Please do not park in the handicap parking spaces along the building, unless you have a handicap pass. At 3:00pm, the doors of the building are unlocked to allow Academy parents access to the building. The doors are then relocked until 5:30 pm. Throughout the day, child care staff will consistently maintain security in the rooms as well as en route to various parts of the building. During summer hours, FCA will remain locked throughout the day. Please continue to enter through Entrance B and check in with the receptionist.

CLOTHING

Each child must keep at least one change of seasonally appropriate clothing in a zip-lock bag in their classroom at all times.

We ask that you dress your child appropriately for outdoor and indoor large motor play. For colder weather, children should wear coats, hats and gloves. For warmer weather, we recommend lightweight shorts and shirts. Girls should wear shorts underneath skirts or dresses. Comfortable shoes are best for play—please no backless shoes or flip-flops. Hooded shirts and sweatshirts are discouraged as they may present a strangulation hazard. Each child is required to have a clean set of clothing, including socks and underwear, to keep at the center for accidents.

COMMUNICABLE DISEASE POLICY

Children should not come to school with a communicable disease or symptoms of a communicable disease. Children with "cold" symptoms or who just do not feel well should remain home until free of these symptoms for 24 hours. We do not provide care for mildly ill children. Parents should notify the preschool office (740-654-2889 ext. 408) when their child will be absent.

Parents will be notified if their child has been exposed to a communicable disease. A letter or email will be sent home.

Depending on the severity of the illness, a doctor's note may be required for re-admittance to school. Re-admittance policy for upper respiratory or suspected upper respiratory influenza will follow Ohio Department of Health standards policy at the current time of illness.

Our staff is trained in first aid & CPR, and can recognize common signs of communicable diseases. All staff members will be instructed in proper hand washing and disinfection procedures at a required training session.

Any child with any of the following signs or symptoms of illness or other symptoms not listed may be removed from the class and the parents or emergency contact person will be notified. *If your child becomes ill, we require him/her to be picked up within 30-45 minutes for containment of illness.* It will be necessary for the parent to make arrangements to pick up the child.

1. diarrhea- more than one abnormally loose stool within a 24 hour period
2. severe coughing causing the child to become red or blue in the face or making 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 axillary (armpit) method when in combination with any other sign of illness
7. evidence of lice, scabies, or other parasitic infestation
8. unusually dark urine and/or gray or white stool
9. vomiting
10. allergic reaction
11. untreated infected skin patch(es)

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, when necessary. Linens will be laundered before being used by another ill child. After use the cot will be disinfected with an appropriate germicidal agent, or, if soiled, the cot will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. The child will be observed carefully for worsening condition.
5. The child will be discharged to a parent/guardian or the person designated by the parent ASAP.

A parent will be called to pick up his/her child if the child does not feel well enough to participate in daily activities.

Children will be readmitted to the Early Education program after at least 24 hours of being free from fever (without the aid of fever-reducing medicine), nits, vomiting or diarrhea.

If employees display any signs and symptoms indicated in the preceding paragraphs, they will not be permitted to work.

The 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 each room and the Early Education Office.

DISCIPLINE POLICY

3301-37-10 ODE Behavior Management/Discipline

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The Center shall have a written discipline policy describing the Center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the Center 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.

Disciplinary measures shall include, but not be limited to: conferences with the child, removal of certain privileges such as recess, gym time, or a certain activity the child is being disruptive in, "Time-Out" area for a short time, a visit to the Early Education Director's office (removal from the classroom). There will be a four (4) week probationary period for each child during which he/she will be evaluated in the classroom. At the end of this four (4) week period, the parent will be notified as to whether the child is working well within our program, whether our program is adaptable to the needs of this particular child, and whether the child will be allowed to continue at Fairfield Christian Academy Preschool. If a child's behavior is such that it threatens the physical, emotional, and/or mental well-being of the other children, the child will be removed from the classroom and asked not to return to school. All children will be required to learn the class rules and act accordingly.

- C. The Center'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. *No spanking will be permitted.*
 - 2) Only staff are permitted to discipline a 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 or his 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 an Early Education staff member in a safe, lighted, and well-ventilated space.
- 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Early Education program.

EMERGENCY TRANSPORTATION

FCA Child Care does not transport children in emergencies. In the event of an emergency, 911 will be contacted. By signing the *Permission to Transport* section of your child's enrollment forms, you are authorizing emergency transportation for your child.

FIELD TRIPS

Children in the 4's and 5's classes may periodically take field trips. Fives may take school bus transportation, when necessary. During field trips, children are broken into small groups and assigned to a staff member who will take head counts before, during, and after arrival/departure. The children must also wear FCA wristbands with the school's emergency contact information. Written permission by the parents will be obtained for each child and each field trip.

FOOD ALLERGY APPROACH

Fairfield Christian Academy's staff takes life threatening food allergies very seriously. Our goal is to have control measures in place to keep the environment as safe as possible. However, we do recognize there are many variables that are beyond our control. We commit to working with families to make reasonable accommodations for children with life threatening allergies. Below are classroom allergy procedures that help reduce exposure to children with food allergies. New situations arise daily and some procedures may be modified to better meet the needs of each classroom.

- A Food Allergy Action Plan must be completed by the family for the child with a food allergy.
- A Request for Administration of Medication form must be completed by the family for the child with the allergy.
- A list of students who have allergies is posted in a discrete place for all staff who could potentially work with your child.
- Staff are trained in the use of an EpiPen and recognition of symptoms of an allergic reaction. The

child's EpiPen will stay where the child is at all times.

- Teachers will work with the family to help your child self-manage the allergy appropriate to the child's age.
- Teachers will provide learning experiences in the classroom about food allergies.
- Staff will not bring the allergen into the classroom for play or art.
- The Center will not serve the allergen to the whole class. A food substitute for that class will be given for breakfast, lunch or snack.
- Based on the age of the children, some rooms may be free of the allergen. If the classroom is not free of the allergen, each classroom will notify classroom families about the allergy and ask families to be aware and considerate. Each classroom not free of the allergen will have a table for meals where children who bring the allergen in will eat. By doing this, we contain the possible risks to an isolated area. Children who do not have the allergen in their lunch will be permitted to sit at the other tables available. The child with the allergy will be seated as far away from the risk as possible.
- Each child and staff member will wash his/her hands before eating and after eating. Each child will use anti-bacterial hand soap. Recognizing that hand sanitizer does not remove food protein, hand sanitizer will not be used as a substitute for hand washing. Wet wipes may be used as a substitute for hand washing when hand washing is not available.
- Before each meal the tables will be cleaned with soap and water. A clean towel will be used for each table. Next a hospital grade disinfectant will be used, again using a clean towel at each table. Finally, a wet wipe will be used to remove any protein that could be left on the table. After each meal, the tables will be cleaned using the above method.
- Staff members will be aware of what is in each child's lunch. Any questionable food will not be near the child with the allergy. If the room is allergen free, the questionable food will be substituted.
- Classroom parties - A list of safe foods for parents to purchase and bring in will be available. A pre-approved sign-up sheet will be available in the classroom for parties.
- Birthday snacks - A list of safe foods to purchase and bring in for birthday parties will be available for parents.

MEDICAL EMERGENCY POLICY

1. The teacher will alert another teacher or the Early Education Director who will get the First Aid Kit from the Early Education office.
2. The other children will be moved to another room.
3. The receptionist will be contacted to call 911. One of the staff members will get the child's medical records from the file.
4. Proceed with first aid until the emergency squad arrives.
5. The director or teacher will call the parents or responsible person.
6. The child will be transported by the squad to the place of emergency medical or dental care.

MEDICATION

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 Childcare/Preschool 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.

OUTDOOR PLAY

Daily outdoor play is included in our program; however, we will limit the amount of time the children spend outside if the weather is very hot or very cold. Children will utilize our indoor, large motor play area if the outside temperature is above 90 degrees or below 30 degrees. We will also adjust outdoor play due to rain, ozone warnings, lightning, etc. Please send your children in proper clothing so they will be comfortable and safe whenever outside.

During the summer, water days are organized for toddler through preschool aged children. Water activities (sprinkler, water toys, wading pool, etc.) are provided on the school property so kids can enjoy the summer sunshine. Parents must sign permission slips for water activities and sunscreen application.

PARENT PARTICIPATION

All parents are encouraged to keep in close contact with their child's teacher. If parents need to discuss the progress of their child or a problem their child may be having, they must contact the teacher after class or by phone. Parents should not try to discuss problems before or during class time. If a problem is not resolved by talking to the teacher, the parent must contact the Early Education Director.

Parents may be asked to assist with special activities such as holiday events, picnics, field trips, etc.

Parents are encouraged to attend the fall open house, field trips, and the Christmas and Spring Programs. Parent-teacher conferences will be scheduled twice during the year for each child. Progress reports will be available at the conferences. Newsletters will be sent home or emailed to parents. Parents are encouraged to read and make note of these. **Please check book bags daily!** Important information may be sent home with the children.

Parents shall be permitted to inspect all parts of the preschool at the time of registration.

Parents shall be permitted unlimited access to the preschool; however, we limit one set of parents in the classroom at a time for observation. Visits must be pre-arranged with the Director.

Parents need to sign in with the school office and wear a visitor pass if they will be staying in the building during class time.

NOTE: The above applies to any custodial parents, or guardians of any child enrolled in the Early Education program.

PARENT ROSTER

A parent roster is available upon request to parents or guardians. Parents must sign a statement that permits inclusion on the roster. The permission form is included with registration materials. Only those who have given permission will be included on the parent roster.

RATE AND POLICY CHANGES

Parents will be notified in writing of any adjustments made to policies and/or fees.

SAFETY POLICY

The teachers are responsible for the safety of each child assigned to their classes. No child shall ever be left alone or unsupervised.

Each child will be signed in and out of the classroom each day by a parent or designated guardian. Only person's whose names appear on the "Transportation Permission Form" will be permitted to pick-up a child. Any names added after the completion of the registration forms must have approval of the Early Education Director. A telephone is available in the Early Education office for use whenever needed.

All Early Education staff members wash their hands with soap and running water after assisting a child with toileting, after cleaning, before preparing or eating food, and when hands have been in contact with nasal or mucous secretions. Disposable towels are available at all times.

All forms, including a medical statement signed and dated by a physician, must be completed and turned into the Early Education Director within 30 days of the first day of school. Children will not be permitted to begin school without current immunizations.

Children will be exposed to water on the playground and may be exposed in the class room. A permission form must be filled out when child enters preschool. Water depth will not exceed two feet.

All outlets in the classroom will be covered when not in use. Aerosols will not be used while children are in the classrooms.

Fire drills will be planned so children will be prepared for a real emergency. A FIRE EMERGENCY PLAN is posted in each classroom explaining action to be taken in case of a fire emergency.

In case of tornado or severe weather, children will be moved to a designated area according to the tornado plan posted in each room.

At least one person trained in first-aid, recognizing child abuse, and recognizing communicable diseases shall be on the premises at all times during school operating hours.

By law, all staff members shall immediately notify the local public Children Services Agency when he/she suspects that a child has been abused or neglected.

Parents will be contacted in case of illness or emergency. If they cannot be reached, we will contact the person(s) listed on the emergency forms. NO TEACHER OR STAFF MEMBER WILL TRANSPORT A SICK OR HURT CHILD TO THE HOSPITAL. 911 WILL BE CALLED IF NEEDED.

An incident report will be completed when an accident or injury occurs. A copy of the report will be given to the parent at the time the child is picked up.

Written permission slips must be filled out and signed by parents for field trips. Every child attending a field trip must comply with current Ohio Law requirements when being transported by personal vehicle to and from the designated area. All field trip drivers must have a copy of a valid Ohio Drivers License and Insurance Liability Form on file in the Early Education office. We do not take the children swimming.

A person trained in first aid and CPR shall be available on each field trip and special outing. During field trips each child will be tagged with an I.D., which gives the name, address and phone number of Fairfield Christian Academy Early Education. Allergies will be listed on the nametags. The first aid kit will always travel to the field trip destination.

SUPERVISION

At least one staff member who is trained in CPR, First Aid, Communicable Disease recognition, and Child Abuse and Neglect recognition will be available at all times when children are in the program. A nurse is on duty during FCA school hours. You will be contacted to pick up your child immediately if your child becomes ill.

TOYS

We cannot be responsible for toys and personal items brought to FCA. When a child brings his or her toys, it can create a conflict. Children should not come to the center with toys from home. These items may be inappropriate for other children in the room and may also be misplaced or broken during daily activities.

INSPECTION REPORTS OR TO FILE A COMPLAINT

To obtain copies of inspection reports or to file a complaint please contact:

Office of Early Learning & School Readiness
25 South Front St Mail Stop 305
Columbus, OH 43215
Phone 614-466-0224
E-mail: OEL_SR.licensing@ode.state.oh.us

The Ohio Department of Education requires licensed childcare and preschool facilities to provide families with information about Early and Periodic Screening, Diagnostic and Treatment and the Individuals with Disabilities Education Act (IDEA).

Information about both of these services can be found at: <http://education.ohio.gov/>

Early and Periodic Screening, Diagnostic and Treatment (Healthчек):

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthчек.aspx>

Individuals with Disabilities Education Act (IDEA):

<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>

Infant and Toddler Care

BOTTLES AND BABY FOOD

Parents must provide baby food, bottles, and formula with written instructions, including the following:

- Amount of food to be given
- Date
- Type of food
- Approximate feeding times
- Child's first and last name

DAILY INFANT REPORTS

Caregivers will maintain daily written reports for infant and toddler classes. Reports will be given on a daily basis and will include the following:

- Food intake
- Times and results of diaper changes/potting
- Sleeping patterns
- Information about daily activities

DIAPERS

Diapers and wipes will be provided to all children in the infant room. When your child transitions to the next room, you will be responsible for providing diapers and wipes. Currently, we use Luvs diapers and Huggies sensitive wipes.

PRIMARY CARE GIVING

Primary care giving ensures that every child has a "special" person and every infant's parent has a primary contact. Primary care giving is practiced in the infant and toddler classrooms as a type of care that encourages the forming of close relationships and fosters the development of closeness and trust between caregivers and the child's family.

Your child will receive a primary caregiver on his or her first day at the center. This person will form a caring, nurturing, and responsive relationship with the child in her care. In the classroom, the teacher shall be the expert on each child in her care, knowing pertinent information like the child's individual schedule, developmental achievements and special needs, sleeping needs, and individual interests.

A *Request for Administration of Medication* form must be completed every 3 months for diaper rash cream or other topical ointments.

REST TIME

Each infant will be provided with her or her own crib. Teachers will work with the parents to develop a nap schedule that complements the preferred schedule at home. It is the center policy that all infants will be placed on their backs for sleeping. A light blanket may be used in the crib. No toys or stuffed animals may be placed in the crib.

Preschool Only

REGISTRATION INFORMATION AND TUITION FEES

Registration is taken on a first-come, first-serve basis. Only completed enrollment applications will be processed. Completed applications will be processed in the order they are received. A non-refundable \$65.00 application fee must accompany the completed registration forms to assure enrollment. We do not offer drop-in or temporary care. Online registration for F.A.C.T.S. online tuition payment plan must be completed or tuition paid in full. Completed applications will be received at Entrance B or by mailing the enrollment application to Fairfield Christian Academy, 1965 N. Columbus St., Lancaster, Ohio 43130, Attn: Early Education Dept.

ALL STUDENTS MUST BE FULLY POTTY TRAINED BEFORE ENTERING PRESCHOOL. CHILDREN MUST BE ABLE TO USE THE RESTROOM ON THEIR OWN WITHOUT ASSISTANCE.

The child's immunization record must be turned in to the administrator **before the first day of school**. The child's Medical Statement must be completed and turned into the administrator within 30 days of the first day of school and annually from the date of examination thereafter. Children without a Medical Statement or an expired Medical Statement will not be able to attend school until a current Medical Statement is completed by a physician and received by the administrator.

Copies of all custodial papers must be on file prior to the first day of school. Documents must be kept current with the Early Education office.

Children will not be permitted to attend school without the proper forms on file.

Annual tuition costs may be found on our website: www.fcaknights.org, Academics, Early Education Department. All students are required to enroll in the F.A.C.T.S. tuition payment plan or pay tuition in full by August 1st or at the time of registration. Please go to Fairfield Christian Academy's website at www.fcaknights.org, click on Academics, Early Education Department, Child Care or Preschool, then click Facts Tuition Enrollment. This will take you to the link to begin the F.A.C.T.S. registration process. Checks should be made payable to Fairfield Christian Academy. Receipts will be written upon request. Otherwise, your returned check is your receipt.

Any child whose tuition payments are not current will be discharged from the Early Education program. Please see the Early Education Director if there is a problem in this area. The Fairfield Christian Academy Finance Department will keep the financial records. Withdrawal from the Early Education program for any reason will result in a withdrawal fee equal to one month's tuition. The application fee of \$65.00 is non-refundable.

SCHOOL HOURS

Regular attendance is encouraged. Children must be accompanied to the door of the classroom each day and signed in. Children will not be permitted to leave until the parent or authorized person signs the child out. Parents or guardians must pick up children on time. Any child who is not picked up after the class has been dismissed will be taken to the Director's office and a parent will be called. If a parent is late to pick up his/her child, a charge of one dollar per minute after school has dismissed will be charged.

PRESCHOOL 3

The morning session will begin at 8:30 A.M. and will dismiss at 11:00 A.M. on Tuesdays and Thursdays.

PRE K 4

The morning session will begin at 8:30 A.M. and will dismiss at 11:00 A.M. on Mondays, Wednesdays and Fridays.

PRE K 5

The morning session will begin at 8:15 A.M. and will dismiss at 11:30 A.M. Monday - Friday.

PRE K 5 FULL DAY

The session will begin at 8:15 A.M. and will dismiss at 2:45 P.M. Monday - Friday.

SNACKS

Children will have the opportunity to bring a store bought snack for their classroom on their birthday during the year. Please check with your child's teacher prior to bringing any food items into the classroom. Items brought into the classroom will be regulated due to possible food allergies being present in the classroom. Please schedule a time with your child's teacher if you would like to bring a snack. It is okay to bring cupcakes or cookies plus 1 nutritional item on birthdays. Fairfield Christian Academy will post a monthly snack menu on our website at www.fcaknights.org under the Early Education link. If you need a printed copy please contact the Early Education Office. We will be providing a snack from two of the nutritional food groups.

LUNCH

Full Day PRE-K 5 students will have the opportunity to either purchase a school lunch from the cafeteria or bring a packed lunch. White or chocolate milk will be available to purchase. A school lunch, including milk, from the cafeteria will be available. Please follow the food pyramid included in this handbook when packing your child's lunch. Lunch time will be from 10:45am – 11:10 am daily Monday – Friday.

REST TIME

Full Day PRE-K 5 children will be provided a rest period from 12:00pm – 1:15pm daily. All linens will be sent home a minimum of once a week to be laundered and returned to school for use during the next school day. The cots will be disinfected a minimum of once a week on Friday.

SCHOOL CANCELLATION PROCEDURE

Fairfield Christian Academy uses an emergency contact system to make announcements about delays and school closings. Parents are also able to tune into the radio station 88.5 FM, 94.7 FM, 104.3 FM, 107.9 FM, 610 AM or watch TV stations WCMH CH. 4, WSYX CH. 6 or WBNS CH. 10 for school cancellations. The preschool will follow Fairfield Christian Academy's schedule in weather related cancellations unless otherwise noted.

Preschool with Childcare

REGISTRATION INFORMATION

To begin the enrollment process with FCA Early Education Department, complete the enrollment packet and return them to the Child Care office. All paperwork must be completed before your child's first day of care. The Medical Statement, including current physical date (within the past year) and Immunization Record must also be completed prior to admission. We do not offer drop-in or temporary care.

We recommend taking a tour of the center prior to your child's first day of care. This will provide an opportunity for you to meet our staff and for your child to become acquainted with his or her room. After your visit we can set a start date. We recommend having your child gradually enter the center, starting with half days and building up to full days.

PAYMENT AND BILLING

Early Education and Before & After School Care payments must be made through the FACTS Management Company, which authorizes automatic tuition payments directly from your bank account. FACTS assesses a yearly enrollment fee for this service. Please be assured that neither FACTS nor the child care will have direct access to or any knowledge of the status of your bank account. It is simply a pre-authorized bank-to-bank transfer of funds. A family discount of \$10 per additional child/per week applies to families with two or more children enrolled (Child Care only). **You will be required to pay through the office, in advance, until your FACTS payments begin.**

Our tax ID is available upon request. There will be a \$20 charge for returned checks.

WITHDRAWAL POLICY

We understand that circumstances change and you may choose to withdraw your child from the center. A two week notice and/or payment equivalent to two weeks is required upon withdrawal.

HOURS OF OPERATION

The Center is open Monday-Friday from 6:00am to 5:30pm. The center closes at 5:30pm. You must arrive in time to pick up your child and exit the building **by this time**. We understand that an unexpected delay may cause you to be late in picking up your child, therefore, you will not be charged the first time you run a few minutes late. However, out of consideration to our staff members, we ask that you be prompt when picking up your child. The center will begin assessing late fees the second time you are late. The amount of the late pick-up will be calculated and the parent will be required to sign a late pick-up slip. The amount will be added to your bill. If a child is picked up late, a fee of \$1 per minute will be charged. If this practice continues, you may be asked to withdraw your child from the center.

HOLIDAYS

If a holiday falls on a Saturday, the center will close on Friday. If the holiday falls on a Sunday, the center will close on Monday. The center observes **New Year's Eve, New Year's Day, Good Friday, Independence Day, Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.**

The center will be closed on **Martin Luther King, Jr. Day** for annual staff training.

Before & After School Care is not available on days that FCA is not in session. This includes calamity days.

VACATION & SICK DAYS

Children will receive 10 vacation/sick days for the year. Monthly tuition payments are based on 50 weeks using the FACTS program. A vacation credit of 2 weeks is included in the weekly invoicing for year round students.

DAILY SCHEDULE SAMPLE

The daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. We want children to view their experience as safe and comforting, where they know what to expect and when to expect it. A daily schedule is posted in all classrooms.

The following is a typical day in a preschool classroom:

| | |
|---------------|--------------------|
| 6:00 - 7:30 | Arrival |
| 7:30 - 8:00 | Breakfast |
| 8:00 - 9:00 | Center Play |
| 9:00 - 9:30 | Circle Time |
| 9:30 - 10:30 | Activity or Craft |
| 10:30 - 10:45 | Clean-up |
| 10:45 - 11:15 | Outdoor play |
| 11:15 - 11:30 | Wash up for Lunch |
| 11:30 - 12:15 | Lunch |
| 12:15 - 12:30 | Quiet Time on Cots |
| 12:30 - 1:00 | Movie |
| 1:00 - 3:00 | Nap time |
| 3:00 - 3:30 | Snack |
| 3:30 - 4:00 | Craft |
| 4:00 - 4:30 | Music & Movement |
| 4:40 - 5:15 | Outdoor play |
| 5:15 - 5:30 | Clean-up/Departure |

MEALS & SNACKS

FCA Child Care will provide nutritious and age-appropriate food for your child. The center will serve breakfast from 7:30am-8:00am and snack from 3:00pm-3:30pm. You may purchase a hot lunch through the school cafeteria or pack your child's lunch. School lunches include milk. Milk can also be purchased separately. Please pre-pay for your child's lunches in one-week increments. Current pricing will be available in the classroom. Checks can be made out to FCA. Please sign your child up in their classroom by 9:00am if you would like to purchase a lunch. If you will be arriving after 9:00am, you must call the child care office to request a lunch. We cannot guarantee lunch availability for lunch requests made past 9:30 am. A breakfast, lunch and snack menu will be distributed via email each month and posted on the website under Early Education.

Meeting your child's nutritional needs is important to us. All of our breakfasts and snacks will meet the USDA food requirements. If you choose to pack your child's lunch, you must include nutritious food. For example, a carton of milk, a piece of fruit and a peanut butter sandwich would meet the *minimum* USDA food requirements. Lunches will be stored in the classroom. Please be sure to include ice packs in your child's lunch if the food needs to be kept cold. If your child forgets his/her lunch, the center will provide one at a cost of \$3.00 and will consist of a main course, a fruit and milk. ***Please fill out a Health Plan if your child is not permitted certain foods due to personal beliefs or allergies.***

REST TIME

A rest or nap period will be observed daily from 1:00pm to 3:00pm for toddlers and preschool age children. Each child will be provided his or her own personal cot. Parents are encouraged to provide a blanket and/or a crib-sized sheet to fit over the cot. Please write your child's first and last name on these items. All bedding will be sent home on Fridays to be washed and returned the following Monday. **We strongly urge you not to drop your child off right before or during rest time, as it is difficult for children to transition into the center when arriving at this time.** Licensing requires that the center offer rest time. We encourage children to nap during this time, however if a child wakes up early or has difficulty falling asleep, quiet activities such as puzzles or books will be provided.

POTTY TRAINING

We encourage parents to talk with their child's teacher when they feel their child is ready for potty training. Each child will experience the developmental process of potty training in his or her own way. Generally speaking though, children pass through the four phases of potty training, consisting of: toilet play, toilet practice, toilet training, and independent training. You may find that your child's teacher will wait until you are further along in the process at home before starting at the center. Please do not be surprised if your child's teacher is seeing different behavior in the classroom; the classroom setting is very different from home and children often change their behavior in different settings. We encourage you to discuss what you are doing at home to see if your child's teacher can reinforce and support your efforts.

We will strive to make potty training a smooth and successful transition for your child. Parents and teachers will collaborate on a plan that encourages your child's success. At the parent's request, potty training may begin when your child is 2 years old.

Children must be daytime potty trained in order to transition into the 3-5 year old rooms.

TRANSITIONING

Children will be promoted to the next classroom based upon age, readiness and space availability. Prior to promotion, both parent and teacher will discuss a desired length of time for the transition (typically two weeks). Parents will be provided with a copy of this transition agreement.

CANCELLATION PROCEDURE

In the event of inclement weather, it may be necessary to close the center. Parents will be notified by phone, using the Honeywell Instant Alert system. In the event of an early dismissal, Before & After School Care parents will be called to pick up their children.

K-5 School Age Care

REGISTRATION INFORMATION

School age care is for students Kindergarten through age 12. To begin the enrollment process with FCA Department, complete the enrollment packet and return to the Early Education office no later than 48 hours before you wish to start the program. All paperwork must be completed before your child's first day of care. We do not offer drop-in or temporary care.

| | | |
|--------------------|---------------|----------------|
| School Age Tuition | Before School | \$ 75.00/month |
| | After School | \$135.00/month |
| | Both | \$180.00/month |

The following is a typical day in the Before & After School Care:

TYPICAL DAILY SCHEDULE – SACC

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)

Before School care runs from 6:00 am-7:45 am, at which time the elementary children are taken to the FLC to line up with their class. After School care runs from 3:00pm to 5:30pm. Elementary children are picked up from their classrooms by a staff member and taken to the SonZone classroom as a group.

SUPERVISION

School-Aged children (Before & After School Care) may run errands or use the restroom without adult supervision if the children are within the hearing of a staff member. Staff members will know the whereabouts of children at all times.

Staff members will be able to summon a Director or another adult by telephone located in the classroom. Two staff members will go outside with a group of students or one staff member will use a cell phone if supervising a smaller group of children on the playground.

School-Aged children may attend extra-curricular activities during Before & After School Care if written permission is given to the Director at least 24 hours prior to the scheduled activity. The written information must include the child's name, where the activity will take place, departure time and return time, and the individual responsible for the child during that time.

Board Approved 8/3/2016