



# **Fairfield Christian Academy**

## **Childcare and Preschool Family Handbook**

***Revised October 2024***



## *Introduction to this Handbook*

Dear Families,

Moses knew the value of Godly education. In Deuteronomy 11:18,19 he reminds parents to “Fix these words in your hearts and minds...Teach them to your children, talking with them when you sit at home and when you walk along the road, when you lie down and get up.” In his day, families lived closer together, spending large amounts of time in each other’s lives. Some things have changed. In today’s society the family is more mobile and may share only a few hours or even moments together daily in meaningful communication, but the responsibility for raising a child has not changed. Even in our very secular society, the role of parenthood in a child’s education is clearly understood.

Although billions of dollars are spent each year establishing systems where the role of education is designed to share this responsibility, there is abundant evidence no public substitution exists for the teaching of Christian values—even for our littlest learners. This is why many local families are looking for partners to share in this responsibility. Fairfield Christian Academy exists for this purpose. In our preschool and childcare program we are partners with parents in shepherding the youngest members of His flock as they begin their educational journey.

Our dedicated, gifted teachers and staff is dedicated to providing an environment that will allow your little ones to begin to see and understand the foundations of Christian faith as they also learn basic skills and knowledge that will prepare them for school. We are wonderfully blessed with a team of teachers and staff who consider their work a sacred call of God. We teach to help children become competent, committed, and courageous. We are thankful that you are joining this vibrant ministry that will impact eternity one child at a time.

In His Service,

The Administration and Staff of Fairfield Christian Academy

**Pastor Scott Stem**  
*Senior Pastor*  
*Fairfield Christian Church*

**Mr. Craig Carpenter**  
*Superintendent*  
*Fairfield Christian Academy*

**Mrs. Laura Putinski**  
*Assistant Superintendent*  
*Fairfield Christian Academy*

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# **ORGANIZATIONAL FOUNDATIONS**

## **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**

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 childcare and 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.

## **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, at 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 Agreement 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.

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 opportunities to sharpen their skills.
5. Each child is created in the image of God with an individual learning style, so 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 reflects the core values listed in this handbook (Romans 8:6-8).

## **PROGRAM LICENSING**

The childcare and preschool program at Fairfield Christian Academy is licensed by the State of Ohio Department of Children and Youth. All programming meets or exceeds 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 50 churches in Fairfield County and surrounding areas.

## **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 we will stand solidly behind the Statement of Faith 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**

Fairfield Christian Academy will, without compromise, commit itself to the following:

### **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 that 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 STATEMENT**

The Fairfield Christian Academy School Board located at 1965 North 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 school district initiated, desegregation. Fairfield Christian Academy will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.”*

## **HANDBOOK REVISIONS**

The administration reserves the right to make any changes, additions, or deletions from this handbook at any time as situations arise that would warrant such changes.

# ***FAMILY SCHOOL AGREEMENT***

## ***A COMMUNITY OF CHRISTIANS***

Fairfield Christian Academy (hereinafter FCA) is a community of Christians who have joined together for the purpose of spiritual growth, academic progress, and personal development. Participation in FCA is based upon our common commitment to the Lordship of Jesus Christ.

Each FCA employee agrees to a Christian Life Commitment which affirms their commitment to the Lord Jesus Christ, His Word and to the Matthew 18 Principle. Additionally, the FCA staff is committed to the principles, policies and guidelines outlined in the Parent Student Handbook with a special commitment to the school's mission, vision, and Core Values.

As parents and/or guardians, we acknowledge that we are voluntarily enrolling our children at Fairfield Christian Academy and that our partnership with Fairfield Christian Academy is contractual in nature. If at any time, we (parents and/or guardians) can no longer work together in a spirit of unity with the FCA Administration to accomplish the shared objectives outlined in the mission, vision, family handbook and the Family School Agreement, we will voluntarily withdraw our children from enrollment at FCA. A spirit of unity is demonstrated through an understanding of and adherence to the mission, vision, parent/school handbook, athletic handbook and the Family School Agreement.

The purpose of this agreement is to identify those things that will assist us in meeting the spiritual and educational objectives of enrollment at FCA. We acknowledge that it is impossible to create a community where all expectations and boundaries are stated in advance and totally acceptable to every member. Nevertheless, certain expectations guide orderly community life. This document is designed to outline those expectations. When students, faculty, and parents join FCA, they freely and willingly choose to take upon themselves the responsibilities outlined in this agreement.

In enrolling our child(ren) as students in Fairfield Christian Academy, we affirm that we...

- Have read the Family Handbook and the Family School Agreement:
- Are in agreement with and will adhere to the values, statements, philosophies, and policies contained within the Mission, Vision and Philosophy of FCA including, specifically, the Statement of Faith and the Core Values and we will partner with the school in supporting these values, statements, philosophies and policies as they pertain to our child.
- Accept the Bible, the Word of God, as interpreted in the school's Doctrinal Position, to be the basis for the Christian education of our child(ren).
- Pray for the school and the faculty/staff.
- Maintain active fellowship in a Bible-believing church.
- Seek the advancement of all aspects of the school and recommend the school to other
- Christian families.

In addition....

- We will cooperate with the teachers in a spirit of partnership in the training of our child(ren).
- We will attend all required parent/teacher conferences and orientation.
- We will pick up our child(ren) from school on time and when requested to do so by an administrator or school nurse.






- We have read and understand the financial information and pledge to fulfill our responsibilities accordingly.
- We understand that tuition rates do not cover the cost of operating the school and thus our participation is needed through other ways such as regular prayer efforts, fundraising efforts, volunteer involvement, and monetary gifting.
- We give permission for our child(ren) to take part in all routine school activities, including athletics, field trips, and school-sponsored trips.
- We agree to encourage our child(ren) in learning of Biblical truths.
- We will commit to handling all problems appropriately with the person(s) most directly involved. As such, we will not speak with other families regarding matters of concern, but will instead direct our conversation and discussion to the most appropriate FCA staff, thus practicing the "Matthew 18 principle" when resolving conflicts and concerns.
- We understand that FCA is partnering with us in the education of our child(ren) and as such, FCA will not intentionally withhold information about our child(ren) from us; however, as parents/guardians we will demonstrate trust in FCA by allowing teachers and administrators to speak with our children regarding matters in which our children may be involved.


Additionally:

- If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, we will voluntarily withdraw our child(ren) from Fairfield Christian Academy.
- We understand that willful disobedience by our child(ren) of the principles and guidelines of the Family-School Agreement and Family Handbook may result in dismissal from Fairfield Christian Academy.
- We understand that in addition to the behavior of our child(ren) toward teachers, staff and the Administration, our own behavior as parents/guardians also is to be that of respect and civility towards fellow parents, coaches, referees, teachers, staff and Administration (and any affiliate/employee of FCA). Behavior which does not conform with that standard is reason for our child(ren) to be dismissed from FCA.

## HAVE A QUESTION OR CONCERN?

WE'RE HERE TO HELP!

 <p><b>START WITH THE TEACHER</b></p>	 <p><b>INCLUDE THE PRINCIPAL</b></p>	 <p><b>REACH OUT TO THE SUPERINTENDENT'S OFFICE</b></p>	 <p><b>SUBMIT A FORMAL REQUEST TO THE FCA SCHOOL BOARD</b></p>	 <p><b>LOOKING FOR SPECIFIC RESOURCES?</b></p>
<p>Big or small - we encourage you to start by connecting with your student's teacher. Most of the time they will be able to address any questions or concerns you may have. You can find teacher contact info on our website.</p>	<p>If you haven't found the answer you're looking for, include your student's principal in the conversation. Our administrative team is here to provide support and help you find resolution.</p>	<p>If you are still not finding resolution, you can reach out to the Superintendent's Office. They will work with the staff, administrative team and with you to find the best solution. We encourage you to reach out in writing first.</p> <p>superintendent @fcaknights.us</p>	<p>As a reminder, the FCA school board does not handle individual student matters or discipline. They review and approve school policies. You are always welcome to submit a formal written request to the school board after reaching out to staff and administration.</p> <p>schoolboard @fcaknights.us</p>	<p>Our office staff is always happy to help! (740) 654 - 2889</p> <p>Our school website and parent student handbook have a wealth of information and a variety of resources for parents and students.</p> <p>fcaknights.org</p>



### FAIRFIELD CHRISTIAN ACADEMY

*Pursuing excellence.. Building character*

**Matthew 18:15-17**

## GENERAL INFORMATION

Fairfield Christian Academy Childcare and Preschool is licensed by the Ohio Department of Children and Youth. A copy of the license is posted outside the program office. The policies and procedures along with the children's cumulative records are available for parent review at any time in program office. Cumulative records are available to be forwarded to another school with a written request by the parent. The program licensing records, including compliance report forms and evaluation forms from the health department, and fire departments are available upon request.

Per ODCY guidelines the following staff to child ratios must be maintained at all times. Our current program is limited and primarily designed to serve the FCA staff and families who have other children in K-12. When children from different age ranges are combined in one room, the ratio mandated for the youngest child in the room is maintained.

<u>AGE</u>	<u>STATE RATIO</u>
Infants (birth to 12 months)	1 : 5 / 2 : 12
Toddlers 12-18 months	1 : 6
18 months to 2 ½ years	1 : 7
2 ½ years and under 3 years	1 : 8
Preschool- 3 years	1 : 12
4 and 5 years	1 : 14
School Age	1 : 18

## ARRIVAL AND DEPARTURE

Upon arriving at the school, 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 program 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 school 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.

- diarrhea- more than one abnormally loose stool within a 24 hour period
- severe coughing causing the child to become red or blue in the face or making a whooping sound
- difficult or rapid breathing
- yellowish skin or eyes
- conjunctivitis - pink eye
- temperature of 100 degrees F taken by the axillary (armpit) method when in combination with any other sign of illness
- evidence of lice, scabies, or other parasitic infestation
- unusually dark urine and/or gray or white stool
- vomiting
- allergic reaction
- 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:

- unusual spots or rashes
- sore throat or difficulty swallowing
- infected skin patches
- frequent urination or bowel movements
- evidence of a stiff neck

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

- The child will be cared for in a room or portion of a room NOT being used for the other children.
- The child will be within sight and hearing of an adult at all times.
- 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.
- The child will be observed carefully for worsening condition.
- 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 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**

### **ORC 3301-37-10 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.

## **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 program 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.

## **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: [info@childrenandyouth.ohio.gov](mailto:info@childrenandyouth.ohio.gov)

The Ohio Department of Children and Youth 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 (Healthchk):  
<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchk.aspx>

Individuals with Disabilities Education Act (IDEA):  
<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>



## **MEDICAL EMERGENCY POLICY & EMERGENCY TRANSPORTATION**

In the event of a medical emergency the teacher will alert another teacher or the program director who will get the first aid kit from the program office. The other children will be moved to another room. Another program staff member will be asked to call 911 and will retrieve the child's medical records from the file. Staff will proceed with first aid until the emergency squad arrives. The program director or another staff member will notify the parents/legal guardian of the child. The child will be transported by the squad to the place of emergency medical or dental care.

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.

## **MEDICATION**

We will administer only prescription medication, specifically limited to epi pens, diaper rash related topical creams, and asthma related medication to children when all proper forms are filled out in advance. Forms are available in the program 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 weather. Parents must sign permission slips for water activities and sunscreen application.

## **PARENT PARTICIPATION & PARENT ROSTER**

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 email. Parents should not try to discuss such matters before or during class time. If a problem is not resolved by talking to the teacher, parents should include the program director on subsequent communications.

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 and field trips. 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 childcare and preschool program.

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 and staff 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 individuals 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 program director. A telephone is available in program office for use whenever needed.

All staff members will 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 program director within 30 days of the first day of school. Children will not be permitted to begin school without current immunizations or an exemption form. All forms are available on the FCA website within the [preschool application packet](#).

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 program 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 Driver's License and Insurance Liability Form on file in the program 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 FROM HOME**

FCA 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 school 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.

## ***INFANT AND TODDLER CARE***

### **BOTTLES AND BABY FOOD**

Parents must provide baby food, bottles, and breastmilk or formula with written instructions, including the following: the child's first and last name, the type of food, the amount of food to be given, date, approximate feeding times. Any breastmilk must also include the date it was expressed.

### **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/pottyng, sleeping patterns, information about daily activities.

### **DIAPERS**

Wipes will be provided to all children in the childcare program. Parents must supply their own diapers and any over the counter diaper creams. As a reminder, diaper creams do require a signed Request for Administration of Medication form.

### **HOURS OF OPERATION**

Infant and toddler care is provided from 7:30am to 5:30pm Monday-Friday.

### **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 program policy that all infants will be placed on their backs for sleeping. No toys or stuffed animals may be placed in the crib.

# **PRESCHOOL PROGRAM**

## **HOURS OF OPERATION**

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.

### **PRE-K 3**

The 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. The afternoon session will begin at 12:00 P.M. and will dismiss at 2:30 P.M. on Mondays, Wednesdays and Fridays.

### **PRE- K 5**

The session will begin at 8:00 A.M. and will dismiss at 2:45 P.M. Monday - Friday.

## **LUNCH**

PRE-K 5 students will have the opportunity to either purchase a school lunch from the cafeteria or bring a packed lunch. We encourage parents to refer to guidelines like the [Meal Patterns Table from the USDA](#) when packing your child's lunch.

## **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: Preschool Program

All students must be fully potty trained before entering the preschool program. Children must be able to use the restroom on their own without assistance. All preschool rooms have a restroom attached to the classroom.

The child's immunization record or exemption form must be turned in to the program office before the first day of school. The child's Medical Statement must be completed and turned into the office 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 director.

Copies of all custodial papers must be on file prior to the first day of school. Documents must be kept current with the program 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.us](http://www.fcaknights.us), Academics > Preschool. All students are required to enroll in the FACTS tuition payment plan or pay tuition in full by August 1st or at the time of registration. On the website you will also find a link to complete the FACTS 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 program. Please see the program director if there is a problem in this area. The FCA Finance Department will keep a financial records. Withdrawal from the 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.

## **REST TIME**

PRE-K 5 students will be provided a rest period 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.

## **SNACKS**

Pre-K 5 students will be provided with a snack each day. FCA will post a monthly snack menu on our website at [www.fcaknights.us](http://www.fcaknights.us) under the Preschool tab. If you need a printed copy please contact the program office.

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.

# ***SCHOOL AGE CARE PROGRAM***

## **REGISTRATION INFORMATION**

School age care is available for FCA students in kindergarten through fifth grade after the FCA school day ends at 3:00pm. A completed enrollment packet must be submitted to the program 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. Please refer to the website for up to date program tuition rates.

## **SAMPLE DAILY SCHEDULE**

2:50-3:05     Elementary students picked up at their classroom  
3:05-3:30     Restroom break/wash hands/snack  
3:30-4:00     Homework help/program activities  
4:00-5:30     Outdoor or indoor play, weather permitting (health and safety activities, group sports activities, and playground fun)

## **SUPERVISION**

School-Aged children 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 the after school care program 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.