



# Preschool Parent Handbook 2018/2019



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**Zion Temple Christian Academy**  
**3771 Reading Road**  
**Cincinnati, Ohio 45229**  
**Phone (513) 861-5551 Fax (513) 861-1563**

Welcome to Zion Temple Christian Academy:

We bring you greetings in the Name of Jesus. We are so glad that you chose Zion Temple Christian Academy for your child's early childhood education. The school began with a vision from the late Bishop Jasper J. Phillips, Founder. We feel that Zion Temple Christian Academy is a place where God's love dwells. The word of God says, "**Train up a child in the way he should go: and when he is old, he will not depart from it.**" (**Proverbs 22:6**). Children must be faithfully trained, line upon line, precept upon precept, day after day after day.

The preschool staff takes pride in their work and enjoys challenges of teaching. Educated and trained in early childhood development and licensed by the State of Ohio, they are the strength of the program. Take the time to listen and watch your child show excitement about learning.

With God's guidance and a daily Christian atmosphere, we will teach students to live by **Galatians 5:22-23 – "But the fruit of the spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law."** Our mission is that the students feel secure in knowing we are consistent, and they can count on us. We praise and encourage our students to achieve so they will enjoy learning and in turn are "prepared unto every good work."

This handbook contains information regarding the preschool program. It is very important that you read and return the forms included in this handbook. Keep this handbook handy as long as your child is enrolled in the program. It will answer many of the questions you have about Zion Temple Christian Academy.

# PROGRAM INFORMATION

## Philosophy and Goals

“Train up a child in the way he should go: and when he is old, he will not depart from it.”  
(Proverbs 22:6)

Zion Temple Christian Academy began with a vision borne out of prayer and the Word of God. The founder, Bishop Jasper J. Phillips, vision was that students would come to know the Lord Jesus Christ and through a daily Christian atmosphere of love and respect, they could have a quality academic education and turn be “prepared unto every good work” (II Timothy 2:21). Our goal is that each student will have the things that make life successful (love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance) as well as a quality education and the confidence that “I can do all things through Christ which strengtheneth me.” (Philippians 4:13).

Zion Temple Christian Academy uses the **A Beka Book Curriculum**, a Christian-based curriculum which provides for a well-rounded education. Zion Temple Christian Academy is not a school merely for the sake of academics, but character training is one of the goals of Christian education. Students must be faithfully trained, line upon line, precept upon precept, day after day after day. To train means to exercise, to discipline, to teach, and form by practice. When students are trained, it becomes part of their character to do what they have been taught. It is built into their spirit, and they have to go against their own spirit to do the wrong thing. Training builds habits that are right, and training must take place all through the day, not merely in a “character lesson” taught once a day or once a week. It is not enough to simply talk about doing right. Students are taught to have self-esteem, pride, respect authority, pay attention, obey willingly and immediately, apply themselves to the task at hand, learn rules and apply them, do their best, learn to work hard, develop habits of orderliness, carefulness, obedience, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, discipline, endurance, helpfulness neatness, patience, and respect. These goals will enable students to develop spiritually, intellectually, physically and socially.

### License

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

## **Admissions**

A student is considered to be enrolled in school only after the registration fee has been received, administration confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted before admission. A physical exam must be completed within the past 12 months. **If a physical is not updated, student will not be permitted to return to school until physical is updated.**

**These forms are required before admission to the classroom:**

- ✓ Children Enrollment & Health Information
- ✓ Child's Medical Statement (a current completed exam and immunization form by a licensed physician or certified nurse practitioner)
- ✓ Verification Parent/Guardian Review of Policies Receipt (5 days after admission)
- ✓ Zion Temple Christian Academy Tuition Agreement
- ✓ Copy of Birth Certificate
- ✓ Authorization to Release Form
- ✓ Photo Release Form
- ✓ Handbook Statement
- ✓ Walking/Park/Transportation Permission Forms

## **Hours and Days of Operation**

### **Hours**

We are open for operation Monday through Friday 7 a.m. to 6: p.m. A late fee will be charged if a student is picked up after closing time. **(Please see Late Pick-up Charges.)**

### **Closing for Special Days**

Zion Temple will be close to observe the following: Labor Day, Veterans' Day, Wednesday before Thanksgiving, Thanksgiving, Friday after Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Presidents Day, Winter Recess Days, Good Friday, Spring Recess Days, Memorial Day, Parent/Teacher Conference Days, and Professional Development Days. Early dismissal on the following days: Open House, Christmas Program, and Closing Day Program. **Full tuition is due for the months in which these falls.**

School closing, delays, and early dismissals are broadcast on school days on television and radio stations listed on school calendar. Please read school calendar. School calendar can be found at [ztca.org](http://ztca.org). **Full tuition is due for the months in which these falls.**

## **Staff/Student Ratios and Class Size**

### **Ratio**

Zion Temple Christian Academy will not exceed the following state required ratios:

1-10 or 2-20 Preschoolers (3 years- 4 years)

1-12 or 2-22 Preschoolers (4 years- until eligible for kindergarten)

Because we desire to provide a higher level of quality care we will strive to maintain a 1-10 Pre 3 and 1-12 K4 or 2-22 ratio in the preschool classrooms. Ratio for preschoolers may be doubled for 1 ½ or 2 hours at naptime as long as all students are resting quietly on their cots and enough staff are in the building to meet the regular required staff/student ratio if there is an emergency.

### **Group Size**

The maximum group sizes are as follows:

10 Pre 3A class

10 Pre 3B class

22 K4A class

12 K4B class

Maximum group size is defined by the number of students in one class. Limitations do not include naptime, lunch time, outdoor play or special activities.

## **Daily Schedules**

Students' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for students. We want students to view their school as a safe and comforting place, where they know what to expect and when to expect it.

### **Preschool 3 years old Schedule**

#### **Before School Watch**

7:00 – 8:00 Arrival/Hand wash/Breakfast/Free choice play

#### **Class Schedule**

8:00 – 8:45 Hand wash/ Free play

8:45 – 9:00 Devotion

9:00 – 9:15 Bible

9:15 – 9:45 Phonics

9:45 – 10:00 Free Play

10:00 -10:30 Board work/Seatwork

10:30 – 11:00 Cleanup/Restroom

11:00 – 12:00 Numbers/Language Development/Restroom

12:00 – 1:00 Lunch/Cleanup/Free play  
1:00 – 1:15 Restroom  
1:15 – 2:00 Recess: Outside Play/ Indoor Gross Motor Activities  
2:00 – 2:15 Restroom  
2:15 – 3:45 Quiet/Nap time  
3:45 – 4:00 Restroom/ Prepare for After School Watch

**After School Watch**

4:00 – 4:30 Snack  
4:30 – 5:45 Free Play/Gross Motor Activities  
5:45 – 6:00 Cleanup/Dismissal

**Preschool 4 years old Schedule**

**Before School Watch**

7:00 – 8:00 Arrival/Hand Wash/Breakfast/Free choice play

**Class Schedule**

8:00 – 8:30 Hand Wash/ Skill Development  
8:30 – 8:45 Restroom  
8:45 – 9:00 Devotion  
9:00 – 9:15 Bible  
9:15 – 9:35 Free Play  
9:35 – 9:55 Phonics  
9:55 -10:15 Handwriting  
10:15 – 10:30 Numbers  
10:30 – 10:45 Phonics/Number Review  
10:45 – 11:00 Music/ Poetry/ Drama  
11:00 – 11:30 Arts and Crafts  
11:30 – 11:50 Language Development  
11:50 – 12:00 Cleanup/Restroom  
12:00 – 1:00 Lunch/Clean up/Free play/Restroom  
1:00 – 2:00 Recess: Outdoor/Indoor Gross Motor Activities/Computer Lab  
2:00 – 2:15 Restroom  
2:15 – 3:45 Quiet/Nap time  
3:45 – 4:00 Restroom/ Prepare for After School Watch

**After School Watch**

4:00 – 4:30 Snack  
4:30 – 5:45 Free play/Gross Motor Activities  
5:45 – 6:00 Cleanup/Dismissal

**Registration, Tuition, Fees, and Payment**

**Tuition**

School tuition is due promptly by the end of each month beginning August 5. Special tuition discounts apply for accounts that are **paid in full** before the first day of school.

The monthly fee for the preschool department is \$511.00. If payment is not received by the end of each month, the account will be considered delinquent. (See delinquent payments.) In the event of illness, full payment is expected to maintain student space. Enrollment must be made for tuition and before/after school watch to: **FACTS Tuition Management Program** (first payment due by August 2018 and continue for 10 months through May 2019 until paid in full). Accounts must be paid by credit card or automatic bank payments. For all other fees, make money orders or cashier's checks payable to: **Zion Temple Christian Academy**. When making payments by check, be sure that immediate funds are available in checking account. If a personal check is returned for insufficient funds, parents must pay all fees for remaining school year by cashier's checks or money orders. Please allow plenty of time for school deposit. *In lower left hand corner of check, please list name(s), grade(s), student(s), what payment is for, and how much you are paying for each item.*

### **Vacation**

Zion Temple Christian Academy must be notified of vacation dates at least two weeks in advance. This will allow teachers time to prepare homework packages for student. **Full payment is expected to maintain student space.**

### **Holidays**

Full tuition is due for any period including holidays.

### **Registration Fee**

An annual, non-refundable registration fee of \$168.00 for new enrollees and \$163.00 for re-enrollees is charged. This fee is for each student enrolled. A student is not considered enrolled until the registration fee is received.

### **Book Fee**

A one time non-refundable book fee for Pre3 classes is \$57.35 and for K4 classes \$115.70 is charged. This fee is for student curriculum books.

### **Student Promotional Fee**

An annual, non-refundable student promotional fee of \$34.00 is charged.

### **Delinquent Accounts/ Returned Checks**

A fee of \$55 will be charged to the account if payment is not received by the designated day. No postdated checks for insufficient funds will be accepted. ZTCA will charge a \$25 fee for each returned check due to insufficient funds. The parent will be required to pay all fees by cashier's checks or money orders until all account balances are settled for remaining school year. FACTS Tuition Management Program charges a \$30 fee for insufficient funds.

### **Before School Watch/After School Watch**

Registration fee is \$18.00. Four-five days per week monthly Fee is \$116.00 (each

program) or \$208.00 (both programs), Three days per week monthly fee is \$76.00. Two days per week monthly fee is \$52.00, and One day per week monthly fee is \$32.00 Automatic payment will be withdrawal by FACTS Tuition Management Program.

### **Early/Late Fees**

Students who are not register for the Before School Watch (7 a.m. to 8 a.m.) or After School Watch Program (4:00 to 6:00 p.m.) are charged an \$9.00 daily fee. Fee is due at the time of drop off/ pickup. Make fee payable to: Zion Temple Christian Academy. If your child stays two or more times a week in the Before/After School Watch program, you must register for the program.

### **Overtime**

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as students fear they have been forgotten when parents do not arrive at their usual time. Overtime fees will be charged if a student is picked up after 6 p.m. Pick up after 6 p.m. causes hardship for the staff and cannot be condoned. After school staff expects to be able to leave work on time just as you expect to leave your job at your scheduled time. Please remember our staff is anxious to get home to their families on time. First occasion late fee is \$9.00, at 6:01 p.m. an additional \$9.00 will be charged for every five minutes after 6:05 p.m. Second occasion late fee is the same as the first time. The third occasion late fee is \$25.00 at 6:01 p.m. an additional \$25.00 will be charged for every five-minute segment. Payment is due upon arrival. Cashier's check or money order is to made payable to Zion Temple Christian Academy. Overtime payment is due same day. Fee is to be given directly to the teacher who supervised your child while waiting for pick –up. Please remember that your child must be in your care at 6 p.m. **No exceptions to this rule.**

### **Withdrawals**

The office is to be notified two weeks in advance by a parent in writing for a student withdrawal or to change enrollment status. Parent/Guardians will be responsible for tuition until your withdrawal or enrollment update is completed. It is our goal to meet the needs of every child in our care. However, Zion Temple Christian Academy reserves the right to withdraw any student if we feel we are unable to meet his or her needs; however, the decision is left to the discretion of the Principal. **Tuition Fee is Non Refundable**

### **Inclement Weather or Emergency**

On rare occasions, it may be necessary to close the school due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch your local television station or listen to your local radio station for closing information. **Please read school calendar for television and radio stations.** On these occasions, regular payment is expected. **No refunds on Before/After School Watch Tuition.**

## **Supervision**

A major responsibility of Zion Temple Christian Academy staff is to ensure the health and safety of each student entrusted in our care. The staff is alerted to the safety needs of their students, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

### **Arrival/ Departure**

Parents are required to bring students into the classroom and to sign in on the attendance book by the door or on the teacher's desk. Any special messages, medications, special pick-up notes, etc. are to be given to the teacher. Students may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each student's presence before the parent departs. At the time of pick-up, parents are asked to make contact with their child's teacher or supervising staff member to ensure that the staff is aware that the student has been picked up. Parents are responsible for the supervision of their child until they sign in. Parent or pick-up person is responsible for the student before and after signing out, once they are in the student's present. No student is permitted to be sent out to the parking lot for pick-up.

### **Parking**

Please park in the parking lanes provided during drop off and pick up times. Do not park in fire lane, near school building, or children's play area (orange cone area) due to carbon monoxide drifting into classroom(s).

### **Supervision of Preschoolers**

At no time will a student be left unattended. The staff will supervise students at all times, including naptime. If a student becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a teacher or staff member.

### **Absence**

Upon return to school the student must bring a note stating the reason for the absence. Failure to bring in a written note will be considered an unexcused absence, and the student will not be permitted to make up class work. Student absent three or four days without notice are requested to bring a physician's note to return. Student absence five or more days without notice will be considered truant. Please notify the teacher if your child will be absents or ill. By law ZTCA must report truant.

### **Release of a Student**

Staff will release students only to persons on the release form provided by the parent. Drop off person must write in time of arrival. Pick up person must write time of departure of student along with their signature. Authorized adult must be eighteen year or older. Any persons on the pickup list between the ages of fourteen and seventeen years of age must have written permission on file from the parent to pick up student.

Anyone thirteen or younger cannot be on pick up list. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let person know about this ahead of time so they may bring a picture ID and they are not offended. Student's safety is our priority! Staff will not release students to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the student home. **Police will be notified if necessary.**

### **Custody Agreements**

If there are custody issues involved with your child, you must provide Zion Temple Christian Academy with court papers indicating who has permission to pick-up student. Zion Temple Christian Academy may not legally deny a parent access to their child without proper documentation. Zion Temple Christian Academy must follow the court order as written. **Police will be notified if necessary.**

### **Transitioning Students**

Arrival time can be a hard time for a student in the morning. Parents are expected to help students settle into activities, which may help the student have a great day. Your child spends many hours at Zion Temple Christian Academy every day, five days a week, and it is important for them to have time to show you their friends, the materials they work with, and to hear you say goodbye before you leave.

### **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff has suspicions that a student is being abused or neglected, they **Must** make a report to the local children's service agency. The safety of students is always our first concern.

## **Field Trips/Transportation of Students**

### **Emergency Transportation**

Zion Temple Christian Academy will not transport students in emergency situations. If a student requires transportation, the parent or the emergency squad will be contacted.

### **Field Trips and Tracking**

Zion Temple Christian Academy will be taking periodic field trips, which will also be done with trained staff members on a state licensed bus. Before departing the school, a count will be taken of all of the students, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the students have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member will have specific students that they are responsible for supervising. Before any student participates in a routine or field trip, the school will obtain written permission from the parent or guardian. Students will lose the privilege of field trip for unacceptable behavior.

## Guidance

Zion Temple Christian Academy staff believes that helping a student to learn self-control is very important. Our hope is that each student will learn self-discipline through careful guidance. Your child will be treated with love and respect. We believe if students are treated with respect, they in turn learn to respect teachers and their friends. Our expectations will be kept within the student's capabilities, and the student will be made aware of these expectations. Positive reinforcement (commenting on students doing the "right thing") and positive redirection (removing the child and giving them an appropriate activity) will be used.

### Time Out

A student may be asked to sit for a short period of time to give the student a chance to regain control if they are having a difficult time. Time outs will be age appropriate.

### Behavior

If a student is consistently endangering himself, peers, staff, or property, it may become necessary to withdraw the child. Every attempt will be made to work together with the parents and the student to correct the behavior. However, the safety of students is always our primary concern. The administrator would be in communication with the parents prior to this occurring. If the student demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to notify the parent to pick student up immediately. Zion Temple Christian Academy believes that no means no and yes means yes. Good behavior is encouraged daily. **All guidelines for the guidance and management of children apply also to the staff of Zion Temple Christian Academy.**

## Meals and Snacks

Zion Temple Christian Academy does not provide a morning breakfast snack. Students may bring breakfast with them between the times of 7 a.m. until 7:50 a.m. Lunch time is 12 noon. An afternoon snack is provided for student on the afterschool watch around 4:05 p.m. Each of the snacks will contain at least two nutritional foods. **Class starts at 8 a.m. Student should eat breakfast before class.**

### Hot lunch

**Hot lunch will not be available at this time until further notice.** Milk fee is \$.60 daily. Make checks payable to Zion Temple Christian Academy.

### Bag lunch

Cold lunch must meet the nutritional requirements. Lunches are to be in lunch carriers clearly marked with your child's name. Bag lunch meal (minimum portion sizes for 3-6 years old) must be nutritional from the following food groups: protein (1½ oz.), grain (½

slice bread or ¼ c. pasta, etc.), two foods from the fruit/vegetable group (½ c.). **Fluid milk is also required daily** which the school will provide for a fee of \$.60. Bag lunches will be refrigerated. If a bag lunch does not meet the nutritional requirements, then the school is mandated to provide the student with the appropriate additional food(s). There will be a charge for additional food item. **Bag lunches will not be warm.**

### **Snacks**

We will serve snacks to students that are in attendance after 4 p.m. for a fee if they are not on the After School Watch Program. Please let us know ahead of time in writing from physician or religious beliefs if your child is not permitted to have any type of foods due to allergies.

## **Accidents/Emergencies**

### **Evacuation**

Zion Temple Christian Academy has devised several procedures to follow in the event that an emergency would occur while a student is in the school care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that students have arrived at the designated spot. In order to prepare students for the unlikely need to evacuate, the school does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the school, our emergency destination is the North Avondale Montessori School, 615 Clinton Springs Avenue. If the immediate area must be evacuated, we will evacuate to the Avondale Public Library, 3566 Reading Road. Signs will be posted on school doors indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

### **Environmental/Violence Threat**

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure students in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to parents.

### **Incident/ Injury**

There is always a staff member present that has received training in First Aid, Communicable Diseases, and CPR. In the case of a minor accident/injury staff will administer basic first-aid and TLC. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the student

to the hospital with all available health records. Staff may not transport students in their vehicles. Only parents or EMS will transport.

### **Incident/Injury Report**

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the student has an illness, accident, or injury which requires first-aid; the student receives a bump or blow to the head; the student has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If twenty-four hours after the incident occurs, the school shall also contact licensing personnel from the appropriate ODJFS office within twenty-four hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within three days of the incident.

## **Management of Illnesses**

### **Symptoms for Discharge**

Zion Temple Christian Academy provides students with a clean and healthy environment. However, we realize that students become ill from time to time. If this is your child's first school experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all students as they enter the classroom to quickly assess their general health. We ask that you not bring a student to school sick. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school. Parent must pick student up immediately after being contacted. A physician's note must be submitted before a student can return to school. **The Administrator/Principal has the right not to re-admit a student with a physician's note if they feel the student needs more time to heal before returning to school.** A student with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact.

- Temperature of 100° F- in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24-hour period)
- Severe coughing (causing the student to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching and thick and purulent (pus) discharge or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation

- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

### **Isolation Precautions**

Any student demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a student does not feel well enough to participate in school activities, the parent will be called to pick-up the student. Anytime a student is isolated they will be kept within sight and hearing of a staff member. The cot will be disinfected and any linen used will be sent home to be washed and disinfected before being used again. Parents will be notified in writing if students have been exposed to a communicable illness. Students will be readmitted to school after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a physician's note will be required stating that the student is not contagious. **The Administrator/Principal have the right not to readmit a student with a physician's note if they feel the student needs more time to heal before returning to school.**

### **Medications**

The school will administer medications to a student only after the parent completes a Request for Medication form and Medication Plan form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area not accessible to students. We cannot give any medication to the student if the label on the prescription has expired or label is not on prescription. Medications may **NOT** be stored in a student book bag or lunch box.

### **Inhalers**

Parents must sign a Request of Medication form and Medication Plan form stating that they are permitting their child to have access at all times to the inhaler. Inhalers must be given directly to the teacher for immediate safe storage. The student should come to school every day with the inhaler. The inhaler must be in original container with prescription label on it. We cannot give inhalers to the student if the label on the prescription has expired.

### **Prescription Medications**

Medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request of Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician. We cannot give medication to the student if the label on the prescription or over the counter medication has expired.

### **Food Supplements/Modified Diets**

If a student requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Students will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send students with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the winter time.

## **Parent Participation**

### **Participate**

Parents are encouraged to participate whenever possible in the activities at Zion Temple Christian Academy. Parents have unlimited access to all areas of the building used for students during hours of operation. Please stop by the office first. Parents may wish to attend field trips, class parties, and special programs or simply stop in to see our daily activities. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments when it's necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

### **Visitation**

Parental visitations are welcome. Parents must sign in upon entering the building after 9 a.m. and sign out upon leaving the building in the office.

### **Volunteers**

Parents may be volunteers for field trips, school programs, social and educational events.

### **Conferences**

Conferences are scheduled to discuss student's behavior, progress, and social and physical needs throughout the year. These conferences will help inform parents that teachers do not see or talk to on a regular basis.

## **Behavior Report**

Parents will receive a daily behavior calendar which will reflect the student's behavior. Please sign Behavior Report daily.

## **Newsletters**

Weekly Information

## **Parent Concerns**

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Student's teacher
2. Administrator
3. Assistant Principal and Principal

Staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

## **Employee Concerns**

If employees have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Parent/Guardian
2. Administrator
3. Assistant Principal/Principal

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems.

# **Additional Information**

## **Preschool School Supplies**

Each teacher will have a supply list. These are some of those supplies needed to help keep class healthy, to take things home in, and to use in class:

### **Preschool 3 years old (Pre-3)**

- ✓ 2 Glue sticks
- ✓ 2 Fat pencils
- ✓ 2 Boxes of crayons (8 count large crayons)
- ✓ 1 Pencil pouch
- ✓ 4 Boxes of tissues
- ✓ 1 Large boxes of storage size zip lock bags
- ✓ 1 Large boxes of sandwich size zip lock bags

- ✓ 2 Large container of baby wipes (72 count)
- ✓ 4 Plastic folders with pockets and middle fasters (middle fasters for behavior report)
- ✓ 1 Pack of 25 clear sheet protectors
- ✓ 1 Large book bag

**Preschool 4 years old (K4)**

- ✓ 4 Glue sticks
- ✓ 2 Fat pencils
- ✓ 2 Boxes of crayons (8 count large crayons)
- ✓ 1 Pair of safety scissors (rounded edges)
- ✓ 1 Pencil pouch
- ✓ 4 Boxes of tissues
- ✓ 1 Large boxes of storage size zip lock bags
- ✓ 1 Large boxes of sandwich size zip lock bags
- ✓ 2 Large container of baby wipes (72 count)
- ✓ 5 Plastic folders with pockets and middle fasters (middle fasters for behavior report)
- ✓ 1 Pack of 25 clear sheet protectors
- ✓ 1 Large book bag

**Dress Code Policy**

The school principal or assistant principal determines the fashions that do not meet school criteria. In line with our dressing standards, boys will not be permitted to class wearing earrings, ponytails, braids, design cuts or Mohawks hairstyles. Hair must be cut one inch short. No signature pants/shorts, shirts/blouses or uniform shorts. Socks or tights must be worn at all times, closed in shoes only.

**Uniforms**

Students must be in school uniform daily. Any student out of dress code will be sent to the office and a parent will be called to pick up the student.

**Girl's Dress Code**

Uniform dress  
 White blouse or polo shirt collar  
 Solid white, dark blue, red socks or stockings  
 Solid white, dark blue or red sweater  
 No dangling (hanging or swinging loosely) earrings

**Boy's Dress Code**

Uniform navy-blue pants (**Only**)  
 White shirt or polo shirt with collar  
 Solid white, dark blue or red socks  
 Solid dark blue or red sweater  
 Solid navy-blue tie

**All students are to wear black dress shoes on Friday. Boys are to wear navy blue ties every Friday.**

**Due to the fact that we are a Christian school, teaching children Christian values and standards, we ask that parents and guardians dress modestly when entering the building.**

### **Toilet Training**

Parents, **no pull-ups are allowed**. You will be notified immediately to pick up your child if he or she have an accident. If your child has an accident, they must be picked up within the hour.

### **Toys**

Zion Temple Christian Academy is not responsible for items such as computer games, iPods, cell phones, video games, toys, etc. lost, damage, or broken on/off school property. Students should not bring items above to school. Teacher has the right to take an item from a student. Any item taken will be returned to a parent only.

### **Computer Lab**

The computer lab will be open to (K4) students weekly. Student will pay a one time computer lab fee of \$10 **Parent must sign a Computer Lab Release Form** for student to enter computer lab.

### **Birthday Parties**

Parent must notify the child's teacher at least one week in advance of the party. Please be reminded that the teacher has the right to refuse any party in the classroom due to a preplanned schedule.

### **Parent Roster**

Parents may request a parent roster list from child's teacher to contact parents on the roster.

### **Animals**

Pets are not allowed in the classroom on a regular basis. In the event we have a pet visiting a classroom notification will be given to the parents. ALL animals visiting the preschool must be fully immunized and suitable for contact with children as documented by a licensed veterinarian or zoo. The teaching staff will supervise all interactions between the children and animals as well as instruct the children on safe behavior when interacting with the animals.

### **NON-DISCRIMINATION STATEMENT**

Zion Temple Christian Academy is passionate about the differences with which God has created everyone. We admit students of any race, color, national or ethnic origin, or qualified disability to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

*Parent of re-enrollees are to request annually a copy of the Parent Handbook*

Ohio Department of Job and Family Services  
Parent Information Required By Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll- free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rule. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2121.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cbc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-30 of the Ohio Administrative Code.***

**Please Return**

**Handbook Statement**

**Parents, after reading the handbook, please sign and return this page to your child's teacher. Please return within three days after receiving. Please feel free to ask the administrator questions about any of the policies in this handbook.**

**I acknowledge that I have received a copy of the parent's handbook for Zion Temple Christian Academy and have reviewed the policies. I agree to follow all policies outlined within.**

\_\_\_\_\_  
**Parent's Print Name**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

**Child's Name** \_\_\_\_\_

**Zion Temple Christian Academy  
Transportation and Walking Permission Form**

**Transportation Permission**

I do hereby give permission for my child \_\_\_\_\_ to attend Zion Temple Christian Academy field trips and to be transported during the school year and summer activity program.

I understand that my child will be driven to and from the activity by a properly licensed bus company and a qualified bus driver. I do hereby agree to hold harmless from any and all liability, claim demand, expenses, including attorney expenses, Zion Temple Christian Academy and its respective officers, employees, and volunteers, Zion Temple First Pentecostal Church, and do hereby for myself, my heirs, executors and administrators, waive and release and forever discharge any and all rights and claims for damages which I may have hereafter accrued to me arising out of resulting from my child's transportation on a licensed bus, except for the direct negligence of Zion Temple Christian Academy.

In the event I cannot be reached in an emergency, I hereby consent for Zion Temple Christian Academy to arrange for the transportation of my child for medical treatment.

\_\_\_\_\_  
Parent's Print Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Person

\_\_\_\_\_  
Emergency Number

**Walking/Park Field Trip**

Occasionally children are taken off school grounds to visit a nearby park, or general community walks. Before your child can participate, written approval is needed. These are walking trips of one mile or less.

Child's Name \_\_\_\_\_ has my permission to participate in walking/park field trips through out the school year and summer program.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Print Name \_\_\_\_\_