

# Zion Temple Christian Academy Preschool Parent Handbook



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**Zion Temple Christian Academy Motto**  
**Train up a child in the way he should go: and when he is old, he will not depart from it.**  
**Proverbs 22:6**

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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 the 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 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.

We pray and look forward to working with you and your child(ren) at Zion Temple Christian Academy Preschool Department. Also, with God's help we look forward to seeing your child(ren) until they finish the sixth grade.

Grandchildren are the pride and joy of old age, and children take great pride in their parents.  
Proverbs 17:6 ERV

God blessing on you and your family

Zion Temple Christian Academy

## **PROGRAM INFORMATION**

### **History/Mission/Statement of Faith/Core**

#### **History**

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**).

#### **Mission Statement**

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

#### **Statement of Faith**

Our Faith, Discipline, Rules of Order and Doctrine are in the WORD of God as taught and revealed by the Holy Ghost. (John 14:26; I Corinthians 2:9-13). “All scripture is given by inspiration of God, and is profitable for Doctrine, for reproof, for correction, for instruction in righteousness; that the man of God may be perfect thoroughly furnished unto all good works.” (II Timothy 3:16-17).

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Zion Temple Christian Academy’s faith, doctrine, practice, policy and discipline, our Pastor, Executive Board, and Board of Directors are Zion Temple Christian Academy’s final interpretative authority on the Bible’s meaning and application.

#### **Core Values**

- We believe in an educational program that is based on the truths of God’s word and the preeminence of Jesus Christ. Bible lessons are incorporated in our curriculum as we believe in God’s supremacy and the Bible is the absolute truth of the revelation of God’s Nature and will for mankind.
- We believe in providing a safe and respectful learning environment where students are actively engaged and challenged in their learning. We challenge students to develop a biblical worldview; seeking God’s will, a view of the world based on God’s revealed

truth and the Bible which directs our life in the world and that our students be not conformed to the pattern of this world. We believe that all scripture is given by inspiration of God and encourage our students to use the Bible as a tool to implement spiritual development into their everyday lives.

- We believe in providing spiritual training from a holiness viewpoint that fosters the development of Christian character in our students.
- We believe in teaching students to show honor and respect to those whom God has appointed to leadership.
- We believe in encouraging students to follow Christ's example of leadership through servanthood and glorify God through service in their school church, and community.

## **Philosophy/Goals**

### **Philosophy**

In a comfortable Christian atmosphere each child will be guided to grow spiritually, emotionally, socially, physically, academically. and in Christian faith.

### **Goal**

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, be attentive, 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.

## **Curriculum/Non-Profit/License**

### **Curriculum**

Zion Temple Christian Academy uses the **ABeka Book Curriculum**, a Christian-based curriculum which provides for a well-rounded education.



## Non-Profit

We are a Non-Profit preschool program created to serve the community and teach children about Christ.

## License

Licenses and other valuable information are posted in the school office. Zion Temple Christian Academy is in compliance with health, building, and fire regulations. 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/Forms**

### Admissions

A student is considered to be enrolled in school only after the registration packet and 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. This medical form must be updated 30 days after the expiration date. **If a physical is not updated within 30 days after notice, student will not be permitted to return to school until the physical is updated.**

### Forms

**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
- ✓ Zion Temple Christian Academy Tuition Agreement
- ✓ Copy of Birth Certificate
- ✓ Authorization to Release Form
- ✓ Photo Release Form
- ✓ Handbook Statement
- ✓ Walking/Park/Transportation Permission Forms Admission Forms

All forms can be found on ZTCA website at [www.ztca.org](http://www.ztca.org) or contact the school office (513)861-5551 for any concerns.

New Families will be scheduled for an Orientation to take a tour of ZTCA, speak to teachers, and go through all of the important information you need. This is time for you to ask questions.

## **Hours and Days of Operation**

### **Hours**

We are open for operation Monday through Friday 7 a.m. to 6 p.m. All students should arrive by 8:30 a.m. Students are considered late after 8:30 a.m. The doors are locked from 8:30 a.m. until 2:00 p.m. We must receive a phone call that your child will arrive late due to an appointment or uncontrollable situation. If you come after 10:00 you will not be allowed to attend school that day. A late fee will be charged if a student is picked up after closing time. **(Please see Early/Late Pick-up Charges.)**

### **Closing for Special Days**

Zion Temple will be closed to observe the following: Labor Day, Veterans' Day, Wednesday the day before and after Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Presidents Day, Winter Recess Days, Good Friday, Spring Recess Day, Memorial Day, Juneteenth 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 fall.**

Weather related school closings, delays, and early dismissals are broadcast on school days on local television stations listed. Please read the school calendar. The school calendar can be found at [www.ztca.org](http://www.ztca.org). **Full tuition is due for the months in which these fall.**

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

### **Ratio**

Zion Temple Christian Academy will not exceed the State of Ohio required ratios:

1-10 Preschoolers (3 years- 4 years)

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

Because we desire to provide a higher level of quality care, we will strive to maintain a 1-10/1-12 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 for preschool class are 12.

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 Play

#### **Class Schedule**

8:00 – 9:00 Arrival/Restroom & Hand Wash/ Indoor Gross Motor

9:00 – 9:15 Devotion

9:15 – 9:30 Bible

9:30 – 9:45 Restroom

9:45 – 10:00 Group Time

10:00–10:30 Language & Literacy Development

10:30 -11:00 Cognitive & General Knowledge

11:30–12:00 Free Play/ Cleanup/Restroom

12:00–12:45 Lunch/Cleanup  
 12:45 – 1:00 Restroom Numbers/Language Development/Restroom  
 1:00 – 1:45 Outside/Indoor Gross Motor Activities  
 1:45 – 2:00 Restroom  
 2:00 – 3:00 Quiet/Nap time  
 3:00 – 3:30 Dismissal  
 3:30 – 4:00 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 – 3:00 Quiet/Nap time  
 3:00 – 3:30 Dismissal  
 3:30 – 4:00 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/Dismissa

# Registration, Tuition, Fees, and Payment

## Tuition

School tuition is due promptly by the end of each month beginning in August. Special tuition discounts apply for accounts that are **paid in full** before the first day of school. For the current monthly fee for the preschool department, please refer to our website, [www.ztca.org](http://www.ztca.org). 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 in August and continue for 10 months through May 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.*

## FACTS Tuition Payment

**FACTS** is a quick, secure method for paying your tuition balance in full. Enrolling in a **FACTS** tuition payment plan allows you to select a payment option that best suits your financial needs. The plans listed below are offered by ZTCA. Depending on the start and end date of each plan, they may not always be offered. **FACTS** payment methods offered: **Credit Card and Automatic Bank Draft**. **Payments made through a credit card are assessed an additional charge for processing**

## Tuition Plans

- Payment in Full: Pay tuition in full.
- Semi-Annual Payments: Pay your tuition in two installments.
- Quarterly Payments: Pay your tuition in quarterly installments.
- Monthly Payments: Spread your tuition balance over monthly installments
- Bi-Monthly Payments: Spread your tuition balance over two weeks installments

For more details about the options above, create an online account by following these simple steps:

1. Create an online account.
2. Then click on the Set Up a payment plan link.
3. Select the school year for which you will be paying.
4. Complete the steps as prompted.

## **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 students. Students that enroll in the Summer Activity Program will receive one week vacation. **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 for new enrollees or a re-enrollee's fee is charged. This fee is for each student enrolled. A student is not considered enrolled until the registration fee is received. Please refer to our website, [www.ztca.org](http://www.ztca.org).

## **Book Fee**

A onetime non-refundable book fee for Pre3 classes and for K4 classes is charged. This fee is for student curriculum books. Please refer to our website, [www.ztca.org](http://www.ztca.org).

## **Student Promotional Fee**

An annual, non-refundable student promotional fee charged. Please refer to our website, [www.ztca.org](http://www.ztca.org).

## **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 (additional cost)**

There is a registration fee for Four-five days per week monthly fee for each program or for both programs. There is also a Three-one days per week monthly fee for each program or both programs. Automatic payment will be withdrawal by FACTS Tuition Management Program. Please refer to our website, [www.ztca.org](http://www.ztca.org).

### 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 a \$13.00 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 hardships for the staff and cannot be condoned. Please remember our staff is anxious to get home to their families on time. First occasion late fee is \$12.00, at 6:01 p.m. an additional \$12;00 will be charged for every five minutes after 6:05 p.m. On the second occasion the late fee is the same as the first time. On the third occasion the late fee is \$50.00 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 be made payable to Zion Temple Christian Academy. Overtime payment is due the same day. The 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.**

**School is yet dismissed at 3:00 p.m., and unless prior notice is given to the school, Parents are expected to pick up children at that time. There will be a \$50.00 Late Pickup Fee beginning at the first minute after 6:00 p.m. and an additional \$10.00 for every minute after.**

### Voucher Funding (PFCC)

Parents that qualify are responsible to know where to swipe the child in and out daily. Your child is required to be in attendance a minimum of 30 hours per week. Failing to swipe your child in for the 30 hours per week will require payment from the parent/guardian. It is the parent's responsibility to notify the office if they receive any voucher or have any issues about their voucher.

### 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 Administration Staff. **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 for closing information. On these occasions, regular payment is expected. **No refunds for Before/ After School Watch Tuition.** Please refer to our website, [www.ztca.org](http://www.ztca.org).

## **Suspension or Termination from the Program**

Every effort is made to avoid suspension or termination from the program; however, Zion Temple Christian Academy reserves the right to terminate a child's enrollment from the program. There are several instances that may result in a child's termination.

## **Tuition Payment**

Zion Temple Christian Academy relies solely on tuition's collected to fund the school program. In the event that a child's tuition is not paid, the director will notify the parent in writing that payment is expected. If payment is not made within a timely manner, then your child will be terminated from the program. Past due tuition payments will still be expected. **Report cards and records will be held until full payment is made.**

## **Supervision**

A major responsibility of Zion Temple Christian Academy staff is to ensure the health and safety of each student entrusted in their 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. The parent or pick-up person is responsible for the student before and after signing out, once they are in the student's presence. 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

If your child is absent for any reason, please contact the office. The office will notify the teacher of the child's 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. Students 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 office/teacher if your child will be absent or ill. By law ZTCA must report truancy.

### Release of a Student

Staff will release students only to persons on the release form provided by the parent. The drop-off person must write at the time of arrival. The pickup person must write the time of departure of the student along with their signature. Authorized adults must be eighteen 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 the student. Anyone thirteen or younger cannot be on the pickup 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 the IDs of anyone they do not recognize. Please let the pickup person know about this ahead of time so they may bring a picture ID and they are not offended. Students' safety is our priority! **If a staff member is transporting a child independently of the school, at the request of the parent, permission by the parent is required and this agreement is considered separate from the school and will be treated in the same way as an outside person that the parent has transporting their child.** Our 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. **Authorities 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 the 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. **Authorities 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 will help the student have a great day. Your child spends many hours at Zion Temple Christian Academy, 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.

Children transition into the next classroom at the beginning of the next school year, depending on the age requirement for that group. Often, children will become the age of the next group, while they are still in a specific classroom, and for continuity of care, we do not move children mid-year.

Before a transition into the next classroom takes place, we will have the child visit the classroom that he or she will be going into. These visits are generally done with one or two other children that will be transitioning, as well. Each transition will be done in a way that will be best for that specific child. We will communicate with parents to make the transition successful for the child and parents.

### **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 our 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. **Zion Temple will not provide childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.**

### **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, an account 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.

### **Water Activities/Swimming**

During the summer months, children enrolled in ZTCA will participate in some type of water play on a weekly basis. Water play days allow the children to play in sprinklers, play with the water table, and play games associated with water. Children may also go into a wading pool on

some field trips. School age children may have swimming lessons and swim in a pool. We ask that your child bring a bathing suit, a towel, and perhaps water appropriate shoes, A note will be sent home to let you know what day your child's class will participate so that you can pack and prepare for water activities. Before any student participates in water activities, the school will obtain written permission from the parent or guardian.

## **Guidance**

### **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.

### **Thinking Time**

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. Thinking Time will be age appropriate.

### **Behavior**

If a student is consistently endangering himself, peers, staff, or property, it may become necessary to withdraw the child from the program. 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 occurrence. 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.**

### **Fail to Respond**

If the parent has failed to respond to suggestions for outside referrals or if a parent refuses to work with the staff on a behavior intervention plan, or if the child has needs that are beyond the capabilities of the school to reasonable provide a meeting with the assistant principal will occur to determine the proper placement for the child.

## **Behavior of Parents**

Behavior which conflicts with the policies and philosophies of Zion Temple Christian Academy could result in the termination of your child from the program. This could include smoking, swearing, excessive yelling, degrading other children, parents, teachers, staff members. Any behaviors that are inappropriate and could put a child's sense of mental and/or physical well-being at risk.

## **Required Documentation**

Failing to provide the required documentation including immunization record, physical form, and enrollment forms in a timely manner will result in termination per OJFS regulations.

In the event that a child is terminated, the staff will prepare the child for termination from the program in a manner that is consistent with the child's ability to understand,

## **Behaviors/Consequences**

### **Verbal Disrespect**

Written Apology  
Parent/Teacher Conference  
In building or home suspension

### **Use of Bad Language**

Apology  
Detention  
Parent Conference  
Suspension

### **Fighting/Grabbing/Pushing**

Parent Conference  
Suspension

### **Destruction of Property**

Apology  
Parent Conference  
Restitution  
Suspension

### **Field Trip Behavior**

Loss of Privileges to attend Future Field Trips

### **Tardiness/Unexcused Absence**

Parent Conference

### **Stealing**

Apology

Restitution

Parent Conference

Suspension

### **Running/Talking in Hallway**

Loss of Privileges

Detention

### **Bring Toys from Home**

Conference with Parent

### **Being Out of Uniform**

Send to office to get a note to enter class

### **Disrupting Class**

Apology

Detention

Parent/Teacher Conference

In Building/Home Suspension

### **Pulling Fire Alarm**

Pay for False Alarm

Suspension

## **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 students on the afterschool watch around 4:05 p.m. Each of the pre-packed 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.** ZTCA does not provide milk or supplemental food for lunch. ZTCA Parents must bring a lunch daily to school with their child.

### **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 not provide. Bag lunches will be refrigerated. Children lunch should meet the nutritional requirements; the school is not mandated to provide the children with any appropriate additional food(s). **Lunches will not be warmed.**

### **Snacks**

We will serve pre-packed snacks to students that are in attendance after 4 p.m. for a fee if they are not on the Before/After School 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 care of the school. 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 Hirsch Center Recreation Complex, 3630 Reading Road or 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. As we practice lock down drills you will be notified.

### **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 were 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. Parents must pick students 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 parents 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 has 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.**

### **Immunizations**

All students must have updated immunizations to attend ZTCA or a proper exemption must be obtained in writing by a religious leader or a philosophical exemption. However, when there is an outbreak of vaccine-preventable disease, children who have not had the disease and who have not been vaccinated should be excluded from 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 always have access 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 the original container with a 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 with instructions on the label. Over the counter medications must also be administered in accordance with 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. Zion will administer prescription medication when considered reasonable accommodation necessary to accommodate a child with a disability.

## **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.

## **Provision of Medical Care**

We are not licensed to provide medical care, and our staff are not trained to provide medical care. Our staff do not provide invasive medical treatments (Such as insulin injections, feeding tubes), nor do they determine the dosage of medication

## **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 daily. 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 32 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, heat warnings, etc. On days that outdoor play is not provided due to these conditions, we will include 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 wintertime.

## **Parent Participation**

### **Parent Roster**

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

### **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. 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/Assessments**

The goal of Zion Temple Christian is to ensure that all children are making progress in all areas of development. We assessed children within 60 days (Fall Quarter) of enrollment and 90 days

(Spring Quarter) thereafter. Parent input is a necessary component of this assessment, and you will be invited to a goal- setting conference Fall Quarter and Spring Quarter to discuss your child's strengths, areas they are working on, and concerns that teachers or parents may have. The results of assessments are also used to plan and conduct age and developmentally appropriate activities for children. 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 and progress daily. Please sign and return the Behavior Report daily.

### **Newsletters**

Weekly Parent's 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

Our 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

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

### School Year

#### 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)**

- ✓ 1 Box of Children's Mask (3 ply)
- ✓ 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
- ✓ 1 Large bottle of hand sanitizer
- ✓ 2 Canister of Lysol/Clorox Disinfecting Wipes
- ✓ Durable Headphones

#### **Preschool 4 years old (K4)**

- ✓ 1 Box of Children's Mask (3 ply)
- ✓ 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
- ✓ 1 Large bottle of hand sanitizer
- ✓ 2 Canister of Lysol/Clorox Disinfecting Wipes
- ✓ Durable Headphones

### **Dress Code Policy**

The assistant principal determine the fashions that do not meet Christian school criteria.

### **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 bring proper attire or pick up the student.

### **Girl's Dress Code**

**Uniform Dress Jumper (Must be knee length for all ages) When purchase jumpers keeping in mind shrinkage and your child's growth to prevent the shorts from being n Uniform Blouse (white only)**

- **Socks or Tights** (solid white, dark blue, or red. Socks must be above the ankle.)
- **Sweater** (solid white, navy blue or red)
- **Shoes** (solid black dress/solid black or white gym shoes)
- **Shorts** (Black or navy and must never be seen under uniform. No biker shorts) Shorts may be purchased at Schoolbelles.
- **Earrings** (Small stud only. No dangling, hanging, or swinging loosely earrings)
- **Hair** (Hair color should be the natural color of the student's hair and not be altered in non-traditional hair styles. Teachers are not responsible for misplaced hair accessories.) Beads at this age are a safety hazard and are discouraged.

**Corporate Devotion** girls must be in corporate uniform with black dress shoes and white socks every Friday. **Children out of uniform will be sent to the office and the parent will be called for clothing.**

### **Boy's Dress Code**

- **Uniform Pants** (Navy blue **without signature designs and no more than four interior pockets.**) **Corporate uniform must be worn at all times.**
- **Uniform shirt** (white only)
- **Socks** (solid white, dark blue, or red)
- **Sweater** (Solid white, navy blue, or red sweater. No Heavy outerwear and Hoodies)

- permitted to wear in classrooms.)
- **Tie** (Solid navy blue and no designs on tie. **No bow ties**)
- **Shoes** (solid black dress/solid black or white gym shoes)
- **Earrings** (No earrings)
- **Hair** (Hair must be cut basically plain short without features such as a Mohawk. Hair color should be the natural color of the student's hair and not be altered in non- traditional hair colors or styles: ponytail, dreadlocks, or braids. Hair should be well- groomed and no longer than **2 inches** in height.)

**Corporate Devotion** boys must be in corporate uniforms with navy blue pants, white shirts, navy blue ties, black dress shoes, and white socks every Friday. **Children out of uniform will be sent to the office and the parents will be called for clothing.**

Children must wait for their parent/guardian upon arrival to change clothes at the end of the day.

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.

### **Code of Conduct**

Our school mission is to “Train up a child in the way he should go and when he is old, he will not depart from it.” (Proverbs 22:6). To that end, we have adopted a code of conduct grounded in our statement of faith and established parameters for acceptable behavior. Students are to dress in conformance with one's biological gender. Students are to use the restrooms and changing facilities conforming to one's biological gender. The school has the right to discipline or ask a student to withdraw if they fail to comply with the expected standards of conduct as outlined in this document.

### **Toys**

Zion Temple Christian Academy is not responsible for items such as computer games, iPads, cell phones, video games, toys, etc. lost, damage, or broken on/off school property. Students should not bring the items above to school. The 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 onetime computer lab fee. **Parent must sign a Computer Lab Release Form** for student to enter computer lab.

## **Birthday Parties**

Parents 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.

## **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.

## **Emergency Response Plan**

### **Response Plan**

This plan defines emergency response operations such as communications plans, student release procedures, general emergency actions, and hazard-specific procedures. For any emergency refer to your Emergency Handbook. Please read and sign the emergency plan statement. *Parent of re-enrollees are to review annually the Emergency Handbook*

## **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.

## **Disabilities**

### **Children with Disabilities**

Our policy is to review each child's needs on a case-by case basis and make reasonable accommodations for any child who can safely participate in a group care environment.

Please discuss your child's needs with the administrator before you enroll. If you have additional information or documentation of your child's needs, just let us know. Having it help us to provide the best possible care for your child.

If you have any questions or concerns regarding the enrollment or care of your child with special needs, please contact Zion Preschool Administrator.

## **Special Accommodations**

Zion Temple Christian Academy we strive to provide the best preschool experience for your child, and ask that prior to registration, you consult with the preschool administrator regarding any special accommodation for your child. We will work to provide reasonable accommodations upon request and based on the information provided. Ration must be maintained in all programs. Inclusion information for children with special accommodations must be provided at the time of registration directly to the Administrator. After reviewing the information and a meeting with childcare director a decision will be determined if request is a reasonable accommodation. Individualized Educational Plan(IEPs) are especially helpful as they are useful in determining if the special accommodations fall in the typical scope of the program and how we might be able to accommodate the child. IEPs can be requested from your School District.

## **Summer Programming**

### **Summer Activity Program**

Zion Temple Christian Academy Summer Activity Program is a fun-fill ten-week program that provides an assortment of activities, projects, and more. Refer to our website, [www.ztca.org](http://www.ztca.org) or contact the school office, (513) 861-555



## 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 2151.421 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.***

***Parent of re-enrollees are to review the Parent Handbook annually***  
*Refer to our website, [www.ztca.org](http://www.ztca.org) or contact the school office, (513) 861-5551*

**Zion Temple Christian Academy**  
**Please Return**

**Handbook Statement**

**Parents, after reading the handbook, please sign and return this page within three day 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.**

**I understand that this Handbook does not contractually bind Zion Temple Christian Academy and is subject to change without notice by decision of the Academy’s governing body.**

**I understand that admission to the school is a privilege, not a right and that any behavior, either on or off campus, which is not consistent with the school’s standards could result in the loss of privilege.**

**Both parents/guardians signatures if apply.**

\_\_\_\_\_  
**Child’s Name**

\_\_\_\_\_  
**Parent/Guardian Print Name**

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

\_\_\_\_\_  
**Parent/Guardian Signature**

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

\_\_\_\_\_  
**Parent/Guardian Print Name**

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

\_\_\_\_\_  
**Parent/Guardian Signature**

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

**Acknowledgment of Parent Handbook 2024/2025**

**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 the 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 throughout the school year and summer program.

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

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