



BETHEL CHRISTIAN ACADEMY

Pre-K Policy Handbook

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BCA PRE-KINDERGARTEN POLICY HANDBOOK

Welcome to Bethel Christian Academy!

Our mission is to raise students of integrity who love God and love others. In our preschool program, students learn through academics and play. Children are taught through intentional methods that allow them to grow and explore reading, writing, math, and character development.

BCA Pre-Kindergarten works to achieve the following goals with students:

- Age appropriate interactions with peers and adults from various cultures and backgrounds
 - Academic growth in math, reading, and writing
 - Creative expression in music and art
 - Effective and appropriate hygiene routines
 - Love of learning and growth
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Classrooms

BCA's Pre-Kindergarten 3 classroom serves students who have turned 3 by September 30 of the academic year and are potty trained. Pre-K3 students learn letter, number, and name recognition. They engage in classroom procedures and learn how to work with peers and age appropriate conflict resolution. Students also participate in art, music, technology, and physical education classes. BCA will keep minimum ratios established by Ohio Revised Code (1 adult per 12 students).

The Pre-Kindergarten 4 classroom is open to students who have turned 4 by September 30 of the academic year. Students learn to put letters together to form words and begin participating in reading groups. They also continue to develop gross and fine motor skills. Guided play allows them to continue to learn how to work with peers and resolve conflicts. Students also participate in art, music, technology, and physical education classes. BCA will keep minimum ratios established by Ohio Revised Code (1 adult per 14 students).

Both Pre-K3 and Pre-K4 have half-day and full-day options. Students who participate in half-day PreK will be dismissed between 12:15 p.m. and 1:00 p.m. BCA also offers Kinder Care. This service allows half-day students remain at school for an additional fee. During Kinder Care students have rest time and a concluding playtime before dismissal at the end of the day. They remain in their classrooms with their teacher.

School Hours:

| | |
|---------------------------|------------------------|
| Daily | 8:15 a.m. – 3:00 p.m. |
| Half-Day Pre-Kindergarten | 8:15 a.m. – 12:15 p.m. |
| Lunch and Recess | 12:15 a.m.-1:00 p.m. |
| Kinder Care | 1:00 p.m. – 3:00 p.m. |

Curriculum

Pre-K3

- Letter and number recognition
- Name writing
- Gross and fine motor skills
- Cutting, coloring, and writing
- Character development
- Guided play

PreK 4

- Writing and recognizing numbers
- Knowing and reciting letters and sounds
- Reading blends and words
- Gross and fine motor skills
- Character development
- Guided play

*PreK-3 utilizes Home CEO Academy curriculum for writing, language arts, math, and readiness skills. PreK-4 utilizes Abeka curriculum for writing, language arts, math, and readiness skills.

**All activities and curriculum are age-appropriate and aligned with Ohio Early Learning and Developmental Standards.

Students spend the day learning through seated instruction, guided play, and organized activities. Daily schedules will be sent home at the beginning of each school year. Teachers work to establish the needs of each student so that developmental needs are met.

Student progress is formally assessed at the mid and end point of each quarter. Progress reports are sent home at the midpoint and report cards at the conclusion. Teachers maintain consistent contact with parents and will address any academic issues that arise. Conferences are held both in the fall and spring. Along with that, parents or teachers can schedule additional meetings as needed.

Students with Special Needs:

All students learn in a unique way. BCA teachers and staff work to help all students learn and develop their abilities. BCA will work in collaboration with local and state agencies in order for students to be educated in the best possible manner. If a child has needs that cannot be met at Bethel Christian Academy, teachers and administration will work to connect families with local services that will partner with them to meet the individual needs of their child.

Attendance

It is important that students are in school every day. When circumstances prevent this, and a student misses school, he/she must make up all work. School hours are 8:15 a.m. through 3:00 p.m. Students who are not at school by 8:25 will be considered tardy.

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Students benefit greatly from consistent and regular school attendance. Missed work will be sent home so that students can review any content missed during an absence.

Pre-Arranged Absences:

For special situations, an Absence Request and Report form may be obtained from www.bcakids.org. Parents must submit a written note indicating the date of and explanation for the proposed absence at least **one week** prior to the student's absence from school. All assignments must be completed within two days after the student returns to school for the absence to be excused. Failure to follow these absence guidelines may result in the absence being unexcused. **We encourage parents to plan family vacations during scheduled school breaks.**

Early dismissal:

If circumstances require that a student leave prior to dismissal, parents are asked to notify the office of the time and the appropriate reason. Unannounced early dismissal can be disruptive to the academic schedule. It is also disruptive to the scheduled afternoon nap. Please communicate with your child's teacher or the office so that arrangements can be made to keep disruptions to a minimum.

If a student becomes ill (throwing up and/or fever over 99.6) during the day and needs to be sent home, the child must first go through the administrative assistant who will call the parent or guardian to pick up the ill child.

Drop-off and Pick-up Procedure

Arrival:

For the safety of all students and families please enter in the EAST drive (not at the light). Drive to the main school entrance where a staff member will meet students and accompany them to the gymnasium or their classroom. For the safety of all of our students, all exterior doors will remain locked at all times when students are present. Parents may park and walk to the building with their student, but parents/non-staff are not permitted into the gymnasium or past the school office.

When pulling up to the doors, please be aware of the cars that are waiting behind you. After you have dropped off your child(ren), proceed forward and exit by the traffic light. If a parent is dropping off a student after 8:25, please bring your child into the office in order to sign them in. A school staff member will walk them to their classroom.

Dismissal for Full Day Students:

Please enter in the EAST drive. Pull to the back parking lot. Students will be dismissed from either the back gymnasium door or the glass office doors. Teachers will communicate the appropriate pick up location to parents. Upon pulling up to the door, please show teachers your student number. Your child will be dismissed to your vehicle. Parents may park and walk to the main glass doors to pick up their child. Dismissal is at 3:00 p.m. Upon dismissal, children must remain under a parent's supervision at all times.

Dismissal for Half Day Students:

Parents picking up students before 3:00 p.m. must enter through the EAST drive, park in the lot, and come in to sign their child(ren) out. All students leaving before 3:00 p.m., must be signed out by a parent or approved guardian.

Carpools:

If parents desire, they may contact other families to form a carpool. The school cannot be responsible for the safety of children in any carpool. Please be sure that the driver is adequately covered with insurance. All students are to be dropped off on school property and are not to leave the school without written permission from the parents or until picked up by the parents or carpool in the afternoon.

Unless there is an emergency, please make all carpooling arrangements prior to the school day.

All families will be required to comply with the traffic procedures as designated in these instructions. All family members (grandparents, aunts and uncles, siblings, babysitters, etc.) involved in dropping off or picking up students should be advised of specific instructions and understand the requirement to follow them. Your child will be released to anyone with the designated school number distributed at the beginning of the school year. Please give an original copy of this number to anyone who may be picking up your student. Anyone without a number must come to the office with identification. Children will not be released to anyone who has not been previously placed on the approved pick up list without verbal confirmation from the custodial guardian.

Field Trips

Field trips are away-from-school experiences related to classroom study and activities. A field trip permission slip and letter explaining the objectives of each trip and the cost will be sent home by the teacher and will include specific dates, times, and places. A permission slip must be filled out and returned. Students without permission slips on file are not permitted to attend school conducted field trips and excursions. Children will be transported to and from the field trip by teachers and/or parent volunteers.

Car Seats for Field Trips:

Ohio law requires children between ages of 4 and 8 years old to be properly restrained by either a child seat, booster seat, or safety seat anytime they are being transported by a motor vehicle.

Ohio's revised child restraint law requires the following:

- Children less than 4 years old, or 40 pounds must use a child safety seat.
- Children less than 8 years old, unless they are at least 4' 9" (57") tall must use a booster seat. Use a high back booster if the car's backseat is below the top of the child's ears.
- Children must use a safety seat or safety belt.
- Children under 13 must ride in the backseat to prevent airbag injuries and fatalities.

*These are the regulations stated in Ohio Revised Code 4511.81. Should Ohio law change, the new Ohio safety guidelines will supersede this section and the new law will be followed.

Health Policies

The Department of Health's School Medical Policy requires that we adhere to the guidelines prescribed below. We are required to follow the mandates of our city, state, and local authorities. It is imperative that parents and children follow the regulations as well. We will not make any exceptions.

Administration of Medication:

When it is necessary for your child to receive medication **prescribed** by a physician **OR over the counter medication**, a physician's order **MUST** be on file along with a parent request form. Any medications will require an "Administration of Medication" form (located at www.bcakids.org/parents). Your doctor may also fax the form to the office at 440.842.3226. Parents must sign the form when medication is delivered to the office. Non-prescription medication that is given as needed must have a physician's order on file along with the parental request to give medication.

All medication will be administered by the school nurse or administrative assistant. Those giving medication will have successfully completed drug administration training. Written logs will be kept that include specific details of each time a medication is administered.

Guidelines for Medications:

To protect your child's safety, the school nurse and BCA staff will adhere to the following medication policy:

- Written request from the physician shall include the name of the drug, dosage, time interval, possible side effects, and the reason for the medication.
- Written permission must be provided by the parent to comply with the physician's order.
- Medication **MUST** be brought to school **BY AN ADULT** in the **ORIGINAL, UNOPENED** container, appropriately labeled by the pharmacy or physician. The dosage listed on the label **MUST** match the doctor's order.
- Over the counter medication will **NOT** be given without a **PHYSICIAN'S AND PARENT'S WRITTEN DIRECTIVE AND MEDICATION MUST BE IN THE ORIGINAL UNOPENED CONTAINER.**
- We will not accept medication in envelopes or plastic bags to refill prescription bottles on file. Parents should come in to refill the bottles as needed.
- Medication should **never** be in the possession of the student. Parents must deliver medication to school personnel.
- We are not permitted to dispense creams or lotions of any kind.
- We are not permitted to distribute cough drops or throat lozenges.
- If your child requires antibiotic, please request your physician to order the 12-hour dosage, thus eliminating an afternoon administration at school.
- If your child cannot take physical education or participate in recess, a doctor's note is required.

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- All medications are locked in the school office. School personnel will have access to medications 7:00 a.m. to 6:15 p.m.

Inhalers:

Inhalers and asthma medications fall under the preceding guidelines for medication. If your child is able to administer his/her inhaler, please fill out the “Self-medication for Asthma Inhaler” form found at www.bcakids.org/parents and your child may keep the inhaler in his/her possession. If you do not want your child to carry the inhaler, please follow the above guidelines and the inhaler will be locked in the school office. School personnel will have access to medications from 7:00 a.m. to 6:15 p.m.

Epi-Pens:

Students in Ohio schools will be permitted to carry and use an epinephrine autoinjector with the permission of the prescriber of the medication and the parent/guardian. The Epi-Pen law requires: Acknowledgement that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector. The school has received a backup dose of the anaphylaxis medication; and whenever an autoinjector is used, a school employee shall immediately request assistance from an emergency medical service provider (i.e. call 9-1-1). If your child is able to administer his/her auto-injector, please see www.bcakids.org/parents to download the “EpiPen Authorization” form and your child may keep the Epi-Pen in his possession. If you do not want your child to carry an Epi-Pen, please follow the above guidelines for medication and the Epi-Pen will be locked in the school office.

Emergencies:

All students will be required to have a signed emergency medical authorization form on file. In case of any emergency, Bethel Christian Academy will attempt to notify parents and call 911. Emergency personnel will be given information on preferred health care providers. Each student **MUST** have two emergency contacts listed on his/her file **in addition to parents**.

When a child is mildly injured, a staff member will fill out an incident report and parents are notified in writing. Any minor injury requiring attention is documented in Renweb and parents are notified via email. When a child’s injury requires additional attention, parents or guardians will be notified through the contact information listed on the emergency contact form.

Sending Students Home from School:

Students will be sent home from school when the administration deems it necessary. As a general rule, the pupil will be excluded from the classroom when a student exhibits symptoms such as:

- Diarrhea (more than one abnormally loose stool with in a twenty-four hour period)
- Severe coughing (causing the child to become red or blue in the face or to make a whooping sound)
- Difficulty breathing
- Yellowish skin or eyes

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- Conjunctivitis (Pink eye)
- Temperature of 100 degrees Fahrenheit
- Untreated infected skin patch(es), unusual spots, or rash
- Stiff neck
- Unusually dark urine and/or grey or white stool
- Evidence of lice, scabies, or other parasitic infestation
- Sore throat or difficulty swallowing
- Vomiting
- Other symptoms of illness

When a child becomes ill at school, the parent will be called to take the child home. Most students do not perform well when they are ill. No student will be sent home without being accompanied by a responsible adult. Since contagious diseases are most communicable during the fever stage, children should not return to school until all symptoms of illness have subsided. The student should maintain a normal temperature for 24 hours without medicine before returning to school. If one member of a family is ill, the other students may attend school unless the child is showing symptoms of a communicable disease. Since colds, flu, and other viral infections are common during the school year and are easily transmitted in the classroom, students who show symptoms of any type of an infectious disease should not attend school. Students who seek medical attention should follow the recommendations of their physician and must be symptom free for 24 hours.

When a child is mildly ill, meaning they do not feel well but do not exhibit symptoms listed above, he or she will be able to rest in a portion of the room not being used or in the nurse's clinic when available. If the child does not improve with rest, parents or guardians will be notified and given the option to pick up the student for early dismissal.

If a child needs to be separated from the rest of the class, he or she will be given a cot in a portion of the room that is not used by others or taken to the school clinic. All surfaces will be cleaned and sanitized by the teacher, nurse, or custodian. Students will remain in sight of an adult at all times and will never be left alone or unsupervised. If a communicable disease is suspected, parents will need to pick their child up and take them for medical attention.

Control of Communicable Diseases:

Please report all contagious diseases to the school. This is of great help when other students in the class show symptoms.

These would include but are not limited to

- Conjunctivitis (pink eye)
- Chickenpox
- Impetigo
- Scarlet Fever
- Gastroenteritis
- Meningitis
- Lice
- Whooping Cough
- Severe Colds
- Streptococcus
- Scabies
- Mono
- Mumps
- Ringworm

- Hepatitis
- German Measles
- Measles
- Pinworm

Children diagnosed with a communicable disease will need to return to school with a physician's recommendation. If medication is required, please follow guidelines listed on page 6.

Per Ohio Law, section 3301-37-11 C5, if a Pre-Kindergarten student is diagnosed with a communicable disease, all parents will be notified in writing.

Health Screening Programs:

Students will have the benefit of vision and hearing screenings done by the school nurse. These screenings are not diagnostic. When results are not within normal limits, students will be referred to their private physicians. Parents NOT wishing their children to participate in these programs should advise the school office in writing.

Children on Medicaid are eligible for Healthchek services. More information can be found at the following website <https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Healthchek>.

Annual Physical/Well-Visits:

Students participating the BCA's Preschool MUST have an annual physical examination on file. Students must pass a physical examination with their private physician and doctors must fill out and submit required paperwork. This form can be found at www.bcakids.org/parents.

Immunization:

All students must have proof of immunization on file in compliance to the immunization requirements of the state of Ohio. Immunizations are required prior to the 1st day of school attendance. The immunization requirements will be considered fulfilled with the presentation of a physician's statement. A parent or guardian may indicate, in writing, objections to the immunization process. Objections on religious or philosophical grounds are a valid exemption only when the parent or guardian signs a written statement to this effect. A student who has not been immunized will be subject to exclusion from school in the event of an outbreak of any of the diseases mentioned in the section on communicable diseases.

State requirements are listed below:

In order to attend school, the student **must have completed** the following immunizations, which are **required** under Ohio Law Sections 3313.671 and 3701.13 of the Ohio Revised Code:

Four (4) immunizations against DTP (Diphtheria, Tetanus, Whooping Cough). If received before 4th birthday, a fifth dose is required.

Three (3) immunizations against Polio (Poliomyelitis). If third dose was received before 4th birthday, a fourth dose is required.

Two (2) Measles (Rubella) vaccine - first dose must be received after the first birthday and the second dose at least 28 days later.

Two (2) Rubella (German Measles) vaccine - first dose should be received after the first birthday, second dose at least 28 days later.

Two (2) Mumps vaccine - first dose must be received after the students' first birthday, second dose at least 28 days later. OR Two (2) doses of MMR (Measles (Rubella), Mumps, and Rubella (German Measles) vaccine are required for incoming Kindergarten students. The first dose must have been received on or after the 1st birthday and the second dose at least 28 days after the first dose.

A tuberculin skin test to determine if the student has been exposed to tuberculosis is highly recommended but not required.

Two (2) doses of Varicella (Chickenpox) vaccine are required for children entering Kindergarten. The rules for the hepatitis B school law require all Kindergarten students show evidence of having received three (3) doses of hepatitis B vaccine; the second dose must be given at least one month (28 days) after the first dose, and the third dose at least two months after the second. Students "in the process" of receiving the series may be admitted to school but must be monitored by school staff to ensure that other doses in the series are received. According to Section 3313.671, on the **15th day** after school entrance it will be necessary to exclude all students from school who do not meet the above requirements.

Medical authorities and school educators urge that every child have a complete medical examination before entering school in order that defects, if present, may be corrected and the child is physically ready to accept all the advantages which education has to offer.

Pre-Kindergarten Policy of Discipline

"How can a young man keep his way pure? By living according to your word. I seek you with all my heart; do not let me stray from your commands. I have hidden your word in my heart that I might not sin against you." Psalm 119:9-11

Discipline is a process of training that fosters moral development. It comes from the word "disciple" – one who is a learner. The positive aspect of discipline emphasizes inner growth, personal responsibility, and self-control. All of these qualities lead to behavior that is motivated from within the child's heart.

Positive reinforcement is the first step in our discipline process. When using this strategy, teachers praise and applaud positive behavior choices in order to encourage students to continue said behavior. Teachers will use positive strategies on a daily basis within each classroom including internal and external motivators. The specific strategies that each teacher will use is communicated at the beginning of the school year.

When a negative behavior occurs, teachers will work to teach students why behaviors are incorrect or inappropriate. Teachers will work to handle all minor offenses and discipline in the classroom. Students may be redirected, given the choice to correct the behavior, etc. Students may be given a brief time-out that corresponds with the child's

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age. When necessary, offenses will be handled in the office. Teachers will send specific classroom policies home with parents.

Teachers, teachers' aids, and school administration are responsible for discipline of Pre-Kindergarten students. All staff members will be given a copy of the policy for annual review.

Discipline Guidelines:

The following discipline methods, as mandated by Ohio Department of Education (ODE), apply to all person(s) on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment, or any unusual punishments such as but not limited to punching, pinching, shaking, spanking, or biting
- No discipline shall be delegated to any other child
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a small cubical
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents
- Techniques of discipline shall not humiliate, shame, or frighten the child
- Discipline shall not include withholding food, rest, or toilet use
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

In addition to conferences twice a year, the teacher will enlist the help of parents when the student has chosen to continually disregard the classroom rules.

All matters of discipline rest in the discretion of the teacher and administration. Extreme offenses, especially those that may cause harm to others, will result in more severe penalties.

Parent Agreement:

BCA desires to work with parents in educating their children and appreciates their support and participation in the area of discipline. Educating children is a partnership between parents, teachers, and school administration. Teamwork with parents is invaluable. Parents who encourage their children to follow rules are teaching their children to follow God's authority as well as their own authority. BCA also asks parents

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to conduct themselves with respect and responsibility. A copy of the Parent's Code of Conduct is available online during the registration process.

Should there be an issue that is not rectified to the satisfaction of parents and guardians, a parent may contact the ODE. Contact information can be found at <http://education.ohio.gov/topics/early-learning/preschool-licensing>.

Admission and Withdrawal Policy

Families who are seeking admission to Bethel Christian Academy's Pre-Kindergarten should make an appointment to tour and meet with the BCA principal. Families can begin the admissions process, which consists of an Application and Enrollment Packet, at www.bcakids.org/enroll.

Once the Enrollment Packet has been submitted and processed by our admissions team, students will be added to the class roster. As previously mentioned, students entering Pre-K3 must be age 3 by September 30 of the academic year and potty trained. Students entering Pre-K4 must be age 4 by September 30 of the academic year.

If a family decides that leaving BCA is in their best interest, parents must communicate with the administration to establish the best withdrawal procedure. All tuition and fees must be up to date.

Valuable Items:

Students are not to bring toys, cash, cell phones, electronics, or other valuables to school. BCA will not be responsible for damaged, lost, or stolen items.

If a student is found to have taken such items in his or her possession, it will be taken to the office for a parent to pick up.

Visitors and Parents in the Classroom:

The first priority of BCA is to keep students safe and secure. Visitors are strongly discouraged. Extra adults are a distraction to the educational process. Non-staff members are not permitted past the office doors during the school day.

BCA will comply with all guidelines for parent access set forth by ODE.

Birthday Parties:

Parents may send in a small treat to celebrate a student's birthday if arranged previously with the teacher. When students are having a birthday party and they are inviting the entire class, invitations may be passed out at school. However, if a student plans to have a private party and the entire class is not involved, please contact parents individually outside of school.

Student Directory:

A full roster including class list and contact information for families is available in the student directory on Renweb.

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Realizing the dedication and great personal sacrifice each family makes to invest in Christian education, BCA makes every attempt to provide a quality education that is the best value for your family. Fundraising and extra costs are kept to a minimum. We are truly grateful for your participation in financial support, volunteering, encouragement, and prayer.

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Pandemic Handwashing Rule Addition (January 27, 2021)

Appendix B to Rule 5101:2-12-13

Handwashing shall occur in a sink that is not used for meal preparation or clean-up and is away from the food serving area.

Licensed child care staff members and employees shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:

- Upon arrival for the day, after breaks and upon returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.

After cleaning or sanitizing or using any chemical products.

- After handling pets, pet cages or other pet objects that have come in contact with the pet.
- Before eating, serving or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.
- When visibly soiled (must use soap and water).

Children shall wash hands, defined as using soap and water or using hand sanitizer (if 24 months or older), at the following times:

- Upon arrival for the day.
- After toileting/diaper change.
- After contact with bodily fluids.
- After returning inside after outdoor play.
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
- Before eating or assisting with food preparation.
- After water activities.
- When visibly soiled (must use soap and water).

Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.