

RCCA Preschool

Parent Handbook

**2215 Egypt Pike
Chillicothe, OH 45601
740-772-4532**

INTRODUCTION

Welcome to Ross County Christian Academy Preschool, located at 2215 Egypt Pike, Chillicothe, Ohio. The preschool is home to a “state of the art” Early Childhood Education Program. We have developed a unique program targeting the developmental needs of the whole child. Our education program fully complies with the Ohio Early Learning Content Standards.

We are a licensed center, subject to regular inspections by the Ohio Department of Education. Our school ID number is 011576. For the past several years our program has received a 100% compliance report.

Through varied experiences, we seek to help your child develop emotionally, spiritually, physically, intellectually and socially. The information and policies contained in this handbook are to help you, your child, and RCCA operate most effectively.

We encourage you to attend the church of your choice, regularly. If you do not have a church home, one of our endorsing churches would welcome you and your family. A list of churches is available in the school office.

Please feel free to visit or call anytime with questions or suggestions for how we might better meet the needs of your child.

This handbook is designed to assist you in understanding our program and the services we are providing for young children. Reviewed and revised annually, the policies and procedures may be altered or changed without notification.

The Ross County Christian Academy and Preschool do not discriminate on the basis of race, color, national, or ethnic origin in the process of enrolling children or hiring staff.

Administrators:

Mrs. Jenny Beverly, Preschool Director

Mr. Gregg Wright, Principal

Mr. Mike MacCarter, Director, Chief Financial Officer

Mr. Jake Grooms, Director, Headmaster

Board Members:

Dr. Tom Tharp, Chairman of the Board

Pastor Trish Wilson, Vice-Chairperson

Matt Steinbrook

Jarod Lloyd

Stephanie Strauch

Laura Long

Tom Martin

Jack Snyder

PHILOSOPHY

Our philosophy is based on the premise that each child is a unique individual. As such, each child should be valued, nurtured, and taught in ways that encourage creativity and self-expression, stimulate curiosity and reasoning, with excellence as a goal. Through project, center-based learning with an emphasis on the arts, our aim is to create a nourishing classroom culture for each child to grow physically, emotionally, intellectually, spiritually and socially into a creative, independent individual with a love and hunger for learning.

GOALS

For the child to:

- † Develop a positive self-concept and attitude toward learning, self-control, and a sense of belonging.
- † Develop curiosity about the world, confidence as a learner, creativity, imagination, and personal initiative.
- † Develop relationships of mutual trust and respect with adults and peers understand perspectives of other people, and negotiate and apply rules of group living.
- † Understand and respect social and cultural diversity.
- † Learn about the community and social roles.
- † Use language to communicate effectively and to facilitate thinking and learning.
- † Become literate individuals who gain satisfaction, as well as information, from reading and writing.
- † Represent ideas and feelings through pretend play, drama, movement, music, art and construction.
- † Think critically, reason, and solve problems.
- † Construct understanding of relationships among objects, people, and events, such as classifying, ordering, number, space, and time.
- † Construct Knowledge of the physical world, manipulate objects for desired effects, and understand cause-and-effect relationships.
- † Acquire knowledge of and appreciation for the fine arts, humanities, and sciences.
- † Become competent in management and care of their bodies and acquire basic physical skills, both gross motor and fine motor.

Source: Reaching Potentials, NAEYC, 1993

Tuition Fees

Tuition and planned child care fees are due on the first of each month. Additional child care fees which may occur will be billed at the end of the month. Fees are not refunded due to student absence.

Ross County Christian Academy Pre School cost chart 2016-17

<u>Program</u>	<u>Daily Cost</u>	<u>Monthly</u>	<u>Yearly</u>
3 Days a week (half pm)	\$9.00	\$110.00	\$990
3 Days a week (half am)	\$9.82	\$120.00	\$1080
3 Days a week (full)	\$16.36	\$205.00	\$1845
4 Days a week (half)	\$9.64	\$151.00	\$1359
4 Days a week (full)	\$16.59	\$260.00	\$2340
5 Days a week (full)	\$16.18	\$320.00	\$2880

Monthly payments are due on the first of each month, September through May (9 payments).

3 Day a week program scheduled for 110 days.

4 Day a week program scheduled for 141 days.

5 Day a week program scheduled for 178 days.

Before care is \$3.00 per day, billed separately at the end of the month.

After care is \$5.00 per day, billed separately at the end of the month.

Full Day is 8:20 am to 3:00 pm

Half Day is 8:20 am to 11:20 am or 12:00 pm to 3:00 pm

Before Care is available from 6:30 am to 8:20 am.

After Care is available from 3:00 pm to 5:30 pm.

Full day students should bring a lunch.

Tuition payments must be paid by check or cash in full by the 1st of each month. Frequent late payment without a discussion with the finance officer may lead to termination.

Make checks payable to:

Ross County Christian Academy
2215 Egypt Pike
Chillicothe, OH 45601

Registration Fees: Registration fees are collected at the time of initial enrollment and annually at time of registration and are **Non Refundable**.

Non-Sufficient Fund Check:

If a check is returned for NSF reasons, a fee is assessed in addition to the full amount of the check. Cash or money orders only will be accepted for tuition payment as no personal check will be accepted for one calendar year.

SCHEDULE OF ACTIVITIES

(Slight changes may be necessary depending upon the age of the children. Please see the schedule posted outside your child's classroom).

8:20am	Arrival
8:20am - 8:30am	Toilet/Hand washing, Welcoming activity
8:30am	Planning our Day Meeting <i>Prayer Time</i> <i>Singing/Movement</i> <i>Bible story</i> <i>Plan for the Day</i>
9:00am	Interest Centers <i>Language</i> <i>Mathematics</i> <i>Science</i> <i>Art</i> <i>Social Studies</i> <i>Music</i>
10:00am	Toilet/Hand washing
10:10am	Snack
10:30am	Gross Motor Play
10:50am	Interest Centers
11:10am	Revisiting our Day Meeting
11:20am	Dismissal
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12:00pm	Arrival
12:00-12:10pm	Toilet/Hand washing, Welcoming activity
12:10pm	Planning our Day Meeting <i>Prayer Time</i> <i>Singing/Movement</i> <i>Bible story</i> <i>Plan for the Day</i>
12:40pm	Interest Centers <i>Language</i> <i>Mathematics</i> <i>Science</i> <i>Art</i> <i>Social Studies</i> <i>Music</i>
1:40pm	Toilet/Hand washing
1:50pm	Snack
2:10pm	Gross Motor Play
2:30pm	Interest Centers
2:50pm	Revisiting our Day Meeting
3:00pm	Dismissal

Daily Schedule:

According to state regulations, a daily schedule of activities is posted on the wall of each classroom. The program of activities will be adhered to with reasonable closeness while providing for flexibility and due regard for the individual needs of the children.

HOURS OF OPERATION

8:20am - 3:00 p.m. Monday through Friday
Early Care 6:30-8:00 a.m. After Care 3:00-5:30 p.m.

We request that all children arrive by 8:20 am for morning session and 12:00 pm for the afternoon session and are not picked up until after dismissal so as to cause least disruption to other children. An exception to this is a visit to the doctor or some kind of emergency. Please let us know in advance whenever possible of an early pick up.

If you cannot pick up your child by dismissal, please have someone pick him/her up for you. Please ensure RCCA has a list of approved individuals with your permission to pick up your child. Notify RCCA to inform us who will be picking up your child in your absence. Continued failure to pick up your child on time may result in after care fees or termination.

Holidays

The preschool and RCCA staff and children enjoy the following holidays.

Labor Day	Veteran's Day
Thanksgiving	Christmas break
New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Easter break	

Birthday Policy

Parents may provide "Special Birthday Refreshments" at snack time if desired. Arrangements with teachers must be made in advance. Invitations to birthday parties and giving of gifts should not occur at the pre-school.

Curriculum and Assessment

The pre-school staff will use a variety of developmentally appropriate materials and approaches to achieve the goals as presented on page 4 of this handbook. Although Creative Curriculum materials will serve as the overarching curriculum, many other supplemental materials will be used. Although we desire to begin to lay a foundation for literacy and numerical awareness, we always keep in mind that for preschoolers learning should be fun!

Developmentally appropriate program planning addresses the needs for having developmentally appropriate materials and equipment. These materials, equipment and resources are selected and obtained to meet the intellectual, physical, social and emotional needs of the preschool child.

The staff assesses the total development of each child through the use of authentic evaluation instruments. Assessment is ongoing, comprehensive and diagnostic. Teachers maintain an individual portfolio for each child that includes dated samples of work and a developmental checklist. Contents of the portfolio are reviewed with parents during conferences.

Transitioning

Parents will be notified if their child is ready to move up to the next classroom. As part of the procedure, center staff will prepare a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The parent will sign the plan. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next class.

POLICIES & PROCEDURES

Abuse and Neglect:

Any suspected abuse and/or neglect of a child enrolled in the preschool will and must be reported to the Ohio Department of Jobs and Family Services in accordance with the state's regulations.

Arrival and Departure:

1. The Preschool morning session opens at 8:00 am each day and closes at 11:20am. The afternoon session opens at 12:00 pm and closes at 3:00 pm.
2. Children should be escorted to a teacher by 8:20 am each morning and signed in. They should be picked up in the afternoon and signed out.
3. Staff will release children only to persons on the release form signed by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pickup their child. Staff will check the ID's of anyone they do not recognize. Please let people know about this ahead of time so they have a picture ID available.

Staff will not release children to anyone, including parents who appear to be under the influence of alcohol or drugs. Emergency contacts will be called to transport the children home. Police will be notified, if necessary.

4. Parents are asked to notify the pre-school before 8:20 am when their child will be absent. There is no reduction in fees because of absence.

Biblical Morality Statement of Ross County Christian Academy

Ross County Christian Academy's biblical role is work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities exemplify a Christ-like life. RCCA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student run counter to or are in opposition to the biblical lifestyle RCCA teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual activity; promoting such practices or being unable to support the moral principles of the school.

RCCA believes that homosexuality is forbidden in scripture as taught in the following references: Leviticus 18:22, Leviticus 20:13, Romans 1:18-27, I Corinthians 6:6-9, and I Timothy 1:8-10.

Supervision of Preschoolers

At no time will a child be left unattended. Staff will supervise children at all times, including nap time. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

School Delays and Cancellations

In the case of inclement weather, which impacts classes, families are notified via a school messaging system-One Call Now. In addition the information is available at WKKJ radio as well as via the school website rccacademy.org. In the case of a two-hour delay, the morning class will not meet, however, the afternoon session will meet. In case of school cancellation neither am nor the pm class will meet. In this case there would be no classes or day care.

Custody Agreements

If there are custody issues involving your child, the parent must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to a child without proper documentation.

Clothing Policy

1. Children wear approved uniform clothing items only. Open toe sandals or flip-flops are not allowed.
2. Parents are required to send and maintain at least one change of clothing.
3. Individual hooks are provided for each child for hanging and storing of personal belongings.
4. Soiled clothing will not be washed, however, will be placed in a plastic bag and sent home with the child at the end of the day. If the child does not have a change of clothing on site, the parent will be notified and requested to bring clean clothing.

Dress Code:

1. Khaki or Navy Blue slacks or shorts
2. Girls may wear khaki or navy skirts—skirt length may be to the top of the knee or longer
3. Girls may wear navy or khaki capri or crop pants
4. Short sleeve polo or button-up shirts of any solid color with either the RCCA logo or no logo
5. Long sleeve polo or turtle neck shirts are appropriate for cold weather wear
6. Solid color short sleeve and long sleeve oxfords are appropriate for both boys and girls
7. Sweater vests or sweaters are appropriate over a uniform top
8. Tennis shoes or brown or black leather shoes
9. Shoes must be closed toes (no sandals or flip flops)
10. Socks or tights must be worn of a solid color
11. No jackets, coats, hats or other outdoor apparel may be worn in the classroom, hats must be removed once you enter the building
12. Undershirts must be only visible at the neck, with no writing visible through uniform shirt.

Grievances

Grievances should be prayerfully considered before being communicated to the appropriate person.

- Questions concerning the functioning of the classroom – Teacher
- Questions concerning the school buildings or grounds – Headmaster
- Questions concerning finances – Finance Officer
- Questions concerning performance of a teacher – Teacher
- Questions concerning the curriculum – Director

- Questions concerning the vision of our school – Headmaster
- Questions concerning volunteers in our school – Director
- Questions concerning latch-key - Principal

If a grievance has been communicated to the appropriate person as stated above, and a satisfactory resolution has not occurred, then the grievance is to be taken to the next level of authority. The progression level of authority is:

- 1st - Teacher
- 2nd – Director
- 3rd - Principal
- 4rd - Headmaster
- 5th - Chairman of the School Board

The teachers want what is best for your child. Most problems in school result from misunderstandings, which are not communicated and resolved. Handled quickly and honestly, problems are merely challenges, which provide opportunities for growth.

Guidance/Management Policy For Children:

Children attending the preschool are treated with dignity and respect. No child is subject to physical punishment or verbal abuse. If there is a question or concern regarding the treatment of a child, notify the office immediately. The preschool staff member in charge of the child or group of children will be responsible for their discipline.

The actual methods of discipline shall apply to all persons on the premises and are restricted as follows:

- No discipline shall be delegated to another 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 similar cubicle. •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. 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 at the preschool program.

The following management techniques are used in working with young children at the pre- school.

Forestalling	The best of all management strategies, forestalling is the anticipation of behavior before it occurs. Teachers at all times stay alert to possible deviate behaviors and will modify them before they occur, if possible.
Redirection or Refocusing	The child is redirected or refocused to another activity or area of the room.
Developmentally Appropriate Environment	Taking into consideration the short attention span of the young child, learning events in the pre-school will be not only age appropriate, but also, individually appropriate.

Positive Reinforcement The child is verbally praised and reinforced for positive behavior.

Behavior Modification The child is given a tangible item to reward positive behavior.

The following behavior is prohibited by any employee, student, or parent at the preschool and may result in dismissal:

1. Corporal punishment, including hitting, spanking, beating, shaking, pinching or any other measures that produce physical pain.
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities
3. Derogatory remarks in the presence of the children about family members of the children enrolled or about the children themselves.
4. Abusive or profane language.
5. Any form of emotional abuse, including rejecting, terrorizing, isolating or corrupting a child.
6. No child or group of children shall be allowed to discipline another child.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to dismiss the child. Attempts will be made to work together with the parents and the child to correct the behavior, however, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If a child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC

Biting Protocol

Young children bite for a variety of reasons, including, but not limited to, the lack of vocabulary and articulation skills with which to express needs, anxiety and/or anger. Employees at the Preschool use the following procedure when responding to a biting incident:

1. Make sure the child bitten is calmed and treated.
2. Turn to the biter, make sure he/she is listening, and say in a low, clear voice, “No biting, biting hurts.”
3. Turn to the child who has bitten and say, “Johnny is hurt. See the red marks? How can we make him feel better?”
4. Report the incident to the parent of the child who was bitten without stating the name of the biter.
5. Report to the parent of the biter.
6. Meet with the parents of the biter to determine a course of action to include a probationary period of two weeks. There must be no further incidents during the probationary period. The case is reviewed again at the end of two weeks. A child who repeatedly bites or engages in habitual, reckless behavior may be dismissed from the pre-school.
7. Every effort will be made to work with the child and parents in this matter before extreme measures are taken.

Enrollment:

Parents are requested to visit RCCA on or before enrollment to meet the staff members and tour the facility.

Children who are three to five years old as of August 1st will be accepted upon space availability. The following steps must be complete prior to enrollment:

1. Immunization Certificate of Compliance up to date, or a Waiver of Immunizations must be completed.
2. A non-refundable registration fee of \$35 must be paid.
3. A Child Enrollment and Health Information, JFS Form 01234, must be completed and given to the office for each child's file.
4. A copy of the child's birth certificate is placed on file.
5. A properly completed and signed medical form.
6. All required forms are completed and placed in child's file.
7. Custody and Court documents

Discrimination Statement:

The Preschool does not discriminate on the basis of race, color, national, or ethnic origin in the process of enrolling students or hiring staff.

Termination of Enrollment:

Parents are asked to notify the director's office one month prior to removing a child from the program. The Preschool/RCCA reserves the right to terminate enrollment should any of the following occur:

1. The family of a child allows their account to become delinquent.
2. The failure of a family to honor obligations listed in this handbook.
3. The preschool, in its' sole and unfettered discretion determines that it is unable to meet the needs of the child.
4. The failure of a child's family to cooperate with the Preschool in matters which RCCA determines serious enough to warrant termination.
5. If a child engages in habitual, reckless endangerment against another child or children.

Hand Washing Policy:

Employees of the Preschool wash their hands:

when they arrive at RCCA in the morning
before preparing or serving food
after assisting children in the bathroom
after touching a child who may be sick
after outdoor play
after blowing their nose

Children at the Preschool wash their hands:

when they arrive at RCCA
before they eat or drink
after they use the toilet
after they've touched a child who may be sick
after outside play
after blowing their nose

Disposable gloves are used by employees when:

preparing or serving food

coming in contact with any body fluids

Hands are to be washed immediately after removing gloves and gloves must be changed between dealing with each child.

Meals and Snacks**Snacks**

Parents should send a snack with their child each day. Morning snack is at 10:10; afternoon snack at 1:50. Each snack must contain at least two nutritional foods.

Lunches

Lunches must meet all day care licensing requirements. Parents of full day students must provide a lunch for their child. This meal must consist of nutritional foods from the following food groups: (minimum portions for a 3-6 year old) protein (1 1/2 oz), grain (1/2 slice bread or 1/4 cup pasta etc.), and two foods from the fruit/vegetable group (1/2 cup). Fluid milk is required and costs \$.50 for a half pint. All food items must be stored in a lunch box or bag with your child's name clearly marked. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional requirements, then the center is mandated to provide the additional foods(s) these will be provided at the cost of \$.50 per item. Lunches must meet all day care licensing requirements.

More nutrition information is available on the following pages, JFS Form 01250.

Health Policies

Young children have a greater susceptibility to illness because of their age. Unique behavioral characteristics that increase the risk of disease transmission include: close repeated, person-to-person contact; frequent exploration of the environment with their mouths; and hands on contact required by staff. The Preschool has established protocol for handling and caring for your child. These practices have been incorporated into our daily procedures in order to prevent the spread of germs and illnesses. With the professional advice of pediatricians, nurses, consultants, and the Ohio State Department of Health, the following guidelines have been established:

1. Services will be provided to well children only!
2. Children will be examined upon arrival at the pre-school each day.
3. Children will be sent home with the following:

Temperature of at least 100 Fahrenheit when in combination with any other sign or symptom of illness, 2) Diarrhea (3 or more abnormally loose stools within a 24 hour period, 3) Severe coughing, causing the child to be red or blue in the face or make a whooping sound, 4) Difficult or rapid breathing, 5) Yellowish skin or eyes, 6) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain, 7) Untreated skin patches, unusual spots or rashes, 8) Unusually dark urine and/or gray or white stool, 9) Stiff neck with an elevated temperature, 10) Evidence of untreated lice, scabies, or other parasitic infestations, 11) Sore throat or difficulty swallowing, 12) Vomiting more than one time or accompanied by any other sign or symptom of illness.

We cannot keep children who have any of the diseases above or any other communicable disease until the child is released by the doctor or Health Department. A written, signed note is required before the child can return to RCCA. Dispensing of medication to any child requires written permission from the parent or doctor.

Your child at home must remain at home:

1. If he/she has a fever or has had a fever of more than a 100 degrees during the previous 24-hour period.
2. If he/she has diarrhea or vomiting in the previous 24-hour period.
3. If he/she breaks out in a rash other than diaper rash.
4. If he/she has symptoms of a possible communicable disease.

Isolation of Ill Children

A child isolated due to a suspected communicable disease shall be: 1) Within sight and hearing of a staff member at all times, 2) Cared for in a room or another portion of the room away from other children. 3) Provided a cot and be made comfortable. After use, the cot shall be sanitized with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and sanitized with the appropriate germicide. 4) A school child may be made comfortable on a mat that shall be cleaned with soap and water and sanitized with an appropriate germicide.

Mildly Ill Children

If a child is experiencing minor common cold symptoms but is not exhibiting any of the symptoms described above as indicating a serious or contagious disease, they will be excused from activities in which they do not feel well enough to participate. The school nurse or office personnel will call a parent and describe the symptoms and give the parent the option of picking up their child.

Parent Notification of Contagious Diseases

If a child in the class is determined to have contracted a contagious illness, a notification of exposure will be posted on the door outside the classroom.

Head Lice

1. The child is sent home when lice or nits (eggs) are discovered.
2. The child does not have to be checked by a doctor.
3. The child must be treated that night - Nix is recommended. Follow directions on the box carefully
4. The child may return the next day if he/she is free of nits. You must pick all of the nits off the hair shaft with the comb that is provided or by hand.
5. The child's needs to be checked by a staff member before being accepted back in to RCCA. If there are any live nits still in the hair, other children can be reinfested.
6. Most of the time, the first treatment kills all lice and nits, but if not, the child can be treated again in 7 days.

Ringworm

All contagious diseases require a doctor's clearance to return, including ringworm. According to the Health Department it is transmitted by skin-to-skin contact, and the child can return to RCCA after treatment has begun. However, because of the contagion, we must have proof that treatment is taking place, such as a doctor's statement saying this, or up to date medicine brought to RCCA. If neither of these is brought, the child cannot attend. We reserve the right to request a doctor's statement for any condition that can cause another child to get sick or infected.

Medication Policy:

The center will administer medication to a child only after the parent completes the Request for Medication Form, JFS 01217. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored In a designated area Inaccessible to children. Medication may NOT be stored in a child's bookbag or cubbie. The only exception to this requirement is for school

age children that require the immediate use of an inhaler for a medical condition. Schoolagers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubbie or bookbag. Any time the child is unable to maintain control of the inhaler It must be handed directly to the staff member responsible for the child.

Prescription Medications must be in their original container and administered in accordance with the instructions on the label. Over the counter medications must also be administered according to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child 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.

Parent Participation

The preschool maintains an “open door” policy to parents. Parents are encouraged to participate whenever possible in the activities of the center. Parents may wish to attend chapel, class parties, luncheons, or just stop in to enjoy the daily fun. Teachers may be able to answer a brief question concerning your child at any time, however, due to staff responsibilities and schedules, parents are asked to make appointments with staff whenever it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

Parent conferences are scheduled each year. At these times teachers revise the contents of the portfolio and report the progress of the child in social, physical, cognitive, creative and emotional development. In addition, when there is a concern regarding a child, teachers report first to the director and upon approval, report to the parent.

If parents have any concerns or questions at any time, they should follow the chain of command until an answer or a solution is found. The following is the RCCA pre-school chain of command:

1. Child's teacher
2. Director
3. Principal
4. Headmaster
5. Board of Education

Permission Forms:

Parents must sign permission forms at the time of enrollment for photographs, video/audio taping, field excursions, first aid treatment etc. No services are provided unless the appropriate forms are signed. The forms are retained in RCCA files.

Rainy Days:

Children do not go outside on rainy days. Physical exercise will take place indoors. However, children do go outside on any day when the temperature is above 40 degrees or below 90 degrees, unless there other significant weather factors. Please make sure that they have appropriate clothing.

Field Trips:

The preschool does not take the children on field trips.

Visitors

We welcome visits from parents, grandparents and relatives during the time the pre-school is open. If someone is coming to visit, please follow the procedures.

- call the school beforehand to confirm the visit, giving the names of the people who will be visiting your child
- all visitors must register at the office
- for security reasons, no child shall be away from their teacher's supervision during the visit unless the teacher has been informed
- upon leaving, let the teach know you are leaving

Staff Regulations

Each member of the teaching staff has been employed as a qualified and competent person to care for children.

Each staff member is required to obtain the necessary training in early childhood education and development as required by law. All employees have been screened by using background checks and have been hired only after great care has been given to find the best teachers and assistants available. In addition to the above pre-school looks for Christian teachers who provide a positive role model and provide love and tender care for your child in an atmosphere that is safe and secure.

Background and Criminal Records Check:

All personnel working at RCCA must consent to a criminal records and fingerprinting check, and a child abuse registry check before beginning work. A form is signed at the time of employment granting permission for the background check. The following state mandated records are completed before employment:

1. Application Form
2. Three (3) non-related references
3. I-9 Form (U.S. Immigration and Naturalization Service Employment Eligibility Form
4. Criminal Records Check BCII or FBI
5. Fingerprinting
6. Validation of Education
7. Personal Interview
8. Verification of appropriate training and certification

Smoking Policy:

The preschool maintains a smoke-free environment. Smoking, the use of tobacco products in any form, alcohol and illegal drugs are prohibited within the physical confines of RCCA, and in all outdoor play areas.

Other Policies

Television Policy:

Regular television watching is not a part of the curriculum or schedule at RCCA. Viewing of videos and movies is limited to infrequent "special events" or videos that directly support a lesson.

Toileting

Regularly scheduled toileting breaks are planned; however, a child is allowed to use the restroom at any time. If a child soils his/her clothing the following procedure will be followed: Urination-If capable, the child changes his/her own clothing. If not capable, staff assists the child. Bowel Movement-Teachers change clothing and rinse soiled clothing. The soiled clothes will be put into a plastic bag and sent home. Parents are required to maintain a set of clean clothes at RCCA. Frequent soiling-Teachers will request a meeting with parents to discuss concerns. ODE licensing regulation do not allow for teachers to change diapers or pull-ups.

Transportation:

RCCA staff members will not transport children. Parents or their designees will transport the children at all times.

Complaints

Should you have a concern about RCCA or your child's care, bring it to the notice of the director. If you are not satisfied with the director's response, please put your concern in writing to:

Jake Grooms, Headmaster RCCA, 2215 Egypt Pike, Chillicothe, OH 45601.

If you feel that this pre-school is in violation of any State of Ohio Codes concerning license or policies and procedures, please contact the Dept. of Human Services at 1-800-635-3748

EMERGENCY PROCEDURES

The center has created a comprehensive Emergency Plan in conjunction with the Ross County Sheriff's Office. It has received approval from the Ohio Attorney General's Office. In the event of a bomb or terrorist threat we would follow the Emergency Plan which is too lengthy to reproduce here. If you would like to read the document, one is available upon request.

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 children have arrived at the designated spot. In order to prepare the children for the unlikely need to evacuate, the center conducts 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 center, our destination is the gymnasium located to the rear of the main center building, or to the senior citizens building immediately to the north of the main center building.

There is always one staff member present that has received training in first aid, communicable disease and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of actions. If any injury/illness is life threatening, the EMS will be contacted, Parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

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 child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by the emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Incident Report:

Staff at the preschool fill out an Incident/Accident report for any serious incident/accident involving children. The director or teacher notifies the parents immediately to apprise them of the condition of the accident and the physical state of the child.

School Nurse:

RCCA has a school nurse who is available at all times during school hours.

CPR:

Staff members are certified each year in CPR and will administer in case of emergency.

Emergency Medical Care:

In the event of serious illness or injury, the staff of the preschool:

1. Calls 911.
2. Administers First Aid.
3. Contacts parents to come to RCCA.
4. Contacts Emergency Medical Services for transportation to the hospital or physician if parent does not arrive timely.

Fire and Tornado Drills

Fire drills are held once a month. Children are evacuated from the building immediately. Evacuation plans are posted in every room in RCCA. Tornado drills are conducted in the fall and spring.

First Aid Treatment:

Staff members at the pre-school are expected to administer primary first-aid to children who are injured slightly (i.e., grass burns, scratches) while at the pre-school. Staff members use gloves to administer treatment.

Bullying

RCCA seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind.

What is Bullying?

Bullying may be identified as a repeated behavior, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate into more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach pro-social behaviors.

Bullying Behaviors

The following is a list of behaviors that demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of RCCA to reduce bullying by addressing these types of behaviors as they occur.

- **Physical Behavior** - Intentionally endangering the welfare of others. Such behaviors are not limited to but include the following: hitting, shoving, kicking, spitting on, punching, poking, pushing, blocking, tripping. Other examples of physical bullying include: unwanted touching, rude gestures, taking or damaging another's property, extortion of money or other items, making someone do something they otherwise would not do.
- **Verbal Behavior** - Verbal bullying includes but is not limited to the following: name calling, teasing, bossing, threatening, making fun of another's appearance, physical characteristics, or cultural background.

- **Indirect Behavior** - Indirect bullying includes but is not limited to the following: spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, encouraging others to violate the anti-bullying policy
- **Cyber Bullying** - In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying: sending of inappropriate or threatening emails or text messages, creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook). If cyber bullying occurs while on school property or during school activities the school will become actively involved.

Reporting Bullying

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify the school counselor, teacher, or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.

Responses to Bullying or Bullying Behaviors

RCCA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Any of the behaviors listed above may or may not be bullying, depending upon the intent of the perpetrator. All bullying behaviors will be addressed according to the procedures outlined below. Each bullying offense will be referred to school administrators for disciplinary response. Each offense will require a parent's signature on a discipline incidence form.

- **1st Offense – Parent contact, meet with administrator and ½ day in-school suspension**
- **2nd Offense – Parent contact, meet with administrator and full day in-school suspension**
- **3rd Offense – Parent contact, meet with administrator and full day out of school suspension**
- **4th Offense – Parent contact, meet with administrator and 3 day out of school suspension**
- **5th Offense – Possible expulsion**

Note -- The administration of Ross County Christian Academy reserves the right to treat any single act as severe enough to warrant dismissal from school. Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources or eye witnesses.



Dear Parent,

Through varied experiences at RCCA preschool, we seek to help your child develop emotionally, spiritually, physically, intellectually and socially. The information and policies contained in this handbook are to help you, your child, and RCCA operate most effectively. Our handbook is designed to assist you in understanding our program and the services we are providing for your children. It is reviewed and revised annually.

I have received and reviewed a copy of RCCA's Preschool policies, procedures, and handbook, and agree to abide by the policies described in it.

Parent/Guardian Signature

Date

Student Signature

Date

* This handbook may be subject to change.