Real Christian Academy



School Verse

“Bring up a child by teaching him the way he should go, and when he is old he will not turn away from it.” Proverbs 22:6 NLV

Location

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ABOUT US

ACCREDITATION

REAL Christian Academy Preschool is licensed through the Ohio Department of Children and Youth.

CURRICULUM

REAL Christian Academy uses Abeka curriculum. A Biblical worldview, critical thinking, technology solutions and academic rigor are hallmarks of our curriculum. Homework, up-to-date grade reports, caring teachers, and informed parents are the rule rather than the exception.

Because a student's future is dependent upon the training and guidance given, we believe a Bible-based education is imperative. Self-discipline, obedience, respect for authority, love for fellow man, country and God, honesty and dependability are emphasized and taught from a Christian perspective. You can count on high academics AND a biblical worldview so your students aren't left half prepared to make a difference in the world.

Our program meets and exceeds the requirements established by the State of Ohio.

Staff

Staff members are committed Christians who teach as a service to the Lord. Each maintains a clear Christian testimony and lifestyle. Teachers realize their responsibility as role models to their students. They pray consistently for their students and encourage them to live lives that are pleasing to God. REAL Christian Academy preschool teachers and staff are well-qualified and meet all requirements for licensing through the state of Ohio.

Prohibiting Staff Exposure of Children to Inappropriate Language, Media, or Behavior

Real Christian Academy is committed to providing a safe, nurturing, respectful, and Christ-centered environment for all children. All staff members, volunteers, and individuals working with children are expected to model appropriate language, behavior, and conduct at all times.

Staff members and employees shall not expose children to inappropriate language, media, or behavior. This includes, but is not limited to:

- Profanity, vulgar, obscene, or sexually inappropriate language or content.
- Threatening, intimidating, degrading, humiliating, or disrespectful language or behavior.
- Media, videos, music, images, websites, social media, or other electronic content that is inappropriate for the age or developmental level of the children.
- Discussions or conversations involving adult subjects that are inappropriate for children.
- Inappropriate physical contact, gestures, or conduct.
- Behavior that could reasonably be considered harmful, frightening, offensive, or inappropriate for children.
- Personal use of electronic devices or social media in a manner that exposes children to inappropriate content.

Staff members are responsible for monitoring the environment and taking reasonable steps to prevent children from being exposed to inappropriate language, media, or behavior by staff, volunteers, visitors, parents, or other individuals while children are in the care of the school.

All media and materials used with children must be age-appropriate, developmentally appropriate, and consistent with the values and policies of Real Christian Academy. Staff members shall obtain approval from the Administrator when required before presenting media or other materials to children.

Staff members shall use professional and respectful language when communicating with children, families, and other staff members. Staff shall never use profane language, threats, derogatory remarks about a child or the child's family, or other forms of verbal abuse.

Any employee who observes inappropriate language, media, or behavior that could expose a child to harm shall take immediate appropriate action to protect the child and shall report the concern to the Administrator. Suspected child abuse or neglect shall be reported as required by Ohio law.

Failure to follow this policy may result in corrective or disciplinary action, up to and including termination of employment. Real Christian Academy will review this policy with employees during orientation and as needed to ensure that all staff members understand their responsibility to protect children from inappropriate language, media, and behavior.

VISION AND MISSION

Our **Mission** at REAL Christian Academy Preschool is to provide children with a quality Christian education in a Christ-centered environment in order for them to learn who they are in Christ, live with purpose, and to love God and others in a REAL way.

The **Vision** of REAL Christian Academy Preschool is to raise a generation of confident, compassionate, Christ-following leaders who know Truth, live boldly in faith, and impact the world for Jesus.

REAL is who we are:

- **R – Rooted in Christ**

Preparing children for kindergarten readiness backed by a curriculum that stands on the foundation found in the truth of God's Word.

- **E – Equipped with Truth**

Children are empowered to understand biblical values, character, and build confidence in their learning.

- **A – Authentic Community**

We partner with families to create a loving, supportive environment that enriches their academic, spiritual, and emotional growth.

- **L – Living on Mission**

Children will understand how they are loved by God, created uniquely for His purposes, and learn to share that love with those around them.

We are building a REAL foundation for a life of impact.

STATEMENT OF FAITH

1. The Bible is the inspired, accurate and authoritative Word of God and because of this, we can trust it and put it to use in our everyday lives. 2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21

2. God has always existed. No one created Him. He is the Creator. He has revealed Himself as the one true God existing in three distinct Persons: The Father, The Son, and The Holy Spirit.
   Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22

3. Sin separated all of us from God and His perfect design for our lives.
   Genesis 1:26-27, 2:17, 3:6; Romans 5:12-19

4. Jesus Christ is fully God and fully man. He is the only way, truth and life and no one can be made right with God again except through Him. He lived a sinless life, died on the cross in our place for our sins, rose again to life, and ascended to heaven.
   Matthew 1:23; Luke 1:31, 35; Hebrews 7:26; 1 Peter 2:22; 1 Corinthians 15:3; 2 Corinthians 5:21; Matthew 28:6; Luke 24:39; 1 Corinthians 15:4; Acts 1:9,11; Philippians 2:9-11; Hebrews 1:3

5. Salvation is the forgiveness of our sins. Through salvation, we are made right with God again. We receive salvation by grace through faith in Jesus.
   Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11, 3:5-7

6. God created marriage to be between a man and a woman
   Genesis 19:1-15; Matthew 19:4-6; Leviticus 18:22; Leviticus 20:13; Romans 1:24-27; 1 Corinthians 6:9-11; 1 Timothy 1:8-10

7. God created gender as male and female
   Genesis 1:26-28; 2:20-25: Matthew 19:4; Mark 19:5-6

STATEMENT OF FINAL AUTHORITY FOR MATTER OF FAITH AND CONDUCT

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.

RATIO/SUPERVISION POLICY

REAL Christian Academy Preschool is a full day program licensed through the Ohio Department of Children and Youth. Compliance reports are posted in each classroom next to our program license. Licensing records, documents, rules and regulations are available upon request. In an effort to maintain a high level of excellence in our early education program, it is our priority to partner with parents. To address any concerns, please contact the early education office to schedule an appointment.

We follow the teacher to student ratio guidelines set by the state of Ohio. The maximum number of children per preschool staff member and the maximum group size by age category of children shall be as follows:

Age Group	Staff Member/Child Ratio	Maximum Group Size
3 Years	1:12	12
4 Years	1:14	14

Every classroom provides an environment with developmentally appropriate materials, equipment, and resources that meet the intellectual, physical, social, and emotional needs of the early education child.

- Children will be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.

INSPECTION REPORTS/COMPLAINTS
Parents may request a copy of all inspection reports or file a complaint by contacting

Heather Strausbaugh (info@realchristianacademy.com)

For general questions regarding childcare or to file a complaint use the following:
Call REAL Christian Academy Preschool at 740-722-8088

ADMISSION INFORMATION

AGE LIMIT
Students must be 3 (for the preschool 3 class) and 4 (for the preschool 4 class) by August 1.

DOCUMENTATION OF CUSTODY
If custody documentation has been issued by a court, RCA must have a copy of this court order on file. RCA will use this information to determine who is responsible for various school functions including but not limited to financial responsibility, authorized pick-up, custody rights, and communication settings. For a parent to be excluded from any of these areas, the documentation must clearly state this exclusion. New or updated court orders should be forwarded to the school office upon receipt.

NON-DISCRIMINATORY POLICY
REAL Christian Academy recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, gender, or activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. REAL Christian Academy does not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.

BATHROOM ASSISTANCE
All students **must be completely potty-trained** to enroll in our program. No pull up or training pants of any kind are to be worn during the school day. Students should be encouraged to practice independent restroom skills at home. Because of liabilities and state regulations, teachers are unable to assist children in the restroom. If a restroom accident occurs, students will need to clean up and change their clothes independently. If more than one restroom accident occurs or the student is without a change of clothes, the parents will be contacted to assist the child or bring a new set of clothes.

We understand that every child needs time to adjust to new environments. We feel a three week grace period is a sufficient amount of time to adjust. If a student is having repeated restroom accidents after the three week grace period, they will be disenrolled from the preschool program.

NEW STUDENTS
All students are accepted on academic and behavioral probation for their first 30 days.

ENROLLMENT
Applications are completed and submitted online on the RCA website at **www.realchristianacademy.org** . Applicants are scheduled to visit the school for a tour.

Acceptance of students is based upon classroom openings, our screening program, and a family meeting.

Please note the following:

1. Students can be enrolled at any time throughout the first three quarters of the school year. The only students that are accepted during the last quarter of the school year are students moving into the area.
2. Parents are not permitted to enroll a child in REAL Christian Academy if they still owe money to a previous school or to REAL Christian Academy for previously enrolled students.
3. **A screening, family meeting, and enrollment packet must be completed before the student's first day of school. Families are required to enroll in the PROCARE payment program to complete their enrollment packet.**

RE-ENROLLMENT
Current students may enroll for the next school year beginning in January of each year. The general public may enroll beginning in February each year.

WITHDRAWAL
REAL Christian Academy requires a minimum of 30 days written notice for student withdrawal. This notice allows us adequate time to adjust enrollment and billing accordingly.

If a 30-day written notice is not provided, we cannot guarantee a refund of tuition already billed. When proper notice is given, billing will be adjusted to ensure charges do not extend beyond the 30-day notice period.

TUITION FEES AND PAYMENT SCHEDULE

Option 1: Pay in Full

- Pay your tuition balance in one payment prior to the start of the school year.
- 10% discount given for this payment option.
- This option allows you to complete your tuition obligation upfront and avoid monthly payments throughout the year.
- Tuition in full is due by August 1st of each year.

Option 2: Monthly Payment Plan

- Tuition may be divided into convenient monthly payments through our PROCARE Child Care Management System.
- Families may choose a payment withdrawal date that best fits their budget:
  - **5th of each month**
  - **20th of each month**
- Monthly plans are calculated on a **12-month** schedule starting August 1st of each year.

PROCARE Enrollment
All families selecting a monthly payment plan must be enrolled in PROCARE Child Care Management System. PROCARE provides a secure and convenient way to manage tuition payments and account information throughout the school year.

Annual Tuition: $7450 (full-day) or $3725 (half-day)

Annual Fees: $295

Enrollment Fee (non-refundable): $150

EARLY EDUCATION PROGRAM

REAL Christian Academy Preschool offers an enjoyable, hands-on educational program designed to give your child a firm foundation for a lifetime of learning.

SCHOOL HOURS
Our campus will be open Monday-Friday from 7:30 AM - 5:00 PM. Your tuition covers the hours from 8:30am to 4:00pm. You may drop off your child(ren) anytime after 8:30am and may pick up anytime before 5:00 PM. However, you will be charged an additional fee for extended care if after 4:00pm.

STUDENT(S) PICK UP POLICY
Any person who has permission to pick up your student(s) must be listed in the PROCARE app. That person should be prepared to show a photo I.D. when picking up student(s). No student will be released without proper identification. If a custody agreement is in place, permission must be noted in the student's PROCARE profile in order to release the student according to the custody documentation.

LATE ARRIVAL
If your student(s) will be late for school, please call the school office to inform staff.

EARLY DISMISSAL
Parents requesting an early dismissal for their student should email the school office. At the appointed time the parent signs the student out at the front office and the student is called from class.

DEPARTURE
Students being picked up before 3:30 PM or after 4:00 PM must be signed out by a parent at our front office. Any students remaining after 4:00 PM will be checked in to Extended Care (see next page for EXTENDED CARE details).

Please send a nutritious snack for your student to enjoy, if you want them to have a snack while in Extended Care.

ATTENDANCE

Real Christian Academy takes accurate attendance records and are maintained each day for the safety and well-being of all children in our care.

Regular attendance is encouraged because consistent participation helps children become familiar with classroom routines, develop relationships with teachers and classmates, and receive the greatest benefit from their preschool experience. However, families will not be penalized for occasional absences.

ABSENCES
If your student(s) will be absent, please call the school office to inform staff. Parents or guardians may pre-arrange an excused absence for their student(s) by completing a “Request for Absence” form found on the PROCARE app or in the school office.

EMERGENCY SCHOOL CLOSINGS OR DELAYS
School closings or delays are announced on local television networks. These announcements are usually aired between 5:30 AM and 6:00 AM. They will also be communicated via PROCARE Parent Alert and will be posted on the RCA website and Facebook page.

EXTENDED CARE PROGRAM
Extended Care is offered before school from 7:30am - 8:30am and after school from 4:00pm - 5:00pm. Enrollment in our extended care program is by pre-registration only. Fees are $8.00 per session per student. A non-registered student not picked up by 4:00pm will be charged at a “drop-in” rate of $12 per student. A late pick-up fee of $15.00 for each half hour (beginning after 5:00pm) will be charged to your account. The extended care billing month is from the first day of the month to the end of the month. The final extended care billing of the school year will be billed by June 10th. The privilege of Extended Care may be revoked if the account is not kept current.

DRESS CODE
There is no set dress code for our preschool students.

- Students should be dressed in comfortable, weather appropriate clothing. Students must be able to manage their clothing by themselves. Girls must wear shorts underneath all skirts and dresses.
- Tennis shoes are recommended for a safer indoor and outdoor play experience.
- Preschool students should have an extra set of clothing in a labeled zip lock bag in their backpack each day at school (be sure to update the extra set of clothing as they grow). Pajamas and costumes of any kind are not acceptable attire. Please reserve those for special dress up days only.
- **Please label all clothing and personal items for identification.**

BOOK BAGS
Our policy is that all students bring a standard size book bag to school every day. This will help eliminate lost school work, clothes, or important notes. **Please label their backpack.**

NAP/REST TIME
Each day students will have a nap/rest time that will not exceed one and a half hours. Our policy is that each child has a tri-fold sleeping mat, one small blanket, and one small pillow for this time (all provided by the parent). Our space does not allow for large sleeping items. It is the responsibility of each parent/guardian to wash and disinfect all nap items every week. Nap items will be sent home on Friday to be returned on the following Monday. Teachers will follow sanitizing protocol to properly disinfect each child's sleeping mat every week.

LUNCH
A nutritious lunch will be provided by parents for their child each day. Please pack a simple, but nutritious lunch that includes something from all four food groups (bread, milk, protein, and fruit/vegetable). A microwave and refrigerator are not available to students.

SNACK
A nutritious snack will be provided by parents for their child each day. Snacks should be healthy, but simple to serve.

INDOOR & OUTDOOR PLAY

Indoor and outdoor spaces contain equipment, materials, and furniture that encourage independence for each early education child, and meet all safety and sanitation regulations developed by the Ohio Department of Education.

Recess is a great time for early education students that allows for social interaction as well as the development of gross motor skills. Weather permitting, students will go outside twice a day to play.

Temperature, windchill, humidity, and severe weather are taken into consideration when choosing between indoor and outdoor play each day. Students will not be taken outside to play if the temperature is lower than 32 degrees or higher than 90 degrees. In the event students are unable to play outside, an indoor play space is offered.

FIELD TRIPS

Our preschool classes will take 1-2 field trips each school year to help enhance our students' learning experience. Our field trips would not be possible without parent chaperones. All preschool students will be required to have an adult chaperone accompany them on the field trip. If parents cannot attend, they must provide signed permission for another adult to chaperone their student on the field trip. Per Ohio Department of Children and Youth, chaperones are required to be 18 years or older, have a valid driver's license, provide appropriate car seat or booster seat based on their age, height, and weight, and written permission for the specific field trip and the transportation arrangement provided by the school.

EVENTS

We will host two preschool events during each school year. Our Christmas program will be held in December and our end of the year party will be held in May. Students who attend the end of year party must have a parent/guardian chaperone.

SOCIAL GATHERINGS & CLASS PARTIES

REAL Christian Academy is not responsible for any party or social affair that is not officially sponsored or approved by the school administration. Acceptable class parties are Christmas and Valentine's Day. Students may participate in an Easter egg hunt. Instead of Santa Claus and the Easter Bunny, the true meaning of Christmas and Easter, Christ's birth, death and resurrection is celebrated.

ASSESSMENTS

An assessment will be sent home once each quarter for our preschool students.

DAILY SCHEDULE

900-9:20 | Morning Work

9:20-9:35 | Restroom

9:35-10:05 | Bible

10:05-10:15 | Calendar

10:20-10:40 | Phonics Pk4 & Pk 3

10:40-11:00 | Recess

11:10-11:20 | Story Time

11:20-12:00 | Reading

½ Students leave @12

12:00-1:00 | Lunch / Recess

1:00-2:30 | Nap Time

2:35-3:00 | Snack

3:00- 3:30 | End of Day Clean Up

3:30- 4:00 | Dismissal

Curriculum Outline - Preschool 3

This page gives a brief overview of our curriculum. More details and targets available upon request.

LANGUAGE ARTS: PHONICS

Letters and Sounds for 3s is a beginning ABC book for three-year-olds. Each new letter is introduced by an animal alphabet friend. This animal friend helps the child recognize the letter and learn the letter's sound. Letters and Sounds for 3s is also designed to teach early writing skills. Children learn letter formation and practice hand-eye coordination as they trace or glue items to letters.

LANGUAGE ARTS: LANGUAGE

Children love to learn new things. With the Language Development Visuals, children develop their language and listening skills as they learn about and discuss God's creation and the people and world around them. Ninety-nine topics include science, health, safety, manners, community helpers, geography, history, family, colors, and shapes.

LANGUAGE ARTS: POETRY

Fun Poems and Finger Plays, a compilation of more than 120 poems and finger plays, includes many of the traditional poems young children have enjoyed for generations, together with new works in rhyme.

NUMBERS

Numbers and Skills with Button Bear helps three-year-olds sharpen their listening skills, follow directions, and practice hand-eye coordination as they learn number concepts 1–15. Children enjoy tracing pathways, doing dot-to-dot, and coloring large, simple forms on these skill sheets.

BIBLE

Large, colorful Abeka Flash-a-Cards are designed to hold each child's interest as he/she learns about God and His Son, Jesus. Selected Old and New Testament lessons are presented using Old Testament Stories, Series 1 & 2, and New Testament Stories, Series 1 & 2. Preschoolers will also enjoy learning about the first Thanksgiving, the birth of Christ, and Christ's resurrection while viewing the Holiday Stories Flash-a-Cards. At the end of the year, a cumulative review of Bible lessons will help children remember what they have learned.

ART

The colorful projects in Arts and Crafts with Amber Lamb give three-year-olds delightful opportunities to enjoy art and develop motor skills while they paint, glue, and color projects with seasonal, biblical, and fun themes. They learn colors and shapes, learn how to follow directions, and develop hand-eye coordination with the projects in Child Art for 3s. Pictures have been drawn with wide, colorful lines in simple styles with the preschooler in mind.

MUSIC

Fun Songs for Little Ones contains 50 songs including both traditional and newer songs young children love. Music lessons reinforce letters and numbers, improves coordination and comprehension.

Curriculum Outline - Preschool 4

This page gives a brief overview of our curriculum. More details and targets available upon request.

LANGUAGE ARTS: PHONICS

ABC-123 contains brightly-colored exercises that will a reinforce their beginning phonics and reading skills.

LANGUAGE ARTS: LANGUAGE

The Language Development Teacher Guide and 76 accompanying picture flashcards provide a delightful way for children to expand their language skills as they learn new vocabulary words, increase listening skills as they hear new information and then answer questions, and strengthen motor skills as they participate in fun games and activities. By learning about the world around them, children will develop an appreciation for God's creation.

LANGUAGE ARTS: POETRY

The purpose of Poetry for You and Me is to acquaint children with a wide variety of good poetry through classroom recitation and memorization. Fun Poems and Finger Plays includes simple rhymes coupled with finger actions. Instead of singing the rhyme, the children act out the finger play. Finger plays have a twofold purpose: to entertain and to teach through play. They instruct, aid motor control and observation skills, and help the memory span.

NUMBERS

Children learn to recognize and understand the concepts of numbers. By the end of the year, they will be able to count from 1 to 100, recognize numbers 1–20, distinguish before and after numbers, and answer simple combinations.

DEVELOPMENTAL SKILLS

Readiness Skills Includes pages that help develop children's listening skills and motor coordination through activities such as following instructions, coloring, cutting, and directed drawing. Free art, which allows children to draw or color their own original creations on art paper, will also help develop visual perception and motor skills.

BIBLE

Large, colorful Flash-a-Cards are used to hold the children's interest as they learn about God and His Son, Jesus. Selected Old Testament stories are presented using Old Testament Stories, Series 1 & 2, and New Testament lessons use New Testament Stories, Series 1 & 2. Holiday Stories teach the events surrounding the first Thanksgiving, the birth of Christ, and the resurrection.

ART

Art Projects provides children with 36 bright, colorful projects which include coloring, painting, cutting, and gluing. Practicing these skills will aid in the development of small-muscle coordination.

MUSIC

Preschool Fun Songs contains traditional songs that boys and girls have enjoyed singing for generations - songs that are part of our rich American heritage. These songs are mixed with fun, new songs that will appeal to all children

PARENT INVOLVEMENT

REAL Christian Academy believes that partnering with parents is a key to each child's success. Teachers want to work with parents to create the best partnership for each student's success. We believe open communication is a crucial component to the parent/school partnership. It is vital for parents to inform the teacher of any habits, concerns, special needs, and family updates as needed.

There are several ways parents can get involved throughout the school year (holiday party volunteer, holiday party donations, field trip chaperone, etc). Parents that are interested in getting involved in any of the following areas, please contact the school.

PARENT TEACHER CONFERENCES

There will be two Parent/Teacher conferences offered each school year. Parent conferences may be scheduled by parent, teacher, or administrator request at any time during the year. Parents are expected to speak with the teacher regarding all classroom issues before involving a school administrator.

VISITORS

To help maintain the security of our school all visitors will be required to present a photo ID and be issued a visitor's badge upon entering the building.

Visitors requesting to come to our school must meet the following criteria:

1. A visitor should provide a minimum one day notice to the Principal.
2. All visitors are to report to the office upon arrival at school before entering any classes or other student areas. A visitor pass will be issued.
3. Visitors are asked to be as quiet as possible in the classroom, hallway, etc.
4. There is to be no smoking on school property.

Teachers cannot be called from their rooms to talk to a parent or guardian while classes are in session. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

PARENTS/GUARDIANS/AUTHORIZED PERSONS ACCESS

In order to ensure that Real Christian Academy's access is limited to parents and guardians of children in care and authorized persons, all exterior doors will remain secured when the school is in operation, and visitors and other individuals who are not parents, guardians, or authorized persons will not be permitted access to the school without approval from the Administrator.

Parents and guardians entering the school will identify themselves to authorized staff as

required. Visitors, vendors, volunteers, and other individuals must be authorized by the Administrator and may be required to sign in and/or be accompanied by an authorized staff member while on the premises.

Staff members are responsible for not allowing unauthorized individuals to enter the school by following another person through a secured entrance. Any individual whose authorization is unknown or cannot be verified will be denied access until authorization is confirmed by the Administrator.

The Administrator is responsible for maintaining and enforcing these security procedures and for taking appropriate action if an unauthorized person attempts to gain access to the school.

DISCIPLINE POLICY

REAL Christian Academy believes that early childhood is a critical time to build the foundation of Godly character in each child. The purpose of discipline in the training of a child is to correct, teach, and bring about change that is needed in attitudes and behaviors.

- Methods of discipline permitted include positive reinforcement, re-direction, the taking away of privileges, and timeout. (Timeout is in correlation with a child's age - ie. a 3yrs old = 3 minutes in timeout). Teachers will use their discretion as to what method will be used, in accordance with the severity of the behavior.
- Methods of discipline will not shame, humiliate, or frighten a child.
- At no time is a staff member or administrator to use any form of physical discipline, verbal abuse, or withholding of food as a form of punishment. However, restraining a child by a "bear hug" to protect the child, other children, and/or staff may be used if necessary. We will not impose discipline upon a child for failure to eat, sleep, or for toilet accidents.

PROGRESSION OF DISCIPLINE

Assessing a situation and providing proper discipline is vital when working with children and managing a classroom. The following discipline policies apply to all employees and families enrolled at REAL Christian Academy.

- The following should be considered when implementing any behavior modifications: 1) the age of the child 2) the severity of the behavior 3) the risk to the safety of the children 4) any emotional/medical history

- When a child's behavior becomes disruptive to the class or prevents a staff member from maintaining a safe classroom environment, he/she will be sent to the administrator's office for a timeout. The administrator will discuss the behavior with the child and assist him/her in apologizes or restitution if needed.

- If a child chooses to continue the negative behavior after visiting an administrator, or if

the behavior becomes a continuous interruption to the classroom, the child will be removed from the room and/or the parents contacted. A parent conference may be requested and a behavior modification plan, agreed to by all those involved, implemented.

- If the behavior continues, or is such as to become harmful to others or to the child, he/she will be placed on probation for as much as, but not limited to, one week. If at this time the behavior is not modified, dismissal will be imminent.

- If at anytime a behavior becomes uncontrollable or a continuous interruption, the parents will be called to come to the center and remove the child for one day. At this time, the child's enrollment will be re-evaluated.

- The behaviors listed below may require immediate consultation with parents by phone or conference, and could result in loss of privileges (such as recess), or require immediate expulsion. If the behavior continues after disciplinary actions are taken, the child will be placed on probation and any infraction thereof will constitute immediate dismissal:

  - Physical aggression (depending on the severity of the behaviors)

  - Inappropriate Language
    - It is very disappointing to hear a child or adult using inappropriate language. If a student is using inappropriate language, the teacher will contact the parents. If a child continues to use inappropriate language, the parents will be notified and the child may be disenrolled from the program.

  - Stealing

  - Disrespect to staff members, including physical aggression (striking a staff member will not be tolerated and will result in immediate expulsion).

  - Destruction of school property (parents will be held liable for repairs and/or replacement costs).

  - Spitting

  - Repeated exposure of "private" body parts (keeping in mind that some behaviors of this nature are age appropriate).

  - Biting (in extreme repetitive cases)
    - The health and safety of all children are important to our school. If a child is continuously biting or hurting other children, they will be disenrolled from the program.

  - Inappropriately touching another child in "private" areas (keeping in mind that some behaviors of this nature are age appropriate).

OHIO DEPARTMENT OF CHILDREN AND YOUTH POLICIES

REAL Christian Academy follows the Ohio Department of Children and Youth policies and procedures for discipline. Methods of discipline apply to all persons on the premises and shall be restricted as follows:

1 . There shall be no cruel, harsh, corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

2. No discipline shall be delegated to any other child.

3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

7. Techniques of discipline shall not humiliate, shame, or frighten a child.

8. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

9. 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.

10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

SAFETY POLICIES AND PROCEDURES

EMERGENCY PROCEDURES
In each classroom and in the early education offices, a plan of action is posted for emergencies such as fire and severe weather. Our school's Emergency Response Plan book is located in the front office. In the event students need to be evacuated to a secure location, parents will be notified through the Parent Alert system.

EMERGENCY DRILLS
The state of Ohio requires us to conduct various safety drills during our school year. Fire and severe weather drills will be conducted once a month. Intruder drills will be conducted once a quarter. All staff, students, and visitors will participate in the drills if present during the drill.

EMERGENCY FORMS
PROCARE is the school's primary source of communication. This includes important information such as lunch accounts and emergency/medical forms. The parents are required to set up a PROCARE account and make sure their student's information is kept current. It is the parent's responsibility to keep abreast of current communications with the school and the child's teacher. Parents are responsible to review and update information in PROCARE at the beginning, as well as during each school year.

INCIDENT/INJURY POLICIES AND PROCEDURES

INCIDENT/INJURY
MINOR: A minor incident/injury is any unexpected event where the student receives basic first aid, but the end result is that the student is able to return to all regularly scheduled activities. When students have a minor injury/incident a medical incident/ illness report will be emailed to the parents and kept on file through PROCARE.

SERIOUS: A serious incident/injury is any unexpected event that requires emergency medical treatment or transport for emergency treatment. If a serious injury or incident were to occur the following procedures will take place:

- Emergency transportation will be notified
- Parents will be immediately notified
- If needed, the student will be transported to an emergency medical facility. A preschool staff member will accompany the student until a parent arrives.
- A medical incident/illness report will be emailed to parents and kept on file through PROCARE. A copy of the report will be printed and handed to the parent when they arrive at the emergency medical facility.

FIRST AID

All preschool staff are certified in first aid and CPR practices and procedures. The early education first aid materials are located in each classroom first aid kit, as well as the school office. Dental and medical plans are posted in each classroom and the front office.

EMERGENCY MEDICAL DEVICES AND EMERGENCY MEDICATIONS POLICY

Real Christian Academy is committed to maintaining a safe environment and responding appropriately to medical emergencies involving children, staff members, and other individuals on the premises.

The Academy may maintain emergency medical devices and emergency medications, as appropriate to the needs of the children and program. These may include an Automated External Defibrillator (AED), epinephrine auto-injectors (EpiPens), asthma rescue medications, and other emergency medications or medical devices as permitted by law and approved by the school.

Automated External Defibrillator (AED)

An AED is available at the school and is maintained and stored in an accessible location known to appropriate staff members. Designated staff members will receive appropriate training in the use of the AED and cardiopulmonary resuscitation (CPR) as required or recommended.

Emergency Medications

Emergency medications prescribed or authorized for a child will be maintained in accordance with the child's Health Care Plan and applicable Ohio requirements. Required written parental permission and appropriate medical instructions will be maintained before medication is administered, except where Ohio law specifically provides an exception for emergency medication.

Emergency medications will be stored so that they are inaccessible to children while remaining readily accessible to authorized staff members in an emergency. Medications will be maintained according to the manufacturer's storage requirements and will be monitored for expiration dates.

Only staff members who are properly authorized and trained may administer emergency medication or perform a medical procedure. Staff will follow the child's Health Care Plan, medical instructions, medication instructions, and applicable Ohio requirements.

SOCIAL MEDIA POLICY

Photographs and Videos of Children

The Academy will protect the privacy of children and will only photograph, record, or publish photographs or videos of children in accordance with the written permissions provided by the child's parent or legal guardian and applicable law.

Children's full names, personal information, medical information, addresses, or other confidential information will not be publicly shared without appropriate authorization.

Parents and guardians who do not provide permission for their child's photograph or video to be used publicly will have that preference respected.

HEALTH POLICIES AND PROCEDURES

FOOD ALLERGY POLICY

Our preschool is not a nut-free facility. We do take food allergies and restrictions seriously and will do everything within our control to keep students with allergies safe.

Parents/guardians are responsible for letting their child's teacher and school administration know right away if their child has a food allergy and/or restriction. Parents/guardians should partner with administration on creating an "Allergy/Reaction Emergency Action Plan". This plan will include (but is not limited to): assessment items to look for in case of a reaction; diagnosis; intervention and steps to take based on diagnosis; emergency contact information; and goals/ outcomes. This plan may also include additional notes and guidelines from the child's pediatrician or doctor. If medication (i.e. epi-pen, benadryl) would need to be administered as mentioned in the action plan, parents/guardians are responsible for providing that medication to the school and completing the required "Medication Authorization" form to keep on file. It is important that parents/guardians communicate with administration if any changes occur regarding their child's allergy in order to keep that plan and any required medication up to date.

All teachers and school staff members are trained and stay current on CPR procedures and first aid, including proper response to allergic reactions (i.e. epi-pen administration).

MEDICATION

Prior to administration of any medication, food supplement, modified diet, or fluoride supplement, written instructions from a licensed physician or dentist must be provided to the school. The following policies and procedures will be followed when administering medication:

Any student needing to take prescription or over-the-counter medication during school hours must have a signed Medication Authorization form from the parent or guardian that is properly completed and signed by the prescribing physician.

- All medications must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist. All over-the-counter medication must be in the original container.
- No injectable medications will be given at school except for an EpiPen for severe allergic reaction and glucagon for diabetic emergency.
- No verbal orders from a physician may be taken. Any changes in medication must also be in writing from the physician.
- Written permission from a parent/guardian is required for application of topical products.
- The authorization by the physician may be on a prescription pad or other form, as long as it has all the information required on the Medication Authorization form. It may be attached to the form signed by the parent.
- This form must be renewed each year and if the medication or dosage is changed.
- Medications ordered three times a day or less, unless a time is specified, may not need to be taken at school. The medication should be given before school, after school, and at bedtime.
- **ANY STUDENT NEEDING AN INHALER** for any reason will need a Permission to Carry and Self-Administer Asthma Inhaler Form filled out with a parent/guardian signature as well as the signature of the prescribing physician. This form needs to be renewed each school year. The inhaler must be kept in the front office to be used as instructed by the student's Emergency Action Plan.
- **ANY STUDENT NEEDING AN EPIPEN** for any reason will need a Permission to Carry and Self Administer EpiPen Form filled out and signed by their parent/guardian and the prescribing physician. This form needs to be renewed each school year. The EpiPen must be kept in the front office to be used as instructed by the student's Emergency Action Plan.
- We ensure compliance with the Americans with Disabilities (ADA) when administering medication, specialized health care, or other medical procedures during the preschool day. We will follow applicable Ohio Department of Children and Youth requirements, including requirements for parental authorization, medical instructions, care procedures, staff training, documentation, medication storage, and administration.

COMMUNICABLE DISEASE MANAGEMENT

All teachers and staff are certified in the recognition, prevention, and management of communicable disease or other illnesses and will observe each child daily as he/she enters the group. If a classroom has been exposed to any communicable disease, an email will be sent to each parent/guardian in that classroom. Students will be instructed in proper hand-washing procedures and are encouraged to practice them at school and at home to prevent the spreading of illness.

A communicable disease chart is posted in the school office to follow for appropriate management of suspected illness.

A parent/guardian will be notified by a teacher or early education staff member if a child is not acting themselves and is experiencing any symptoms of minor illness.

A student with any of the following signs or symptoms of illness will be isolated and a parent/guardian will be immediately notified:

- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- Severe coughing (making a whooping sound or red and blue in the face)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (Redness of the eye, discharge or matted eyelashes)
- Temperature of 100 degrees fahrenheit (taken by the auxiliary method)
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies or other parasitic infection

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and a parent/guardian will be notified. Decisions regarding whether the child should be discharged immediately or at some other time during the day, shall be determined by the principal and/or the parent/guardian.

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

COVID-19

For current Covid guidelines, please see Fairfield County Health Department website. We will follow any current recommendations from the health department.

Students must be fever free and without medication for 24 hours before returning to school. Students must be symptom free and without medication, vomiting or diarrhea for 24 hours.

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a nap mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mats shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Observed carefully for worsening condition; and will update parent/guardian
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
- A doctor's note will be required for the student to return to school as long as the symptoms are still present.

MEDICAL STATEMENT

The parent/guardian shall provide, **prior to the date of admission or not later than thirty days after the date of admission,** and every twelve months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in the program. The medical statement must be signed by your healthcare provider.

IMMUNIZATION REQUIREMENTS

Ohio Revised Code 5104.014, Division B: Each student's parent/guardian shall provide the school an updated medical statement affirming that the child is immunized against or is in the process of being immunized against all of the following diseases:

1. Chicken pox; 2. Diphtheria; 3. Haemophilus influenzae type b; 4. Hepatitis A; 5. Hepatitis B; 6. Influenza; 7. Measles; 8. Mumps; 9. Pertussis; 10. Pneumococcal disease; 11. Poliomyelitis; 12. Rotavirus; 13. Rubella; 14. Tetanus.

Ohio Revised Code 5104.014, Division C: A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:

1. Immunization against the disease is medically contraindicated for the child; 2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions; 3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

Ohio Revised Code 5104.014, Division D: The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section; 2. Whether a child is subject to any of the exceptions specified in division (C) of this section. 3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

Care of Children Without Immunizations

Real Christian Academy complies with the immunization requirements established by the State of Ohio for licensed preschool programs. A current immunization record must be provided for each child in accordance with Ohio Department of Children and Youth

requirements. Immunization records are required upon admission or within the time period permitted by Ohio law and are updated as required.

Real Christian Academy will accept children who are not fully immunized when the child qualifies for an exemption permitted under Ohio law and the required documentation is provided. Exemptions may include:

- A child who is in the process of receiving required immunizations;
- A child for whom an immunization is medically contraindicated;
- A child for whom an immunization is not medically appropriate for the child's age; or
- A parent/guardian who declines immunization for the child for reasons of conscience, including religious convictions.

Parents/guardians are responsible for providing the school with the required immunization documentation or exemption statement and for keeping the information current. The school will maintain immunization and exemption documentation in the child's confidential record.

Children with approved immunization exemptions will be permitted to participate in the preschool program in accordance with applicable Ohio laws and regulations. However, if a communicable disease outbreak or other public health situation occurs, the school will follow any exclusion, notification, or other requirements issued by the Ohio Department of Health, Ohio Department of Children and Youth, or other appropriate public health authority.

The school will communicate with parents/guardians regarding any applicable health or safety concerns and will take reasonable measures to protect the health and safety of all children and staff.

NOTE

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE ANY CHANGES, ADDITIONS, OR DELETIONS FROM THIS HANDBOOK AS SITUATIONS ARISE THAT WOULD WARRANT SUCH CHANGES.
IF A QUESTION OR MISUNDERSTANDING ARISES CONCERNING A POLICY OR DISCIPLINARY ACTION, PLEASE FOLLOW THE FOLLOWING PROCEDURES.

1) Give the staff the benefit of the doubt.
2) Realize that your child’s reporting may be emotionally biased and may not include all the information.
3) Realize that the school has reasons for all rules and that they are enforced as objectively as possible.
4) Support the administration and call the school for all the facts.