

Troy Christian Schools

Early Childhood Education Center Handbook



Early Childhood Education Center

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Elementary

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Jr. High & High School

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www.troychristianschools.org

Revised 2/11

The Troy Christian Schools Early Childhood Education Center is licensed by the Ohio State Board of Education; our license is posted in the hallway. Laws and rules governing our center are available for review in our office upon request.

The Troy Christian Schools, Inc. admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational, admissions, and employment policies, scholarship and loan programs, and athletic and other school administered programs.

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Welcome

Troy Christian Schools welcomes you to our Early Childhood Education Center. It is our goal to provide our families with the highest quality care and educational programs that encourage development in the areas of language, social skills, motor coordination, Christian character formation, and self-confidence. We feel this is best accomplished in a Christ-centered environment and through a close relationship with you. We consider it a privilege to serve your family and look forward to making a positive difference in your child's life.

TCS Mission

Troy Christian Schools exist to uphold God's truth as we assist parents in the education of their children's minds and the transformation of their hearts in a Christ-centered learning environment.

The heart of education is the education of the heart.

Luke 6:45

TCS Vision

Troy Christian students will be salt in their world NOW.

Matthew 5:13

Cornerstones

- God - God is a person, and I can know Him. (John 1:1 & 1 John 4:7)
- Bible - Since the Bible is God's Word, I can use it regularly to answer my questions and apply it to my life. (2 Timothy 3:16-1)
- Relationship - Jesus knows me, loves me, died for me, and I can respond by accepting Him. (John 10:14-15)
- Uniqueness - God uniquely made me to follow His plan for me. (Ephesians 2:10)
- Ownership - I belong to God, and I am to allow the Holy Spirit to work within me. (2 Corinthians 1:21b-22)
- Unity - I am called to uniquely serve those who love Jesus. (Ephesians 4:12)
- Mission - Since I love God, I look for ways to serve others and to share the good news of Jesus with them. (Mark 12:30 & Matthew 28:19)

The TCS Teacher

Teachers at Troy Christian Schools are born-again Christians who are dedicated to helping our families “train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6). Our teachers are selected because of their love for the Lord and children, and their commitment to providing educational opportunities that support the basic principles of child development. Our teachers strive for excellence in all aspects of our program. They understand and work hard to build relationships with the children and their families as they disciple and teach them. Using Biblical principles, the teachers focus on developing the children’s Christian character qualities and molding their hearts to be servants – the hands and feet of Jesus.

Each child is looked at as a unique individual who grows and develops at his/her own rate. Our teachers have the ability to plan and arrange the learning environment so that all children can experience a variety of activities appropriate to their age and development. The teachers emphasize learning through hands-on exploration and Christian character development.

Our lead teachers have Bachelor or Associate degrees in early childhood, a CDA (Child Development Associate Certificate) credential in early childhood or elementary education, or are in the process of completing a degree. All staff members are required to be certified (or in the process of being certified) in CPR, First Aid, Communicable Diseases, Child Abuse recognition, and are trained in safety and health procedures. Teachers are also required to participate in continuing education courses each year.

Goals of the Early Childhood Education Center

1. To assist the children in the development of their self-images and wholesome attitudes toward their bodies.
2. To assist the children in realizing their potential.
3. To communicate to the children that they are unique and loved by God.
4. To provide opportunities for small and large muscle development.
5. To provide opportunities to develop the children’s social relationships.
6. To assist the children in learning acceptable outlets for their emotions.
7. To provide experiences that encourage the children to ask questions, solve problems, and make decisions.
8. To encourage expression through art, movement, language, music, and prayer.
9. To stimulate language development.
10. To assist the children in their awareness of the five senses.
11. To encourage independence.
12. To encourage group cooperation.
13. To ask the children open-ended questions to encourage a thirst for knowledge.
14. To encourage exploration, creativity, and discovery so a sense of curiosity is developed.
15. To provide basic academic experiences as a foundation for future learning.
16. To provide social experiences with other children.
17. To meet the children’s needs and interests as individuals and as a group.
18. To encourage the children to develop positive attitudes toward teachers, school, and learning.
19. To build a working relationship between the home and school.

Registration Procedures

1. Complete the Registration Form, including the Statement of Cooperation, Class Roster, Emergency, Well Check, Computer Usage and Payment Plan Form (with voided check) in full.
2. Sign the Statement of Cooperation. Both parents must sign if both are responsible for the child's account. This is located on the second page of the Registration Form.
3. Submit the form with the registration fee. (If your child is enrolled in Troy Christian Elementary, no registration fee is required for our School Age Care.) Registration fees are non-refundable.

Medical Forms & Emergency Cards

The State of Ohio (OAC 5101:2-12-37 and 5101-2-13-17) requires each child to have a current signed and dated medical form (with a well check no less than six months old for children under three and no less than twelve months for children over three years of age) and emergency card on file in our office in order to attend any of our programs. Children are permitted to attend the selected program **after** our office has received the medical and emergency forms. **Medical Forms and Emergency Cards are valid for one year and must be renewed annually.**

Tuition Payments

- Yearly: Due July 1st. If you wish to pay by check/cash please submit payment by July 1st. The bank account provided below will be debited for any payment not received by July 15th.
- Semester: Due July 1st and November 1st. If you wish to pay by check/cash please submit payment by July 1st and/or November 1st. The bank account provided below will be debited for any payment not received by July 15th and November 15th.
- Monthly: Beginning July through June. This requires a mandatory electronic deduction.
- Weekly: This is available ONLY to families enrolled in K-6th grade AND childcare. This requires a mandatory electronic deduction.
- Troy Christian Schools' Employee Payroll Deduction.

Parental Participation

We believe that there is no greater influence in a child's life than the parent. We believe that parents have the right and responsibility to share in decisions about their child's care and education.

We encourage parents to:

1. Meet with the teacher or Director to discuss concerns.
2. Take time each day to talk with their child's teacher.
3. Join us for lunch if their children are in Childcare. (We ask that parents let us know in the morning.)
4. Visit the school anytime. All parents have unlimited access to the school during the hours of operation, 6:30 am – 6:00 pm, Monday – Friday, for the purpose of contacting their child and evaluating the premises and/or program. All visitors must sign in at the school office.
5. Join us on our field trips.
6. Join us for special parties celebrating birthdays or programs.
7. Volunteer to assist in the classroom activities.
8. Ask the Director at anytime to see our inspection reports and licensing information.

Parents can expect:

1. Monthly newsletters posted outside the classroom and put on the website.
2. Occasional notes/emails telling about their child's day.
3. Daily schedules and lesson plans posted on the Parent Bulletin Board.
4. Monthly lunch and snack menus posted.
5. Postings on the Parent Bulletin Board concerning needs and special activities.
6. A handbook with information concerning day-to-day operations and policies of the Programs.
7. Two Parent /Teacher conferences for parents of children enrolled in the All-Day and Half-Day Preschool Program. The conferences are held in the fall and spring to discuss child's progress, interests, and any concerns.
8. Confidentiality concerning their child's application and progress.
9. Grandparent involvement to volunteer and/or participate in school activities.

Discipline Policy

Our discipline program is one of prevention. The classroom environment, materials, and activities are chosen to maximize success. We view discipline as a means of teaching children appropriate behavior. We desire to help a child grow in Christ-like behavior. Those who administer discipline strive to approach the child with love and understanding. We teach children through modeling and demonstrating appropriate language and behavior for the classroom. We praise and reinforce children when their behavior is appropriate.

When children's behavior is not appropriate we: ●Explain that their behavior is not acceptable. ●Direct child to a more appropriate behavior, which may include the use of other materials, equipment, and/or other areas of the classroom. ●Take away a privilege. ●Set a child aside from the group for 1-5 minutes. (1 minute for each year of age) ●Have the Director engage in conversation with the child that will encourage appropriate behavior.

If these measures fail, we schedule a conference with the parents to formulate a plan. The Director will discuss the appropriate behavior rules of the school and encourage the child toward positive actions. The Director may call for a conference with the parents, teacher, and possibly the child to discuss the situation and to formulate a plan of discipline together.

There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting. No discipline shall be delegated to any other child. No physical restrains 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. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Techniques of discipline shall not humiliate, shame, or frighten a child. Discipline shall not include withholding food, rest, or toilet use.

Communicable Diseases

Control of communicable illness among the children is a primary concern. If a child exhibits any of the following symptoms he/she shall be immediately isolated and discharged to his parent or guardian, the director will notify the parent or guardian of the child's condition.

The symptoms include:

1. Diarrhea (more than one abnormally loose stools within a twenty-four hour period)
2. Severe coughing causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (pink eye)
6. Temperature of 101° Fahrenheit taken by the auxiliary method when in combination with other signs of illness
7. Untreated infected skin patches
8. Unusually dark urine and/or grey or white stool
9. Stiff neck
10. Evidence of any lice, scabies, or other parasitic infestation
11. Unusual spots or rashes
12. Sore throat or difficulty swallowing
13. Elevated temperature
14. Vomiting

An adult is always within sight and hearing of a child who is isolated. No child shall ever be left alone or unsupervised. The parent/guardian is notified and asked to pick up the child within **one hour**. The child will not be readmitted to the center until he/she is symptom-free for a period of 24 hours, or until a physician's written permission verifies that the child is no longer contagious. Children with fevers must be fever free, without fever reducing medication, for a minimum of 24 hours before returning to the center.

Mildly ill children: Children who are not feeling well and are not exhibiting any of the above symptoms are considered "mildly ill." These children are cared for and observed for further signs of illness. If a "mildly ill" child cannot participate in the daily activities of the center, the parents or guardians are asked to pick up the child within **one hour**.

If a staff member becomes ill while at the center:

1. A substitute is called and the ill staff member must go home.
2. The staff member may return to work after being symptom-free for 24 hours or after a physician's note verifies that he/she is no longer contagious.

TCS ECEC staff members are trained in:

1. Recognition of communicable diseases
2. First Aid
3. Child Abuse Recognition
4. CPR

Teachers hold current certificates in the above areas. A communicable disease chart is located in the nurse's office as well as in all of the classrooms and large motor room.

Contagious Diseases

TCS will notify all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

Chicken Pox: The child may return to school when all sores have scabbed (usually 7-10 days).

Roseola: The child may return to school when skin is totally clear of rash. The child needs to be examined by qualified personnel the first day child returns.

Impetigo: The child may return to school as long as the child has medication and the sores are not open.

Conjunctivitis: The child may return to school as long as the child has been medicated for 12 or 24 hours and there is no excess matter in the eye.

Strep Throat: The child may return to school after 24 hours of physician prescribed treatment has been completed.

TCS ECEC reserves the right to make any necessary edits to the communicable and contagious disease sections of this handbook, on a case-by-case or as needed bases.

Prescription Medication

The medication must be in the original container with the prescription label stating:

- a. Child's name
- b. Prescription date (must be within last 6 months)
- c. Exact dosage to be given
- d. Number of doses to be given daily
- e. Method of administration (i.e., by mouth or in the ear)

A parent must complete a Medication Form and give it to the child's teacher, or the Director. You may find this form at www.troychristianschools.org >Policies > Medication Authorization.

Medication is administered up to the expiration date or 6 months from the prescription date, whichever comes first.

Children taking antibiotics are to be free of fever, vomiting, and/or diarrhea for a minimum of 24 hours before attending the Early Childhood Education Center.

Non-Prescription Medication

The medication must be in the original container with the original label attached. The label needs to specify appropriate dosages based on the child's age or weight. Dosages shall not exceed the manufacturer's recommended dosages.

A parent must complete a Medication Form and give it to a staff member. You may find this for at www.troychristianschools.org >Policies > Medication Authorization.

Non-prescription medications will be given for no more than 3 consecutive days. Items used for skin irritations will be used for no longer than 10 consecutive days.

Safety & Procedure Policies

When dropping off a child up from childcare the parent/guardian must accompany the child **inside** the appropriate classroom and address the assigned staff person on duty. When picking up a child from childcare the parent/guardian must enter the room and speak to the staff person on duty. There are several preschool classes that dismiss from the Early Childhood Entrance. In these situations, the children will be accompanied by their teacher, who will dismiss the children to the parent/guardian. TCS personnel are prohibited from strapping children in their safety restraints.

Attendance is taken once a day in half day classes and twice a day in all day classes. If your child will not be attending, please call the office and they will inform your child's teacher.

All Early Childhood families enter the north entrance, labeled Early Childhood Entrance. **Please make sure your car is turned off before entering the building, and please do not leave any children unattended in your vehicles.**

All childcare children, must be signed in at arrival and signed out at departure by the parent/guardian. Each child should be escorted to their class and the teacher made aware of their presence.

No child shall be released to an unauthorized individual. An emergency card for each child that lists "authorized" persons that a child may be released to is available to each teacher in the classroom. In case of illness, these people will be notified if you are unreachable.

Each toddler and preschool child will be given an identification number that only the parents and school office will know. This can be used in an emergency pick-up situation when no one listed on the Emergency Authorization Card is available to pick-up a child. This number is to be brought to the school office where the child will be dismissed from.

There is either a telephone or call button to the office readily available for all of our childcare and preschool rooms.

Fire and lockdown drills are conducted monthly at varying times, as well as seasonal tornado drills. Emergency procedures and evacuation routes are posted in each room. A record of fire and lockdown drills is kept by the Director. Attendance is taken during each drill.

An Emergency Medical Plan is posted in each room with emergency phone numbers and procedures to follow. The child's Emergency Authorization Form is available in the child's classroom. These forms are taken on all field trips and accompany the teacher for all emergency drills.

A First Aid box is available for all classes, and each room has a First Aid Kit. TCS ECEC staff is trained in First Aid and CPR.

A school nurse is in attendance 5 days a week from 9:00-1:00.

Accident/Injury Reports are completed by the teacher when a child has an accident or sustains an injury. Parents/guardians will be given one copy to read and two copies to sign. One copy remains on file at TCS and the other is given to the parent/guardian to keep. All head injuries will be documented on the accident/injury report and a phone to the parent/guardian will be made by either the teacher or Director.

If child abuse or neglect is suspected, Children's Services will be notified. We are required by law to report any suspicion of child abuse or neglect.

Allergies

Allergy guidelines can be found at the end of this handbook.

Custody Situations

Court orders or divorce decrees granting temporary and/or permanent custody are requested from the parents, and are kept with the child's file. This information is shared with the child's teacher, with the confidentiality of all parties respected. The center's focus is the child's best interest.

Miscellaneous Policies

Clothing

Roomy, washable play clothes are best for school. When we paint, paint shirts are provided, but sometimes paint still gets on the clothes. Clothes should be easy for the children to undo so they can take care of their bathroom needs. Be sure jackets are washable and suitable for play. Because the children go outside, on cold days, hats, mittens, and gloves are to be sent with and worn by the child. Any clothing sent is to be plainly marked with your child's name. All children must wear closed-toe gym shoes when attending class field trips. For their safety, we suggest the same procedure for daily play as **flip flop style shoes and crocs are not permitted**. As children sit in circle time on the floor and/or actively play, girls who wear dresses or skirts are asked to wear shorts/pants underneath.

Childcare children require an additional set of seasonally appropriate clothes labeled with their names. The extra clothing is left in the room, and when used, replaced the following day.

Please see the attached TCS dress code located at the back of this handbook.

Birthdays

Your child is welcome to celebrate his/her birthday at school. Any treat that is brought from home is shared with the children. If your child has a summer birthday, it can be celebrated at the half-year birthday. Please make arrangements for this with your child's teacher. Should a child in the room have allergies, a note will be sent home to notify the families.

Field Trips

Preschool children (three before 9/30) participate in field trips during the year. We provide transportation by bus to the various places we visit. Our First Aid kit is taken for each trip and a person

trained in First Aid and CPR is always available. Parents are asked to sign a field trip permission card at the beginning of the year. Please check with your teacher or the Director before inviting siblings on school field trips. It is not permissible to have children under the age of three ride school provided transportation.

Naps

A child who attends the center for five hours or more on a given day shall be provided with a labeled mat or crib. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers. At least one staff member will be present during nap time.

Toys

Preschool children are permitted to bring one toy when it is his/her turn to have the sharing bag. Please do not allow your child to bring toys any other time because they can get misplaced or broken. The children are welcome to bring things for the nature table (varies by class) throughout the year and children will be encouraged (by their teacher) to bring items to school for some science center units. Electronic devices are not permitted.

Inclement Weather

- In case of inclement weather closing will be announced on WCLR (FM 95.7), WFCJ (FM 93.7), WEEC (FM 100.7), and WHIO. You will also receive a One Call Now phone call. If Troy Christian is on a one-hour delay, Preschool is still in session and begins at the regular time. If Troy Christian is on a two-hour delay, the morning Preschool classes (9:00-11:30) are cancelled and Pre-K (9:00-2:00) will start at 10:00. Our childcare program does not close due to inclement weather unless severe, and then parents will receive a One Call Now phone call. Additional information is available on the TCS website.

Responsibility of the Early Childhood Center

The Early Childhood Center cannot be responsible for damage to personal property or lost articles.

Preschool Program

3 & 4-year-olds

The child must turn 3 or 4 by September 30th to meet the age requirement.

A carefully supervised and educationally balanced program is offered to assist your child in the learning process. (This includes varied activities such as, motor coordination, music, dramatic play, literature, art, science, health, phonemic awareness and reading and math readiness.) Our “hands-on” approach encourages children to be actively involved in the learning process and to experience a variety of activities appropriate for their age and rate of development. Each child has the opportunity to create, to learn problem-solving/personal interaction skills, and to build self-esteem and self-confidence. Our curriculum revolves around themes and includes numerous field trips with the four Early Learning Content Standards of English Language Arts, Mathematics, and Science & Social Studies being the curriculum foundation. The 3-year-old curriculum focuses on shapes and colors. The 4-year-old

curriculum focuses on numbers and the alphabet. The phonetic sound of each letter of the alphabet is introduced. Science, music and dramatic play centers for the 3's and 4's change monthly, along with a classroom library, and a large selection of manipulative learning games and toys. Christian character qualities and Bible stories are integrated into our lessons to help the children develop spiritually and socially. All of these experiences provide educational opportunities to enhance and enrich the total development of the child.

Pre-Kindergarten

The child must turn 5 by December 31st to meet the age requirement.

We desire a child's first experience with school to be positive. Our Pre-K program is designed for those children who need an extra year to develop either socially, physically, emotionally, or intellectually. These children are involved in activities designed to meet individual needs, interests, and styles of learning. The learning experiences for the child are created and developed to help each one increase skills in problem-solving, decision-making, memory, listening skills, comprehension, and creativity. This environment fosters growth in interaction skills, self-esteem, and self-confidence. The curriculum provides opportunities for the children to express themselves freely through play, creative materials, large and small muscle materials, dramatic or role-playing materials, manipulative games and toys, books, and sensory media. The curriculum's foundation is the Early Learning Content Stands of English Language Arts, Mathematics, Science and Social Studies. Focused attention is given to presenting phonemic awareness, alphabet recognition with phonics. Science, Music & Dramatic Play centers change monthly as well as an in class library and manipulative toys. Christian character qualities and Bible stories are integrated into the curriculum to help the children develop spiritually and socially. Field trips and service projects are included each year. Our Pre-K students also participate in Physical Education, Computer Science and Spanish, all taught by our Elementary School faculty. All of these experiences provide educational opportunities to enhance and enrich the total development of the child.

Admission

To begin the first day of class each child must have a completed application on file and an Emergency Card and a current Medical Form on file.

Orientation

After the completed Registration Form has been received by Troy Christian, you will receive a postcard prior to the start of program stating the date, time, and location of your child's Early Childhood orientation. For the nine month Preschool Program the child and at least one parent is required to attend.

Sample Half Day Preschool Schedule

- 9:00-9:40** Social Development/Child Directed Activities: The child chooses a variety of centers in which to play including Blocks, Home Living, Educational Toys, Tactile Table, Library, Dramatic Play or Puzzles.
Fine motor skills are developed through the use of scissors, paint, markers, glue, and crayons.
Art: The child has opportunity to create with a variety of art mediums.
- 9:40-9:55** Circle Time: The child learns to express himself/herself in a group through the use of the sharing bag. Children learn finger plays or songs to go along with the themes for the week. Letters, numbers, shapes, and colors are introduced. Language development is encouraged through group discussion as students respond to literature. Math concepts are introduced.
- 9:55-10:20** Large Motor Room: Through games and free play, the child has an opportunity to develop large motor skills, as well as to take turns and experience group participation.
- 10:20-10:35** Science Center: Monthly themes of Magnets, Measuring Matter, Color Light and Shadow, Insects, Sound, Oceans and Ponds, North American Animals and Birds, and Sink or Float are experienced.
- 10:35-10:50** Bible: Children are introduced to God and Jesus they become aware of His power to help throughout the day. Children learn how and why to pray, and to trust in Jesus. Stories are presented through flannel graphs, drama, puppets, and other media.
- 10:50-11:10** Academics: The Early Learning Content Standards of English Language Arts, Mathematics, Science and Social Studies reflect the educational basics presented at this time. Phonemic awareness is a main focus.
- 11:10-11:25** Music: Children are given the opportunity to relax or to be active to the rhythm of music. Through rhythm sticks, rotating musical instruments, tapes and CDs, children are enriched musically.
- 11:25 11:30** Dismissal
- There are a variety of field trips and one service project scheduled each school year.
 - Special days such as Grandparents Day & Dads Day are scheduled once during the school year.
 - Community Helpers come to present such themes as hand washing, dental hygiene, and fire, stranger, bicycle, water, and gun safety.
 - Reading literature is a special focus during March and April.
 - A Disability Awareness unit with special dolls and puzzles is included during the school year.

Sample All Day Preschool Schedule

9:00-9:40	<p><u>Social Development/Child Directed Activities</u>: The child chooses a variety of centers in which to play including Blocks, Home Living, Educational Toys, Tactile Table, Library, Dramatic Play or Puzzles.</p> <p><u>Fine motor skills</u> are developed through the use of scissors, paint, markers, glue, and crayons.</p> <p><u>Art</u>: The child has opportunity to create with a variety of art mediums.</p>
9:40-9:55	<p><u>Circle Time</u>: The child learns to express himself/herself in a group through the use of the sharing bag. Children learn finger plays or songs to go along with the themes for the week. Letters, numbers, shapes, and colors are introduced. Language development is encouraged through questions and conversation as students respond to literature. Math concepts are introduced.</p>
9:55-10:20	<p><u>Large Motor Room</u>: Through games and free play, the child has an opportunity to develop large motor skills, as well as to take turns and experience group participation.</p>
10:20-10:35	<p><u>Science Center</u>: Monthly themes of Magnets, Measuring Matter, Color Light and Shadow, Insects, Sound, Oceans and Ponds, North American Animals and Birds, and Sink or Float</p>
10:35-10:50	<p><u>Bible</u>: Children are introduced to God and Jesus. They become aware of His power to help throughout the day. Children learn how and why to pray, and to trust in Jesus. Stories are presented through flannel graphs, drama, puppets, and other media.</p>
10:50-11:10	<p><u>Academics</u>: The Early Learning Content Standards of English Language Arts, Mathematics, Science and Social Studies reflect the educational basics presented at this time. Phonemic awareness is a main focus.</p>
11:10-11:25	<p><u>Music</u>: Children are given the opportunity to relax or to be active to the rhythm of music. Through rhythm sticks, rotating musical instruments, tapes and CDs, children are enriched musically.</p> <p><u>Daily Review</u></p>
11:25-11:40	<p><u>Science Experiments</u></p>
11:40-11:45	<p><u>Bathroom</u> break/wash hands</p>
11:45-12:15	<p><u>Lunch/Clean-Up</u></p>
12:15-12:30	<p><u>Literature</u></p>
12:30-12:50	<p><u>Large Motor Skills/Brain Gym</u></p>
12:50-1:00	<p><u>Bathroom</u> break/wash hands</p>
1:00-1:45	<p><u>Rotating Centers</u> based on Early Learning Content Standards</p>
1:45-1:55	<p><u>Music with Instruments</u></p>
1:55-2:00	<p><u>Dismissal</u></p>

Preschool Ratio

	State Requirement Staff/Student Ratio	TCS Staff/Student Ratio	State Requirement Max Class Size	TCS Average Class Size
3-Year-Old	1:12	1:12	18	16
4-Year-Old	1:14	1:12	24	18
5-Year-Old	1:14	1:12	24	18

All Day Early Childcare Program

Infants (6 weeks-18 Months)

Infants have the opportunity to learn at his, or her, own rate through a variety of activities provided by the teachers in a safe and nurturing environment. We work on developing fine motor abilities and large muscle coordination through planned activities. Additionally, the children participate in prayer time and Bible stories teaching character development, supervised play, music, circle time and rest time. We also offer routines and consistency which provide a sense of security.

Toddlers (18-36 Months)

Our toddler program provides a safe, positive, and loving environment year-round. The children explore and discover through activities at their own rate. The children are given opportunities to develop their language, social, and self-help skills, and large and small muscles. Independent play, music, stories, puppets, art, and nap time are part of each child's day. Morning and afternoon snacks and a hot lunch are provided. Daily routines and consistency are stressed in order to provide a sense of security for your children. Christian character qualities and Bible stories are integrated into the curriculum to help the children develop spiritually and socially.

3-5 year olds

This year-round program provides a balance of structured activities and free play. During the 9 month school year, from 9:00-11:30 weekday mornings, the full-time children participate in our Preschool Program. (See Preschool daily schedule on page 15) There is a quiet time or nap time each afternoon. Morning and afternoon snacks and a hot lunch are provided. Christian character qualities and Bible stories are integrated into the curriculum to help the children develop spiritually and socially. Academics are centered on the Early Learning Content Standards: English Language Arts, Mathematics, Science and Social Studies. Three year olds must be fully potty trained, no pull-ups (even at nap time) in order to be registered in the class.

School-Age Program

This is a flexible program to meet the needs of children before and after school, during holidays, closings, and summer vacation. This year-round program offers a loving environment that serves as a "home away from home" where children can learn and play. With the exception of snow days, additional fees will be assessed during holidays, parent teacher conferences, spring break, and other school closings. Christian character qualities and Bible stories are integrated into the curriculum to help the children develop spiritually and socially. Children are able to complete homework, and participate in activities that address recreational, health and safety skills. Curriculum will be adapted for children with special needs.

Food Service

A morning snack, hot lunch, and an afternoon snack are provided for our young toddlers, toddlers, 3-5 year olds (and S.A.C. when school is not in session) in the all day programs at no additional cost. A morning or afternoon snack is provided at no additional cost for our school-age children. Children should refrain from bringing in a sack lunch or their own snack.

Sample All Day Early Childhood Schedule

6:30-8:30	Child-directed activities and learning centers Children may choose from any of the centers in the room: Library, Blocks, Dramatic Play, Art, Large Motor, Tactile, and Table Toys.
8:30-8:50	Snack
8:50-9:00	Bathroom
9:00-11:30	Preschool (see page 15 for schedule)
11:30-12:30	Large Motor Room or Playground
12:30-1:30	Bathroom & Prepare for Nap
1:30-3:00	Rest time (shorter rest times for older children)
3:00-3:30	Bathroom & Free Play
3:30-4:00	Snack
4:00-4:30	Playground
4:30-4:45	Finish art projects, child-directed activities
4:45-5:30	CD's, stories, puzzles, games
5:30-6:00	Room 1 – Structured Learning Centers

Sample Toddler Schedule

6:30-8:15	Learning Centers
8:15-8:30	Diaper Change/Potty/Wash hands
8:30-9:00	Snack
9:00-9:30	Large Motor Room or Playground
9:30-10:00	Learning Centers
10:00-10:15	Diaper Change/Potty
10:15-10:30	Art
10:30-10:45	Circle Time – Stories & Singing
10:45-11:15	Large Motor Room or Playground
11:15-11:55	Lunch
12:00-12:45	Diaper Change/Potty & Table Toys
12:45-1:30	Settle Down & Prepare For Nap
1:30-3:00	Nap
3:00-3:30	Diaper Change/Potty/Wash Hands
3:30-4:00	Snack
4:00-4:15	Diaper Change/Potty
4:15-4:30	Finish Art/Structured Learning Centers
4:30-5:00	Large Motor Room or Playground
5:00-6:00	Room 0 – Structured Learning Centers

Early Childhood Ratio

	State Requirement Staff/Student Ratio	TCS Staff/Student Ratio	State Requirement Max Class Size	TCS Average Class Size
6 weeks-18 months	1:5	1:5	10	10
18-36 months old	1:7	1:6	14	14
3 year olds	1:12	1:10	18	17
4 & 5 year olds	1:14	1:12	24	19
S.A.C.	1:18	1:18	24	21

Early Childhood Policies & Procedures

1. Registration fees are non-refundable.
2. Fees are processed via electronic deduction on the Friday before the week of service and will typically come out of the authorized account the following Monday.
3. Late Pick Up: Parents are asked to call the school if they know they are going to be late. It is difficult for children and staff when a child is left without knowing why.
After closing: If a child remains in the school after the posted closing hour of the facility, the parent is charged \$3, per child, for each minute late. This is charged to your account.
4. **Full fees are charged regardless of the number of days per week the school is opened and regardless of attendance. If your child misses days during the week, you are still responsible for the contracted fee for that week. No make-up days are given.**
5. Early Childhood closings: Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Day, New Year's Day, Good Friday as well as two in-service days: Martin Luther King Day, and one day in August before school starts, to be announced each year. The school closes at 3:00 Christmas Eve Day and New Year's Eve day. If Troy Christian Schools is on a delay or cancelled due to weather, our Childcare Program is still open unless specifically stated on the radio or TV station. You also will receive a One Call Now phone call. **No make-up days are given for any of these closings.**
6. Vacation Credit: Each childcare child enrolled earns one week of vacation credit following each six month period of enrollment in the program. Your account will not be accessed for vacation time. Vacation credit is equivalent to one week's schedule. If a family uses vacation credit from the middle of one week to the middle of the next week, fees are charged for the first week and vacation credit is given for the second week. A vacation credit must be used within six months of eligibility. To use vacation credit, please complete the appropriate form and return it to the Director. Two weeks' notice is requested. ***Excludes preschool and/or elementary tuition.** The form can be found outside of the Director's office.
7. Illness: If a child is absent for a week's schedule, one week of accrued vacation credit can be used instead of paying the weekly amount. Parents are requested to call the school if their child will not be attending that day due to illness. ***Excludes preschool and/or elementary tuition.**
8. Change of Schedule Request: A parent wishing to temporarily or permanently change the contracted program must submit a "Change of Schedule Request" as far in advance as possible. Forms are available from the Director. We will do our best to meet a family's schedule needs, however **we do not permit make up days for days missed by a child due to illness, travel, or any other cause.** This form can be found outside of the Director's office. Please know that our teachers are unable to schedule any changes.
9. Notification of Withdrawal: A family wishing to withdraw must submit a "Notification of Withdrawal" at least two weeks in advance. Forms are available from the Director.
10. Termination of Enrollment: After reasonable efforts have been made by the staff to integrate a child into the program, a child's enrollment may be terminated if the child is deemed chronically disruptive to the functioning of the program. A conference is held with parents if this is a possibility.
11. Non-Sufficient Funds: A \$40 service charge is imposed on checks returned due to non-sufficient funds.

Diapering Procedures

1. Children in diapers are checked for regular diaper changes approximately every hour and a half but no longer than two hours.
2. The changing of diapers for all non-toilet trained children shall occur in a space that contains a hand washing facility.
3. The central diaper changing station is disinfected after each diaper change with an appropriate germicidal agent. If the diaper changing station is soiled after the diaper change, it is cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions (Medication Form). Such instructions shall be valid for no longer than one month. Authorization for administration of the ointment, cream, or lotion may be canceled upon written request of the parent at any time. When used for skin irritations or manifestations it may be administered by the center for no longer than fourteen consecutive days at any one time.
5. Parents must bring in a clean set of disposable diapers and clothes every day the child attends all day childcare. These items are put in a space assigned exclusively for each child's belongings.
6. The childcare worker wears disposable gloves when changing a child's diaper.
7. Parents are required to supply their own disposable diapers. In emergency situations, we provide diapers at a charge of \$1 per diaper. This is charged to your account.

Toilet Training Procedures

1. Children that are potty training, by showing signs, either verbal or physical will be assisted during potty breaks.
2. No child will ever be punished for accidents.
3. Children may be positively rewarded for successful attempts.
4. Children will assist in pulling up or putting on their own clothing.
5. Children will never be denied the opportunity to use the rest room.
6. TCS will include parents in the toilet training/teaching process.

Food Preparation Procedures

1. All food servers must wear protective food service gloves.
2. Infant food, breast milk and/or formula provided by the parent shall be labeled with the child's name, date of preparation, and immediately refrigerated, except for unopened commercially prepared canned food or formula.
3. Breast milk shall not be stored for more than twenty-four hours.
4. Unused portions of food, formula, and/or breast milk remaining in the container shall not be reheated or served a second time.
5. In the event a parent does not provide a quantity of formula sufficient to meet the infant's daily requirement TCS will provide commercially prepared formula.
6. Lunch, morning & afternoon snack may not be used as discipline and/or a reward system. Children will be served the food directly from the kitchen, no food will be withheld nor will children be asked to eat the food in any specific order.
7. Formula should not be heated in the microwave.
8. Food heated in a microwave oven shall be stirred or shaken during heating to avoid uneven heating.
9. A food source of vitamin C shall be served daily and a food source of vitamin A shall be served three times per week. Fluid milk should be vitamin D fortified.

Troy Christian Schools Dress Code

Troy Christian Schools, Inc. through its code of conduct, seeks to encourage students to think and act like Christian ladies and gentlemen. It is our desire that our students live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ. The dress code serves as a tool in fostering academic and character development of the students as they participate in the learning environment. Modesty and neatness is to be taught at home and expected at school. **It is the responsibility of the parents or guardians to make sure the dress code standards are met.**

The administration has the discretion to determine the “modesty & neatness” of clothing and if it fits within the standards set.

Dress will:

- Honor and glorify the Lord
- Reflect modesty
- Reflect neatness and cleanliness
- Not be a distraction to the learning environment
- Respect cultural distinctive
- Not be a stumbling block for others

These values are expressed by the following standards set for girls’ and boys’ daily dress.

General Code for Boys & Girls

- Hats are to be removed when inside the building
- Outside coats and jackets are to be removed when inside the building
- Temporary and permanent tattoos must be covered at all school-related activities
- Facial piercings are not permitted. Other body piercings must be covered at all school-related activities (not including ear piercings.)
- Only natural shades of hair color are permitted.
- Hair is to be styled so the student’s eyes can be seen and mohawk or similar hair styles are not permitted.
- Gothic-like apparel (skulls, etc.) and “look” is not permitted.
- Weather permitting (typically April through September), modest shorts (knee length or longer) can be worn.
- All tops need to come at least to the waistline. Shorter tops must have an undershirt that is tucked in so no midsection/skin is showing when seated, when arms are raised, or when bending over.
- Jean length should not reach the floor.
- All clothing is not to be tight fitting so that they draw attention to one’s body.
- During water activities, girls’ swimsuits are to be one piece without a lower back. Boys’ swimsuits should be “shorts” style.

Girls

- Dresses/skirts must come to the top of knee.
- Pants/sweats/shorts are to be free of words/letters across the back during all school-related activities.

Boys

- Pants are not to be “sagged” below the hips.

GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if we work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. The following is a brief guideline for managing students with food allergies.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director (if available), and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse, and allowed by state or local regulations.

- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

More detailed suggestions for implementing these objectives and creating a specific plan for each individual student in order to address his or her particular needs are available in *The Food Allergy & Anaphylaxis Network's (FAAN) School Food Allergy Program*. The *School Food Allergy Program* has been endorsed and/or supported by the Anaphylaxis Committee of the American Academy of Allergy Asthma and Immunology, the National Association of School Nurses, and the Executive Committee of the Section on Allergy and Immunology of the American Academy of Pediatrics. FAAN can be reached at: 800/929-4040.

The following organizations participated in the development of this document:

American School Food Service Association
 National Association of Elementary School Principals
 National Association of School Nurses
 National School Boards Association
 The Food Allergy & Anaphylaxis Network

Important Contact Information

Troy Christian School(937) 339-5692

Childcare Director Extension 104

Preschool Director Extension 108

Before/After Hours Childcare Extension 291

Ask-A-Nurse (937) 276-8773

Children’s Medical Center (937) 226-8300

Poison Control Center (800) 762-0727

Upper Valley Medical Center (937) 440-4000

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>
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