

CINCINNATI HILLS CHRISTIAN ACADEMY

**Armleder Early Learning Program Handbook
2018-2019**

**Otto Armleder Memorial Education Center
140 West Ninth Street
Cincinnati, Ohio 45202
Phone: 513-721-2422
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Cincinnati Hills Christian Academy Armleder Early Learning Center Faculty Administration

Mr. Randy Brunk	Head of School
Mr. Mike Wallace	Chief Operating Officer
Mrs. Cammie Montgomery	Principal and Preschool Administrator
Mrs. Pamela Bailey	Director of Operations

Cincinnati Hills Christian Academy Armleder Early Learning Center Faculty and Staff

Mrs. Cammie Montgomery B.A., M. Ed. Elementary Education	Preschool Administrator
	Preschool 3 and 4 Lead Teacher
Mrs. Rebecca Mills B.S. Elementary Education	Preschool 4 and 5 Lead Teacher
Mrs. Sheila Cunningham and Mrs. Candy Johnson	Preschool 3 and 4 Instructional Assistants
Mrs. Beth Bach and	Preschool 4 and 5 Instructional Assistant

Days of Operation: August 22, 2018-May 30, 2019
Please see the CHCA website for Transition Schedule for the first week of school.

For inquiries call: Armleder School 7:15 a.m.-5:30 p.m. Monday through Friday at 513-721-2422

Board of Trustees can be found on the CHCA website.

Revised 6/2018

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Dear Parents:

The Psalmist tells us that *children are a gift from the Lord*. [Psalm 127:3]. At Cincinnati Hills Christian Academy Armleder Early Learning Program, we truly believe this. We consider it a blessing to have this opportunity to work with you and your child and look forward to all the possibilities the year ahead holds.

We have selected a very qualified staff of people with strong Christian commitments who will love and nurture your child each day. We have planned an exciting program that will help each child develop spiritually, socially, emotionally, intellectually, and physically. We have researched best practices in early childhood education that have been incorporated into the program, and we have secured a rich variety of materials and resources that will help your child reach his/her fullest potential.

We trust this year will be a meaningful and successful experience for both you and your child. This handbook has been developed to help acquaint you with our school. Please do not hesitate to call if you have questions or concerns at any time along the journey!

Welcome to our Early Learning Program!

Sincerely,

CHCA Armleder Early Learning Program Administration and Staff

License to Operate a Preschool

CHCA Armleder Early Learning Program is owned and operated by Cincinnati Hills Christian Academy, Inc. and is licensed to operate legally as a child care preschool program by the Ohio Department of Education and the City of Cincinnati Board of Health. During one session the preschool is licensed to serve up to 14 students in our preschool class of three and four year olds and up to 16 students in our preschool class of four and five year olds Monday through Friday 8:00 a.m.-2:45 p.m. The Early Learning Program Preschool does not discriminate in accepting students on the basis of race, color, gender, religion, national or ethnic origin. The preschool does not discriminate against any person in admissions, employment, or otherwise that is in violation of the law. CHCA is also FERPA compliant. (For FERPA regulation, please visit [url:http://ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://ed.gov/policy/gen/guid/fpco/ferpa/students.html))

A copy of the preschool license is posted in the preschool classrooms, and record of our license is available from the Ohio Department of Education upon request. Copies of the laws and rules and current inspections governing child day care are available at the Center to any parent or guardian upon request.

A toll-free number is posted on the Child Day Care License should any parent or guardian feel a need to report a suspected violation at the Preschool. The phone number for the Cincinnati Branch of Ohio Department of Education Preschool Licensing is 877-644-2603.

A preschool class roster will be available in the fall. If any parent or guardian prefers his/her name, address, and phone number not be listed on this roster, state this on the form which gives permission to list the parent name and child's name. This permission form will be sent through the CHCA Admission Office prior to the first day of school. Parents and guardians may notify the preschool administrator in writing of their wish in this regard.

Parents or guardians of a child enrolled in the preschool shall be permitted unlimited access to the center during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center, or evaluating the premises. Parents or guardians who are visiting or volunteering during the school day are required to have a current fingerprint check on file with the administrative offices and sign in at front desk.

Philosophy and Goals of the Preschool Program

Philosophy

Cincinnati Hills Christian Academy is a Christ-Centered community of students, faculty, staff, and parents who desire to provide learning in a peaceful, loving, and kind atmosphere that encourages study, and develops character.

Christian faith affirms the sacredness of the individual because of his/her relationship to Jesus Christ: God gave man life; God created man in His image; God created man as a person; and God, Himself, became man. Such faith recognizes the value of a community such as Cincinnati Hills Christian Academy. Each student is nurtured in the relationships found in this community, and each has a responsibility to God for the other members of the community. Therefore, God intends for each member of this academic community to nurture and complete each other in all ways possible. The purpose of Cincinnati Hills Christian Academy is to establish and maintain a school or schools for the daily instruction of children. The ultimate goal is to provide academic excellence in a Christ-centered preschool environment. Cincinnati Hills Christian Academy seeks to maintain itself by

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fostering those ideals and standards that are consistent with an understanding and acceptance of the Lordship of Jesus Christ.

The philosophy of the preschool is based upon the fact that, "Children are a gift from the Lord; they are a real blessing" [Psalm 127:3]. The program encourages the development of the whole child in his/her social, emotional, intellectual, and physical skills, as well as spiritual growth in order to prepare each for the more formal future learning experience.

Children at this age need opportunities to choose from a variety of interesting developmentally and age-appropriate activities. CHCA's objective is to help children realize their potential while meeting their developmental needs. The program acknowledges each child as having unique experiences, interests, and cultural values.

Goals

The program structure is based on the assumption that all children have preparedness, potential, curiosity, and interest in engaging in social interaction, establishing relationships, constructing their learning, and negotiating with everyone the environment brings to them. Opportunities are provided for children to expand their learning and experiences through interactions with other children and, loving, Christ-centered teachers, explorations with manipulatives, opportunities to problem solve and participate in creative dramatics, and large motor development.

Realizing that children benefit greatly from a variety of social and environmental experiences, it is the goal to meet not only the safety, health and social/emotional needs of our children, but also further their total development, enabling them to recognize their talents as individuals. While surrounding the students in a Christ-centered, safe and nurturing environment, we strive to develop each child's academic skills to prepare them for future school years. In addition, it is our goal to develop in each child each day a love of learning and interest in exploring new ideas and concepts.

The preschool classroom contains a rich variety of materials and resources for the students to explore. Each child will be exposed to some of the finest children's literature and will have many opportunities to use creative, natural, and manipulative materials. Language is developed through day-to-day conversations, books, poetry, creative dramatics and writing. Puzzles, games, and construction materials are also available to the children. In addition, children have opportunities to participate in a variety of music and art activities. There is a balance between both quiet and active periods where the children are given time to choose their own activities either as a small group or as an individual. The room is divided into "exploration centers" in which the children can choose to work each day such as the dramatic play station or the science and nature area. Materials and activities in these areas change on a regular basis. Materials are arranged in open, low shelving so that children may select, remove, and replace materials with minimum assistance in order to promote independence. Some activities will be teacher directed, some student directed, some done in a large group, some in a small group, and some individually. Large muscles are developed through opportunities to run, jump, climb, and ride wheel toys in our indoor and outdoor play areas.

The written curriculum for the preschool is based on the Ohio Early Learning Content Standards and informed by Creative Curriculum.

Ratio of Child-Care Staff Members to Students

A ratio of at least one child-care staff members for every 12 three-year-old students who are not

school age children and one child-care staff member for every 14 four-year-old students who are not school age children will be maintained at all times. Whenever there are seven or more children on the premise, a second adult will be readily available and be easily summoned. No child will ever be left alone or unsupervised.

The Preschool Staff

The preschool staff consists of the preschool administrator who oversees the daily operation of the program (including overseeing the safety and discipline components); plans, implements, and evaluates the daily program; and guides the related program staff; the lead teachers of the preschool classes who plan for and implement the daily instruction for the children, and the instructional assistants who help the lead teachers supervise the students and prepare the learning environment. Our staff was chosen because of their Christian commitment, their love of young children, and their outstanding qualifications. The preschool administrator and the lead teachers are degreed teachers, and the instructional assistants have at least a high school diploma plus two years of experience in working with young children. They all meet the requirements that are set forth by the Ohio Department of Education and Cincinnati Hills Christian Academy. In addition, to keep current on issues related to child development and early childhood education, all staff members are required to participate in in-service training during each year of their employment at CHCA. The preschool staff all strive to create a climate for the learner that systematically achieves the purpose and the objectives of Christian education as stated in the CHCA constitution while speaking, teaching, and exemplifying the truth in love.

Attendance Policy

While enrolled at CHCA, regular, timely school attendance is important for a student's overall growth and development.

If a child will be absent on a particular day, the parent or guardian should call the Otto Armleder Memorial Education office and report the absence. The preschool administrator will be notified. If a parent has not called in the absence by 9:00 a.m. that day, a school employee will call home to verify the absence of the child. If you suspect or know for sure that your child will be absent due to the outbreak of some communicable condition (such as chicken pox, lice, etc.), you are required by Ohio Preschool Licensing rules and regulations to call the school on the day of the outbreak or suspected outbreak and let the school personnel know this information.

Upon the return to school, the child should bring a note stating the dates of and reasons for the child's absence that has been signed by the parent or guardian.

The program start and drop off times are as follows:

- **Before School Care for Early Learning Program** : Children may arrive between 7:15 and 8:00 a.m. There is no supervision of students prior to 7:15 a.m.
- **Early Learning Program**: Students arriving prior to 7:35 a.m. must be signed in by their parents in the lobby where they will be supervised prior to being escorted to the classrooms. Students arriving after 7:35 a.m. will be escorted to their classroom by their parents who are required to sign in their students on the first floor prior to departing. The program begins promptly at 8:00 a.m.

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- **After School Care for Early Learning Program:** The preschool program begins promptly at 3:00 p.m. for any student not picked up by 3:00 p.m. (daily charge will apply). Students must be picked up by 5:30 p.m. to avoid incurring a late fee and potential dismissal from the after-school program. Parents who are late will be charged a late fee. There is a required on-line registration with automated billing prior to child's attending.

Tardy Policy

Students will be marked tardy if they are not present in the classroom by 8:00 a.m. If your child arrives after 8:00 a.m., please stop at the front desk to receive a tardy slip before proceeding to your child's classroom.

We firmly believe that arriving on time begins the day and sets the learning expectation for our students and is essential for students in preparing for the day. It also reinforces the value of school to your child. If a student's tardiness becomes a chronic problem, the administration of the school will meet with the parents to discuss its impact on a student's enrollment at CHCA.

Early Dismissal

Should an early dismissal be necessary, the parent, guardian, or authorized person must sign out the child at the lobby front desk. A "pass" noting the early dismissal time will be taken to the child's teacher by the parent, guardian or authorized person and the child will be released. Upon re-entering the school the same day of an early dismissal, parents, guardians, or authorized persons must report with the student to the main office for a "re-entry pass" and sign in the child. The re-entry pass is presented to the teacher for re-admittance to class.

Extended Absence

If an extended absence is being planned for more than three (3) days, an "Extended Absence Form" is required. This form is on the CHCA website and must be completed and turned in to your child's teacher at least one week prior to the absence. A copy will be kept on file.

Parking/Drop Off/ Pick Up

Upon arrival to school each day, please park in a parking space on the street. Unfortunately, we do not have space in the Armleder parking lot for parents to park when dropping off and picking up their students. Walk your child, using crosswalks as the law dictates, into his/her classroom via the double doors that are in the front of the building on Elm Street. At dismissal time, please park in the same areas and pick up your child at his/her classroom door. This procedure will ensure the utmost safety for your child.

Toilet Training

Although we realize that toilet training happens at varying times for each individual child, all students enrolled in CHCA's Early Learning Program must be completely toilet trained **upon entrance** per licensing requirements by the Ohio Department of Education.

For the purposes of enrollment at CHCA a completely toilet trained child is one that:

- Wears regular underpants (not pull-ups, diapers or training pants)
- Knows when he/she need to use the restroom without prompting
- Knows how to take care of toileting procedures himself/herself including wiping self
- Does not have regular toileting accidents during the school day

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Any child who is in attendance and has three accidents in a one-week period will be considered to be non-toilet trained. (This could include three instances of urinating, three bowel movements, or three of a combination of those.) There will be no exceptions to this. At the conclusion of the day of the third accident, the parent(s) will be asked to keep the child out of school until the child is toilet trained. The child may return to school when the toilet training is complete. Upon re-admittance, parents will be asked to sign a form stating that toilet training is complete. If, however, the child returns to school and has three additional accidents in a one-week period, the parent(s) will be asked to keep the child out of school again until the child is completely toilet trained. This cycle will continue until the child is completely toilet trained.

During the time that a child is not at school due to not being toilet trained, there will be no tuition remission or reduction to the parents. The school will, however, keep the child's spot in the school for his/her return.

Extended absences may result in a student not meeting developmental and academic requirements thereby resulting in the student not progressing. One final note: We do know that children will have occasional accidents at school. We are fully prepared to deal with those occasional accidents.

At the end of this handbook, there is a form that states your child is toilet trained and that you understand this policy. This form must be signed and returned to your child's teacher by the first day of school.

Soiled children's clothing will be double bagged in a sealed plastic bag and sent home with the child. All students must have a change of uniform approved clothes at school in their cubbies.

Health Records

A written health record shall be submitted to the school by the first day of the child's attendance. The exam, done by a licensed physician, for each child who is three years old or older shall occur twelve months prior to the first day the child is enrolled and annually from the date of examination thereafter. The examination should affirm that the child is in suitable condition for enrollment in the program. The health record should include the following:

- Name of child and date of birth
- Statement signed by a licensed physician
- Written, signed and dated instructions from a licensed physician or licensed dentist to administer medications, food supplements, modified diets or fluoride supplements. A dated immunization record which includes all immunizations the child has had and dates of these immunizations
- A list of all allergies and any special precautions or treatment indicated for these allergies
- A list of any medications, food supplements, modified diets, or fluoride supplements currently being administered to the child
- A list of any chronic physical problems and any history of hospitalization
- A list of any diseases the child has had
- The name, address, and telephone number of the child's physician or clinic and dentist
- An emergency transportation authorization including permission for emergency medical or dental care
- Name, address (home and/or business) of parent or guardian
- Name of two persons to whom the child can be released

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Any written health information provided to the center after the child's enrollment shall be attached to the child's written health record. All records will remain confidential and viewed only by the appropriate preschool staff members except that all records shall be immediately accessible at all times to the Director of the Ohio Department of Education or his designee.

Immunization Requirements

The immunization records of the center shall be subject to review by a health department representative for disease outbreak control and for immunization level assessment purposes. The immunization record for each child shall be maintained in a format that requires recording the specific month, day, and year of each dose of vaccine that has been received.

1. **Ohio law (ORC 3301.53)** now requires that families immunize children participating in Licensed Preschool programs to the extent that the State Board of Education considers appropriate to prevent the spread of communicable disease. A copy of the student's immunization record is to be submitted to the school within 14 days of the first day of the academic year (Please print the required Preschool Immunization Summary from the CHCA web site under the All School/Medical Form Section).
2. **Preschool Medical Statement:** Effective July 1, 2017, parents will no longer be able to use *reasons of conscience* as a valid exemption for declining immunizations for one's child. Medical and Religious exemptions set forth in law are still acceptable. Families must note the exemptions on the Medical Statement that Ohio law requires. The Medical Statement is due to the school prior to the first day of the academic year (Please complete the CHCA Preschool Only Medical History found on the school web site under the All School/Medical Forms Section).

Information shall be reviewed and updated by the parent or guardian as needed **at least annually**.

Note: Children who do not have the above information on file by the first day of preschool will not be accepted into the program until the information is provided.

Healthchek: Families currently enrolled in Medicaid, are required to participate in Ohio's Early and Periodic Screening, Diagnostic, and Treatment service package called *Healthchek*. This comprehensive and preventative services program includes a health and developmental history to assess for physical and mental health concerns, screenings for potential health problems--including vision, hearing, and dental screenings options for preschool age children. Families not currently enrolled in Medicaid but interested in learning more about *Healthchek*, can get more information at:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

Handicapped Children or Those with Special Needs

CHCA enrolls students for whom the school can meet their needs. CHCA is careful to make known to parents seeking admission that the school is not equipped or resourced to meet a broad range of disabilities. When a student is enrolled who requires accommodations due to ADD, ADHD, sight or hearing deficiencies, or special dietary needs, the school is clear to state what accommodations it can offer the student in the written care plan in accordance with the American's for Disabilities Act. Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings. In Ohio, the County Board determines eligibility for services and once eligible, links families to a Service and

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Support Administrator to develop an Individual Service Plan that outlines what types of supports are needed. Families interested in learning more about early intervention services for their children can get more information at: <http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>

Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings. In Ohio, the County Board determines eligibility for services and once eligible, links families to a Service and Support Administrator to develop an Individual Service Plan that outlines what types of supports are needed. Families interested in learning more about early intervention services for their children can get more information at:

<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>

Field Trips

The preschool classes will schedule occasional walking field trips from the center to enrich the preschoolers' education of the community around them. Prior to the day of the trip, parents or guardians will be given information describing the excursion. The Permission to Participate Form is on the CHCA website and must be completed, signed, and returned on the first day of school. Signed copies are kept on file for use in all field trips.

At least one person trained in first aid will accompany the group on the trip. The lead teacher will take a first aid kit. Each child will have an identification badge stating the school's name, address and phone number. The lead teacher will have a copy of each child's emergency medical information and health record of any child that has allergies, handicapping conditions, or other health conditions that require special procedures or precautions during the course of the trip. The lead teacher will also be responsible for the administration of any required medications during the field trip. In addition, the instructional assistant will accompany the group on any field trips or special outings.

The proper ratio of adults to children will be maintained at all times while on the field trip. No child will be left alone or unsupervised on the trip at any time. Whenever children walk to a field trip destination, the ratio of child to staff member must be maintained at all times. When there are seven (7) or more children walking, there must be a second adult walking with them. This adult may be a parent or volunteer. During any field trip, the lead teacher/instructional assistant will determine how many parent chaperones are needed for the trip. Siblings are not permitted to go on field trips. All chaperones accompanying students must have a current fingerprint check on file prior to the field trip.

Snacks

A nutritious snack will be provided daily for the preschool. Snacks will be provided by the GTFC Food Service. (Parents should not send in a snack for these times.) A "nutritious" snack means a snack that provides nutritional value in addition to calories and contains at least one food from each of two of the four basic food groups (meat/meat equivalent, bread/bread alternative, milk group, and fruit and vegetable group.) Although the GTFC Food Service will try to provide snacks that are sensitive to children's food allergies, if a child has very special dietary requirements prescribed by a licensed physician, we will ask the parents to provide for those special dietary requirements that are not part of the menu plan. In this case, the parents will be asked to provide a written care plan so we can best serve your child. Questions should be directed to the school health office.

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A food source of vitamin C shall be served daily, and a food source of vitamin A shall be served three times per week either with the meal or with the snack.

Lunch

Parents of children enrolled in the Early Learning Program have two options for lunch. They may send in a packed lunch with their child (no candy), or they may purchase a hot lunch at school. The lunch meal should provide one third of the child's recommended daily dietary allowance as has been most specified by the Food and Nutrition Board, The National Research Council, and the National Academy of Sciences, Washington, D.C. 20418.

Parents wishing to purchase hot lunches for their child must purchase a lunch card in advance for this purpose. Information regarding this purchase can be found on the CHCA website at www.chca-oh.org. The CHCA lunch menu will be posted outside of the preschool classrooms and can also be located on the CHCA website.

Parents wishing to purchase milk or juice for the child's packed lunch may also do that by purchasing a lunch card for their child.

Each day upon entering the classroom, the parent should check the designated lunch sheet which will let the preschool staff know if a child is purchasing lunch and or drinks or is packing a lunch.

All preschool staff has been trained in the proper hand washing techniques and safe food handling procedures. All preschool children will be trained in proper hand washing techniques also.

Afternoon Nap

The children enrolled in the preschool are attending for a full day, 8:00 a.m.-2:45 p.m. There is a nap period included in the afternoon for 45-60 minutes, never to exceed 75 minutes. All children will be required to begin the nap period by resting on their cot, but no child will be forced to go to sleep. Children, who cannot "rest" after a period of time that the lead teacher or instructional assistant deems appropriate, will be allowed to go to an area of the room that has been set up for "quiet" play. The appropriate child/staff ratio will be maintained at all times during the nap period. (One childcare staff member for 12 students in preschool 3/4 and one childcare staff members for 14 students in preschool 4/5 will be physically present in the room at all times and will be able to summon a second adult who is readily available.) Naptime preparations will be complete before the nap period begins. No child will ever be left unsupervised.

Each child will be assigned to a cot. The cots and their cleanliness will meet the requirements of the Ohio Department of Education Preschool regulations. If more than one child must use the same cot in any given day, the cot will be cleaned and disinfected between uses. Additionally, cots which become soiled during daily use by, but not limited to, blood, vomitus, toileting accidents, and spills, shall immediately be cleaned thoroughly with soap and water and then disinfected with an appropriate germicidal agent. The instructional assistant will be in charge of this and will keep a log of the cleaning dates.

Each student should bring a lightweight blanket labeled with name for use during naps. In addition, the child can bring one "soft, sleeping buddy" plush toy to assist in settling down for the nap period, which too should be labeled with the child's name. Blankets or items brought from home for the nap period will be sent home at the end of each week for washing.

Discipline

Discipline is behavior that is self-regulated. The goal is to promote the growth in children that will encourage their growth in self-regulation. Adults provide examples to children of kindness, gentleness, forgiveness, and love. The parents are the child's first teachers, and the preschool honors the parents as first teachers of the child. The school carries out loving care grounded in the natural authority of adults. Discipline is born from the desire to encourage growth and improvement, so that as the individual grows he/she will achieve increasing independence and exhibit moral character. *The Lord disciplines those He loves.* [Hebrews 12:6]

A positive approach to discipline is used in the preschool. The teachers are responsible for creating a warm, inviting environment and emphasizing positive and desired behaviors. At the beginning of the year, the children and their teachers talk about and then make a set of classroom rules. The teacher strives, early in the year, to connect with each child daily to build a relationship of security and trust.

Discipline is part of the learning process. When there is an issue, the teachers deal with the child with the problem as an individual, treating each situation separately so that learning takes place. In every instance, the teacher is expected to be firm and consistent as well as calm and loving. Biblical principles are incorporated into the discipline situation whenever appropriate as children learn about the way our Heavenly Father forgives and loves us.

If problems arise between or among the children, the teachers may stop the problem by using one of the following:

- a. Redirecting the interests of the children;
- b. Adjusting the learning environment;
- c. Talking the problem through with the children involved, asking, "What seems to be the problem?"
- d. Taking aside and discussing the problem with the child who seems to want his or her own way and interferes with the play of other children;
- e. Denying the child who continually repeats an offense to use an area or piece of equipment for a period of time;
- f. Asking the child to step out of the activity for a brief time to reflect on the undesirable behavior. One of the teachers should sit with the child to help him or her verbalize his or her feelings; and
- g. Separation, when used as discipline, shall be brief in duration and appropriate to a child's age and circumstances, and the child will be within sight and hearing of a child-care staff member in a safe, lighted, well-ventilated space.

If repeated offenses occur and the above strategies have been tried, or if a child hurts himself, others, or maliciously damages equipment, the parents or guardian will be notified and a plan of action discussed and implemented. When all reasonable attempts have been tried to help a child who hurts himself, others or maliciously damages equipment, the parents or guardians may be directed to seek outside resources for help such as services provided by a licensed physician or therapist. (This will be at the expense of the parents.) If this help does not occur or does not result in success for the child and the child continues to hurt himself, others, or maliciously damages equipment, with the agreement of the CHCA Head of School the child may be excluded from the preschool. Parents will not receive any tuition remission if this occurs.

The following will never be used as form of discipline in the preschool:

- a. There will be no cruel, harsh, corporal punishment, or any unusual punishments such as, but not limited to: punching, pinching, shaking, spanking or biting;
- b. No discipline technique will be delegated to another child;
- c. No physical restraints shall be used to confine a child;

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- d. No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle;
- e. No child will be humiliated or subjected to profane language, threats, derogatory comments about himself or family, or other verbal abuse;
- f. Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents;
- g. Techniques of discipline shall not humiliate, shame or frighten a child;
- h. Discipline will not include withholding food, rest, or toilet use; and
- i. The center will not abuse or neglect children and shall protect children from abuse and neglect while in the center's care.

The parent or guardian of a child enrolled in the program will receive a copy of the center's written discipline policy via this handbook.

All child-care staff members will receive a copy of the center's written discipline policy upon employment. It will be reviewed at the first staff meeting prior to the first day students attend the preschool.

We believe strongly that love and limits have a great deal to do with maintaining happy, problem-free classrooms.

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Preschool Star Behavior Rubric

Types of Behavior	1-3 times	4-5 times	6 times
Classroom Disruption Repeated interruptions Inappropriate noises Not following directions Playing w/toys or trinkets	Consequences could include, and not limited to: Parent Communication <ul style="list-style-type: none"> • Natural consequences wherever applicable • Removal from area • Loss or partial loss of recess • Isolated lunch • After school detention with teacher 	Consequences could include, and not limited to: Parent Communication <ul style="list-style-type: none"> • Parent/Student/Teacher Conference • Individual Behavior Plan • Child will be unable to complete the school day. (Parent will meet with administrator and teacher before child is admitted back to class.) • After school detention with administrator 	Consequences could include, and not limited to: Administrative Parent Teacher Conference to determine next step.
Disrespectful Behavior Talking back Nonverbal disrespect Not following given consequence Teasing/name calling Exclusion			
Inappropriate Physical Contact Touching Hitting/kicking Pushing Hands/body on others			
Dishonesty Not taking responsibility for mistakes Any action or expression of untruthfulness			
Inappropriate Language Taking the Lord's name in vain Insulting others Profanity of any form			
Misbehavior Outside of Classroom Food fight Running Horseplay Excessive noise Throwing non-playground equipment/objects Not following directions			
Disrespect of Property Gum Chewing			
Out of Dress Code*			

Note: Time Out/Take a Break will be used without a punitive consequence. Requirement for all infraction(s) is a Parent Communication from the person who witnessed or who referred the incident regardless if administrative action was taken. CHCA administration reserves the right to alter discipline consequences as it deems necessary.

Health and Safety

For the purpose of safety, no child will ever be left alone or unsupervised. Each day the parent, custodian, or guardian should bring their child into the Otto Armleder Memorial Education Center and go directly to the preschool classrooms. (However, if the child is tardy, the parent/guardian must stop by the CHCA Otto Armleder front desk first.) Outside the classroom is a sign-in sheet for those students who are not tardy. Please sign in and take your child into the classroom. After the above person releases the child to the lead teacher/extended day coordinators or instructional assistants, they become responsible for the care and safety of the child for the remainder of the school day. The lead teacher/extended day coordinators or the instructional assistants will be in the classroom each day to greet the children and supervise their activities at the beginning of their session.

At departure time, the parent, guardian or custodian should return to the classroom to pick up their child. The preschool staff will stay with the group until the last person has departed. No child will be released from the program to any person other than the parent, guardian or custodian without written permission, including the date and signature of parent, guardian or custodian. If someone other than the parent or guardian is to pick up the child, parents should send a note to the teacher stating who will pick the child up that day. That person will be asked for identification before the child is released. If a teacher is absent and a substitute is in charge of the class, all parents will need to show a photo ID that will be checked against a list of approved caregivers before students are released. If no photo ID is available, the person should return to the front desk where they can be verified by administration before being allowed to pick up the child.

If a child is to be released to only one parent, a copy of the court order appointing that parent the only legal custodian and/or restraining order prohibiting a parent from contact with the child must be on file with the principal of the Otto Armleder Memorial Center and the preschool administrator.

There will be a fire drill at varying times throughout the school year to prepare children for that emergency situation. A plan is posted in each room that the children use which explains staff actions and responsibilities in case of fire emergency or weather alert. Tornado drills will be scheduled monthly April and May. The preschool administrator will keep record of these drills.

The school and its staff will report any signs of child abuse or neglect to the local children's services agency.

All cleaning supplies will be kept out of reach of the children at all times. Aerosol sprays will not be used when students are in the building. A first aid kit is located in the classroom. Additional first aid supplies are found in the Health Office.

The lead teacher and extended day coordinators will be trained in an approved course in First Aid, Management of Communicable Disease and Prevention and Recognition of Child Abuse. All other staff members will be trained during their first year of employment. The lead teacher/extended day care coordinators and instructional assistant will accompany students on all field trips or special outings and will take the first aid kit.

When an accident, injury or any other incident happens at school or the emergency transportation of a child is necessary, the parents will be notified immediately. Each childcare staff member has immediate access at all times to a working telephone within the building used for childcare. All child

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care staff members receive a copy of the preschool's complete Health and Safety Plan prior to employment prior to the first day of school. It is also a topic of discussion in orientation meetings.

School Closing

If inclement weather causes serious transportation problems and school will be delayed or closed, parents should receive a call from the CHCA Head of School's office. However, there have been times when there was error in that system, so all parents should listen to one of the local television or radio stations. Following are the three plans we have in place for inclement weather:

Plan 1: School opening is delayed for 120 minutes. CHCA opens at 10:00 a.m. Students may arrive at 9:45 a.m. No provisions are made for any student arriving before 9:45 a.m.

Plan 2: School will be closed all day. If this happens, all after school activities are cancelled unless you are notified otherwise. The Early Learning Program Preschool After-School Program will not be open on these days.

Plan 3: If it begins snowing during the school day, tune in to your local television or radio stations and listen for the announcements that Cincinnati Hills Christian Academy is to close early. This would be a very rare occurrence.

It is important to plan ahead for all weather related problems.

Management of Communicable Diseases

Only well children can be accepted into the preschool program each day. We must depend on you to help us maintain this policy.

Although it is sometimes hard to determine what is best for a possibly sick child, parents should not send a child to school who has a fever of 100 degrees or higher or who has thrown up or had three or more watery or loose diarrhea stools anytime in the last 24 hours that makes the child uncomfortable and /or may infect other children. All of our staff members will also abide by our health policy, respecting your children's health when they demonstrate symptoms of cold or flu. All of our staff have training or will receive certified training during their first year of employment in the recognition, prevention, and management of communicable disease. (The lead teacher has secured this training prior to the first day of school.) The lead teacher will do a visual check of each child entering the program each day before the parent or guardian leaves the building. If a child shows signs of illness, the child will be sent home with the parent or guardian. Symptoms that are cause for sending a child home are: diarrhea, severe coughing, fever of 100° F (taken by axillary method,) difficulty or rapid breathing, yellowish skin or eyes, conjunctivitis, untreated skin eruptions, unusually dark urine and/or gray or white stool, stiff neck, sore throat, runny nose, earache, unusual spots or rashes, nausea or vomiting, or evidence of lice, scabies, or other parasitic infection.

A mildly ill child (one who is experiencing minor cold symptoms but is not exhibiting any of the above symptoms) will be monitored within the preschool room by the teachers. If the conditions worsen, the child will be directed to the CHCA Early Learning Program administrator's office and the parent/guardian will be called to take the child home.

If a child becomes ill at school, he or she will be taken to the nurse's office, and the parents or guardians will be called. A child with any of the following signs or symptoms of illness will be sent to the nurse's office immediately: unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature, vomiting, evidence of lice, scabies, or other parasitic infestation. The nurse or one of

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the preschool administrators will monitor the child until the parent or guardian can take the child home. **Please note that your child must be picked up within one hour of the school notification.**

Students who have been excluded from school or absent from school will be readmitted under the following conditions:

- They must be fever free (without the use of any fever-reducing medication such as Tylenol or Motrin).
- If your child is sent home with a fever, she/he is not permitted to return to school the following day.
- No vomiting for at least 24 hours before the day returning.
- Must have a note from parents stating day(s) of absence, the reason for the absence and confirmation that the child is well. They must have a physician's note stating that the student is under adequate and effective therapy or judged non-infective if the child has been absent with one of the following: strep throat, conjunctivitis, impetigo, scabies, tinea capitis (ringworm of the scalp), pediculosis capitis (lice of scalp), pediculosis corporis (lice of body,) or enterobius vermicularis (seatworms or pinworms.) It is our policy that students miss school for the following number of days indicated if they have had: Measles—four days from outbreak, Chicken pox—six days from last crop of new vesicles, Mumps—nine days from onset or until subsidence of swelling, German measles (Rubella)—four days from onset of rash, Whooping cough (Pertussis)—four weeks from onset or seven days from start of therapy, Respiratory Streptococcal infections including scarlet fever—not less than seven days from onset if no physician in attendance or 24 hours from the start of medication.

A communicable disease chart from the Ohio Department of Health is posted in the CHCA's Health Office for reference. In the event of an outbreak of a communicable disease within our enrollment, parents will be notified on the day the outbreak is discovered. **Special note:** For purposes of definition, a single case of measles constitutes an outbreak. A mumps outbreak will be determined based upon the number of mumps cases and the epidemiological link of the cases. An outbreak of rubella will be dependent upon laboratory evidence, evidence of related cases, and clinical illness. Whether it is a measles, mumps or rubella outbreak, any child who cannot show proof of immunization **must be excluded** from the school until such proof is provided or until the outbreak has been declared over. Parents will be notified of head lice in the preschool if more than one case has been discovered or reported, per our school policy.

Whenever possible, parents should provide medication for their children outside of school hours and encourage their physician's cooperation in this regard. In some cases, however, your physician may deem the administration of medication to a student during school hours necessary. The following procedures must be followed in requesting the assistance of school personnel to give medication. No medication, vitamins, special diet, or fluoride treatment will be administered to any child enrolled in the preschool unless the parent or guardian provides a signed and dated physician's or dentist's note (PK School Medication Permission Form available on the CHCA website under the Parent's tab—refer to medical icon for all health forms) specifying the child's name, medication name, amount of medication to be given, time to be given, and any special requirements (i.e. refrigeration). Prescription drugs must have an attached label with physician's name and number, child's name, current date (within the last six months), an exact dosage to be given, specific number of dosages daily, and route of administration. As for the administration of non-prescription medications, the CHCA Health Services Department would like to clarify the matter

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of dispensing medication, both prescription and nonprescription: The Ohio State Law Revised Code #3313.173 states that no medication (including cough drops or Tylenol) can be dispensed by CHCA personnel without a consent form signed by you and your physician/dentist. Therefore, please make sure that the consent form is signed for any nonprescription or prescription medications.

*Note: All medications, fluoride supplements, or food supplements will be kept out of reach of children in the nurse's office at all times. A medication requiring refrigeration shall be refrigerated immediately upon arrival and shall not be stored to contaminate foodstuffs.

Parents or guardians sending medication must take any medications directly to the nurse. No student should be carrying medication for any reason at any time.

Emergency Situations

If there is an emergency at school, the parents or guardian will be called immediately. If the parent or guardian cannot be reached, the emergency contacts (per the Medical Emergency Authorization Form) will be called. The lead teacher is trained in first aid by the first day of school. All other teachers and staff are or will be trained in first aid during their first year of employment. The child's teacher or Armleder Early Learning Program nurse will handle any emergency situation. The instructional assistant will take over the supervision of the class.

All children's medical records are located in the school nurse's office. If a parent cannot be reached and it becomes apparent that the child requires medical attention, the life squad will be called. The child will be taken to Cincinnati Children's Hospital Medical Center for treatment unless another hospital has been noted on the Emergency Medical Form. The school will supply any emergency medical records or health information to the EMS so that those records would accompany the child with the medical personnel.

It is a requirement of enrollment that the parent or guardian sign approval to transport their child in an emergency situation via the Emergency Squad ambulance.

A Medical Emergency Plan and a Dental Emergency Plan (from the Division of Dental Health of the Ohio Department of Health) is posted in each preschool classroom. In any emergency situation, the teachers or nurse would follow these procedures. Again, the parent or guardian will be called **immediately**.

A first aid kit is located in the Early Learning Program classrooms and will be taken on each field trip.

Fees, Registration, Rebates, Overtime Charges, and Permanent Withdrawals

Should a student withdraw from the program before the close of the school year, parents should notify the Admissions Department of CHCA in writing prior to the withdrawal. Any outstanding fees must be paid before withdrawal.

Should a child's parent, guardian or designated person who transports the child to preschool be late in picking up the student, the child will be escorted to the after school care program at the daily charge. For any child picked up late from the after school care program, the parent or guardian will incur a late fee per the after school program guidelines found on the CHCA website.

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Any fees or registrations involving fees, if due from parents, are due at the time stated in any policy put forward by the CHCA Early Learning Center Preschool.

Birthdays and Celebrations

Birthday celebrations are encouraged at CHCA; we want the students to know they are special! There will be a short celebration of the child's birthday during lunch time or at the end of the day. Since we have a number of students in the program with specific food allergies, we will ask that parents talk with the teacher before any food items are brought into the classroom for the child's birthday. In a very special circumstance, for a child who suffers from a number of allergies to food items, the parents of the child with the allergies will be asked to send in a snack that their child can eat during the birthday celebration. We ask that instead of sending in "goody bags" for all the children you purchase a book in honor of your child's birthday that will be donated to their preschool classroom. The teacher will read the chosen book to the children that day (or a day in close proximity to the child's special day.) It will be noted on a special "plate" that the book was donated in the child's honor and the book will stay in the classroom forever! (This will also help us develop our classroom libraries!) Of course, the book donation is voluntary.

In addition, no invitations for an after school class party may be distributed at school unless all of one sex is invited or all the children in the classroom are invited.

Although the after school care coordinator will acknowledge a child's birthday, the actual "celebration" with classmates should happen in their regular preschool day and not in the After School Care program.

Major holidays will be celebrated at the preschool. There will be class parties to celebrate Thanksgiving, Christmas, Valentine's Day, and Easter. In addition, the class may decide to have an End-of-Year party. Although homeroom parents may make plans for these parties, the teacher should approve all plans and foods that will be at the party.

Of special note, **NO BALLOONS ARE PERMITTED AS THEY POSE A CHOKING HAZARD.** In addition, please be careful in including other items in the treat bags which have small parts and may pose a choking hazard.

Again, although the After School Care Program will participate in many holiday related activities, the actual "parties" will take place in the preschool classroom times.

Parent Information

In an effort to maintain the safest environment for our students, all CHCA volunteers must be fingerprinted prior to the first time volunteering. This includes classroom helpers, front desk volunteers, party helpers, field trip drivers, and regular visitors to our buildings, as well as volunteers for events such as Homecoming Festival and ArtBeat. To schedule this, please contact sarah.ferguson@chca-oh.org.

Parent involvement is highly valued at CHCA. Parents are encouraged to visit the facility at any time. We ask that when you visit, **you sign in at the front desk and then sign out upon departure.** We encourage all parents to become actively involved in the school and in their child's classroom. There are many opportunities for involvement such as assisting teachers during parties,

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field trips, and any other special events. Volunteering with Parent/Teacher Fellowship (PTF) is a wonderful way of finding opportunities to use your gifts and talents in the school.

Parent volunteers are welcome in the classroom. The teachers will schedule the volunteers and plan for their duties. Each parent volunteer will be oriented to the procedures to be followed while in the classroom and will be given a Parent Volunteer Handbook to read. Prior to the first day of volunteering, the parent must sign the form included in the handbook stating that they have read, understood, and will follow the procedures set forth by the school. Parent volunteers must have a current fingerprint check on file prior to volunteering in the classroom. Parents who do not follow the procedures or abuse the privilege of being a parent volunteer will be asked to leave their volunteer position.

Each parent or guardian will receive upon request a roster of his child's class. The parent or guardian must sign a form giving permission for inclusion of their child on the class roster which will be given only to parents/guardians of students in the preschool class.

The lead teachers will keep parents informed about classroom projects, happenings and events, through a weekly newsletter.

To keep parents apprised of their child's progress, there will be two mandatory Parent/Teacher Conferences scheduled with the preschool teacher (the first being in October and the second being in March) Additional conferences or conferences with the after school coordinator staff may be requested by the parents, guardian, or teacher and will be scheduled at a mutually convenient time. Telephone conferences may occur more frequently and will take the place of in-person conferences when those are not practical. Children's progress reports will be made available to parents and guardians at the end of each semester. If at any time, you have a question or concern, please don't hesitate to ask!

CHCA School Calendar information is on the website: www.chca-oh.org.

***Policy Statement on Appropriate Communication
Within the CHCA School Community***

Good, accurate communication is a necessity for understanding and growth to occur. It's especially important for an institution like Cincinnati Hills Christian Academy to have established communication channels between the various groups of people that make up the fabric of this school. To that end, the Board of Trustees has been entrusted with providing appropriate lines of information exchange between the Board, the administration, and parents.

Effective communication obviously has a myriad of benefits; but when outlining this policy, the Board defined several goals for the dialogue that takes place between groups at CHCA: (1) increase understanding; (2) further develop a sense of "community"; (3) reduce the propagation of inaccurate information; and (4) produce clarity and accountability.

The founding Board of Trustees was mindful of these goals even back at CHCA's inception, and outlined a number of guidelines for dialogue between parents, board members, and administrators. Currently, there are two semi-annual open forum meetings of parents with the board (one in the fall and one in the spring) scheduled for the express purpose of communicating with the constituency.

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There should be an open exchange of ideas, concerns and praise in the CHCA community, and these meetings are a perfect opportunity for that.

Below are some guidelines which should facilitate successful communication between the home and the school. It is both the board's and the administration's desire that these provisions will assist the CHCA community in using constructive channels for giving and receiving timely, accurate information.

General Communication Guidelines

- **Listening.** Each time an attempt at communication is made; there should be a concerted effort to hear the heart of the request/concern clearly. Defensiveness and assumption before a point is fully made can lead to great frustration and misunderstanding. In turn, once a concern has been presented, the response should be heard as well.
- **Mutual Respect.** Parents and staff alike are to be respected for the roles they play. Showing mutual respect lets the issues themselves remain the focus of the conversation.
- **Avoiding Misunderstandings.** When an issue arises that requires attention, it's important to first ask, "*Does this concern require face-to-face communication?*" Most misunderstandings and misperceptions happen when tone or meaning is inferred incorrectly or misconstrued. This happens most easily with e-mail communication. E-mail is fine for relatively minor concerns, but conflict can be avoided by discussing more intense issues face-to-face or over the phone.
- **Keeping Things at the Lowest Possible Level.** The scriptures describe how Christians should confront issues or disagreements. The most important communication is with the one whom a conflict directly concerns. If something that happened in the classroom comes home in a story, a call to the teacher is the best place to start. If this does not lead to a resolution, the Principal is the next step and then the Head of School after that. In a very high percentage of the cases, the issue can be resolved at the base level. **Important note: If issues require taking the discussion to a higher level, all appropriate persons to the issue will be invited to attend the meeting at the higher level. This avoids misunderstandings.**
- **No Assumptions.** If something appears to be unclear, assumptions should not be made—calls or e-mails should clarify the issues.
- **Building One Another Up.** Parents, students, and staff should build each other up. If good things are happening with a child at school, the staff needs to remember to let parents know, and if good things are perceived to be happening at school by parents, encouraging communications to those responsible should be made as well.
- **Catching Small Problems Before They Grow.** Warnings about a slippage in a child's behavior or performance are helpful to avoid a greater meltdown. Similarly, parents should let the teacher know about things at home that may affect a child's behavior at school, so adjustments can be made.
- **Keeping it Private.** Teacher/parent discussions are confidential. Teachers should refrain from "lounge talk" regarding confidential student or parent issues, and parents should refrain from speaking with other parents about a teacher, other parents, or students. Often these issues are addressed as "prayer requests" but would be more appropriately kept confidential.

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- **Follow Through.** Whether parent or teacher, follow through is the key to success. Notes should be taken by both parties where a plan of action is required. Following through on commitments builds trust and confidence that communication will lead to results.
- **Representing CHCA.** Parents and staff should remember that when they are in public clearly representing CHCA, behavior is a reflection on the entire CHCA community. Caution should be taken to note that actions and speech are a testament to CHCA and the Lord. This is particularly necessary at sporting contests, when wearing CHCA clothing, or when driving with CHCA emblems on vehicles. All in the CHCA community should strive to set a positive example for this great school, keeping in mind they are often observed as representatives of CHCA even when not fully conscious of those taking note.
- **Supporting CHCA-Externally.** It is important for all who are a part of the CHCA community to speak positively about the school in public. Others form an impression of the school from opinions shared by those most closely aligned with the school, good or bad. All should take care to promote the school for its best interest.
- **Supporting CHCA-Internally.** If frustrations build with persons or policies of the school, those concerns should be shared with the ones who can affect the change. Sharing issues with peers only makes the situation escalate and does little to achieve a solution. Sharing a negative viewpoint with others doesn't make the concern any more valid or true. Discussions of concerns should be kept in the circles where it most appropriately belongs.
- **Celebrating the School Family.** Several publications are sent to the CHCA community throughout the year to celebrate the successes of the CHCA family. Most commonly these will come through the Annual Report and our *Eagle's Eye* magazine. The Marketing Communications Department should be notified of great things that are happening with students so they can be captured in these widely read publications.

Communicating with the Teacher

- **E-mail is King.** The best way to contact a teacher is through email. A few simple guidelines should be kept in mind when using email:
 - **24-Hour Rule.** Teachers will respond to email within 24 hours if possible (weekends and breaks not included). If they do not, their response will include a reason for the delay. Sometimes, a teacher may respond with a message which says they received the e-mail and will give a time in which a more detailed answer will be delivered. Sometimes the research required to answer a question will take more than 24 hours to complete. If no response is received from a teacher or staff member within 72 hours, an email to the Principal requesting help is appropriate.
 - **Courtesy.** E-mails are mostly void of personality and much can be read into seemingly innocuous statements. If action on your request is desired, courtesy is the best way to get a positive response. If the situation under discussion is controversial in nature, an e-mail requesting a call or a meeting is often most appropriate.
 - **Not for Emergencies.** Teachers do not always have time during the school day to access e-mail, so if there is an emergency concern, a call to the school office leaving a message is more effective.
 - **Be Brief.** With the number of demands a teacher faces every day, long emails can sometimes be put on the "back burner" until later. Brevity is preferred describing the nature of the concern and including a phone number and time for further discussion.

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- **Messages.** Messages can be left at the office, and the message will be directed to the teacher. The parent should expect a return call within 24 hours.
- **Face-to-Face Meetings.** Face-to-face contact is the best form of effective communication. Requests for these types of meetings can be made via e-mail or a phone message to the office. A mutually agreeable time should be considered workable within one week. Advantage should also be taken at Parent/Teacher Conferences to connect with teachers.
- **Avoiding “Impromptu” Meetings.** Drop-in attempts to meet with a teacher just before or after school may seem like a good idea, but these are actually times when teachers do a lot of their set-up and class preparation. What seems like it might take just a minute might take a bit longer. Teachers desire to be able to address a problem fully and without interruption.

Also, care should be taken when approaching a teacher or staff member outside of school about a problem. Like most professionals, teachers are more than happy to discuss classroom issues during work hours; but when at sporting events or other school functions, they are there to support their children and/or their students.

- **Arranging a Telephone Conversation.** While it may sound intrusive to make such a call, we understand that many parents need to have a time when they can speak to a teacher outside of school or work hours. Upon request, teachers will provide a time and number at which they can be reached at a mutually convenient time.
- **Unusual Circumstances Affecting Child.** Often there are issues at home that may affect a child at school (i.e. death in family, sickness, major family changes, etc.) Parents should e-mail or call the teacher and/or principal to notify them of the conditions that might alter the student’s mental or emotional state in class.

Communicating with the Principal/Preschool Administrator

- **Voicemail.** Principals do check voicemail frequently and this would be an acceptable form of communication.
- **Email.** Principals regularly check e-mail, and the same rules and guidelines regarding e-mail in the “Communicating with the Teacher” section apply here.
- **Matthew 18 Principle.** Parents should ensure that all appropriate steps have been taken to resolve an issue with those most directly involved before approaching the principal. If so, the principal is more than happy to help clarify or resolve issues if a solution has not been reached at other levels.

Communicating from School to Home

- **E-mail is King.** CHCA will use email as its primary means of communication with parents for school news. At the elementary level, take-home folders will continue to serve as the best form of specific communication.
- **Website.** Currently, the CHCA website (www.chca-oh.org) is a good venue for information that is updated at least weekly. At this time however, it is impractical to use the website solely for emergency purposes like cancellations and changes in times and locations. Therefore, parents should provide up-to-date phone contact information, and students or event sponsors will attempt to call with last-minute changes.
- **Online Forms and Information.** In an effort to become more paperless, certain forms (such as those updated annually, like health forms and family contact information will be web-based

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instead of mailed home. These documents can be reviewed at the parent's leisure, downloaded, and returned to school when completed.

- **Armleder School Connection.** This valuable newsletter is sent to parents via email every Thursday. It is assumed that parents and staff are reading the information, and CHCA staff will consider the communication accomplished. Parents should notify the Registrar of e-mail address changes to ensure continued delivery of this valuable information. Information updates can be done on line via the CHCA website—chca-oh.org.
- **Phone/Text Messaging System.** Families and staff will be called via a phone/text messaging system for school closings and emergencies. You will receive a phone/text call for reminders and notice of important upcoming events. Please note that you must “opt in” to receive these messages.

CHCA Parents' Code

CHCA considers education a partnership between the parent or guardian and the school community. The Board of Directors considers the following “Parent’s Code” to express the appropriate response of each parent for their support of the Christian Educational program at Cincinnati Hills Christian Academy.

I understand the importance of:

1. Earnestly praying for CHCA.
2. Fully cooperating in the educational functions of CHCA and doing my best to make Christian education effective in the life of each of my enrolled children so that he or she may love and serve the Lord Jesus Christ.
3. Paying all of my financial obligations to CHCA on or before the date due. If I am ever unable to pay on time, I will notify the CHCA Business Office in advance, (a) giving reasonable explanation for the delay and (b) stating when payment can be made.
4. Supporting the school by gifts in addition to my tuition payments and fees, as the Lord enables.
5. Fulfilling any work obligations to the school cheerfully as to the Lord and on time, doing more than my share as the Lord permits.
6. Undertaking volunteer duties and responsibilities for CHCA as opportunities arise and as God provides time and strength.
7. Recommending CHCA to other families as the opportunities arise
8. Attending meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
9. Seeking to resolve any dissatisfaction with the school by resolving the matter with the person or persons involved rather than spreading criticism or holding a negative attitude in my heart.
10. Seeking, when possible, the advancement of CHCA in all areas of ministry.

**Cincinnati Hills Christian Academy Grades PK-8
Lands' End Uniform Dress Code [18/19] School Year**

(To order uniform pieces, click on the Lands' End logo on www.chca-oh.org/Parents)

Item	Colors	Style (yes!)	Style (no!)
Shorts	<ul style="list-style-type: none"> Khaki Black 	<ul style="list-style-type: none"> CHCA Lands' End Logoed School Uniform No Alteration to Length 	<ul style="list-style-type: none"> No other shorts are allowed
Non-Plaid Skirts/Skort s	<ul style="list-style-type: none"> Khaki Black 		<ul style="list-style-type: none"> No other non-plaid skirts/skorts allowed
Plaid Skirts/Skort s/Jumpers	<ul style="list-style-type: none"> Lands' End CHCA Plaid – purple & black 		<ul style="list-style-type: none"> No other plaids are allowed
Non-Plaid Jumpers	<ul style="list-style-type: none"> Khaki 		<ul style="list-style-type: none"> No other non-plaid jumpers allowed
Polo Dress	<ul style="list-style-type: none"> Purple 		<ul style="list-style-type: none"> No other polo dresses are allowed
Shirts (Polo and Oxford)	<ul style="list-style-type: none"> Black Purple White Gray 	<ul style="list-style-type: none"> CHCA Lands' End Logoed School Uniform 	<ul style="list-style-type: none"> No other shirts are allowed/undergarments cannot outwardly show
Fleece Outerwear	<ul style="list-style-type: none"> Black 		<ul style="list-style-type: none"> No other outerwear worn in classrooms allowed
Pants	<ul style="list-style-type: none"> Khaki Black 		<ul style="list-style-type: none"> No other pants allowed
Sweaters	<ul style="list-style-type: none"> White Black Purple 		<ul style="list-style-type: none"> No other sweaters allowed
Sweater Vests	<ul style="list-style-type: none"> Black 		<ul style="list-style-type: none"> CHCA Lands' End Logoed School Uniform Collared shirt worn underneath
Socks	<ul style="list-style-type: none"> Any color 	<ul style="list-style-type: none"> Matching pair 	<ul style="list-style-type: none"> No distracting pattern
Leggings/tights	<ul style="list-style-type: none"> Black, white, or gray may be worn under clothing 		<ul style="list-style-type: none"> No distracting pattern
Belts	<ul style="list-style-type: none"> Solid black or brown 	<ul style="list-style-type: none"> Woven or solid leather 	
Shoes		<ul style="list-style-type: none"> Gym shoes only Matching pair 	

Uniform Dress Code Official Guidelines: As always, clothing, shoes, accessories, jewelry, make-up, and hair styles are to be modest in fit and style (no tight fitting or oversized clothing), and may not draw attention to the individual; no alterations to the length of shorts, skirts, skorts, jumpers, and polo dresses is allowed; there may be **no frayed or torn clothing**.

Spirit Wear sold at The Eagle Store is not included in our Uniform Dress Code. There will, however, be designated “Spirit Days” when these items may be worn.

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TO ASSIST CHCA FAMILIES IN UNDERSTANDING AND ENFORCING THE DRESS CODE, THE FOLLOWING GUIDELINES APPLY:

FOR GIRLS:

- No body tights or yoga pants without a skirt or dress
- No excessive makeup and/or accessories

FOR BOYS:

- Eyebrows are to be exposed
- Hair clean and neatly groomed above the eyes.
- No earrings

HAIR GUIDELINES

Hair is to be clean and neatly groomed for all students. Distracting or inappropriate hair styles or non-natural hair colors, meant to intentionally draw undue attention to hair, are not allowed.

DRESS CODE ENFORCEMENT

The school administration is given the authority to interpret and enforce the dress code during school and at school functions.

All students are expected to abide by the uniform dress code for the entire school day. Inappropriate clothing may result in immediate parent contact. The student will not be allowed in the classroom until appropriate attire is obtained. Continued non-compliance may lead to suspension or expulsion.

DRESS CODE NOTES

Throughout the year, certain events will allow for out-of-uniform dress code, which will be communicated in advance. Students are still expected to dress modestly on out-of-uniform days. This includes no exposure of the midsection, shorts/skirts must be of fingertip length or longer, pants must remain at the waist, no undergarments showing, tops must cover hips when leggings or yoga pants are worn, and clothing must not be inappropriate, offensive, revealing, torn, frayed, and/or have holes. Appropriate sizing is required; no over-sizing or under-sizing will be permitted. If there is any question about the appropriateness of a garment the student or parent should check with the teacher or school administration before wearing the item.

Parents attending school functions, volunteering at the school, or accompanying students on field trips are also expected to comply with the spirit of the dress code.

CINCINNATI HILLS CHRISTIAN ACADEMY

Dear CHCA Armleder Early Learning Program Parents,

Your signature is required on this page and must be returned to your child's teacher by the first day your child attends preschool.

My child is currently enrolled in the CHCA Armleder Early Learning Program, and I have reviewed the CHCA Learning Program Handbook.

Student's Name

Print Parent's Name

Parent Signature

Date

____ Yes, my child is completely toilet trained.

____ I understand the CHCA policy on toilet trained children as stated in the Armleder Early Learning Program Handbook and realize the implications should I send my child and s/he is not toilet trained (refer to the policy contained in the Armleder Early Learning Program Handbook).

Print Parent's Name

Parent Signature

Date

This form must be returned to your child's teacher by the first day of school. Thank you!