

CINCINNATI HILLS CHRISTIAN ACADEMY

*Blake Lindner Thompson  
Early Childhood Learning Center*

*Early Childhood Program*



**CHCA**

*Family Handbook*

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B.A., M. Ed. Elementary Education

CHCA Lower Elementary Principal/ ECLC Director

Mrs. Elaine Marsh  
B.S., M. Ed. Elementary Education

CHCA Elem. Asst. Principal/ECLC Asst. Principal

Ms. Sheri Andersen  
B.A. History/Russian Studies

Receptionist

Mrs. Mary Smith  
B.S. Early Childhood Education  
M.A. Reading and Literacy Education

PK4 Lead Teacher (Full Day)

Mrs. Heather Briggs  
B.S. Early Childhood Education

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Mrs. Ivette Crichton  
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PK 3 Lead Teacher (Full Day)

Still to Hire at Publication

PK3 Lead Teacher (Half Day M, W, F)

Mrs. Jill Honorlaw  
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PK 2 Lead Teacher

Mrs. Jennifer Vest  
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PK3 Co-Teacher/Eagle's Nest Coordinator

Sandy Drees  
Erica Engel  
Catherine Fears  
Carol Hanbury  
Casey Ufkes

Aide  
Aide  
Aide  
Aide  
Aide

Days of Operation: Aug. 21, 2019 thru May 29, 2020  
(Aug. 22 is Orientation Day—Parents and students visit the  
classroom for a short time: Schedule to be  
announced by the ECLC Teacher at each level.)

Questions? Please contact: Sheri Andersen, ECLC  
Receptionist at 247-9944 x107

\*A full listing of the CHCA Board Members can be  
found on the CHCA Website at [www.chca-oh.org](http://www.chca-oh.org)

August 2019

Dear Parents:

The philosophy of the Early Learning Program is grounded in the belief that "Children are a gift from the Lord; they are a real blessing." Psalm 127:3. As a school community, we join you in embracing your child for the gift he/she is with joy and thanks. We consider it a blessing to partner with you, guiding and nurturing your child to flourish and realize his or her God-given potential.

We have employed a very qualified staff of people, each with a strong Christian commitment, 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 believe all children have an innate curiosity and interest in engaging in social interactions, establishing relationships, constructing meaning and negotiating their environment. The principles of the Reggio Emilia Approach to Early Childhood Education as well as other best practices inspire our work to ensure safe, challenging, joyful classrooms and school wide experiences for all of our students.

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

Welcome to the Early Childhood Program (ECP) at CHCA!

Sincerely,  
CHCA Blake Lindner Thompson Early Childhood Learning Center, (CHCA BLT ECLC),  
Administration and Staff

## **License to Operate an Early Childhood Learning Center**

CHCA BLT ECLC is owned and operated by Cincinnati Hills Christian Academy, Inc. and is licensed to operate legally as a Child Care ECLC by the Ohio Department of Education in accordance with sections 3301.52 to 3301.59 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code. During any one session the ECLC is licensed to serve two, three and four year old students Monday through Friday August 21, 2019 through May 29, 2020. The ECLC does not discriminate in enrollment or hiring in any way that violates the law. CHCA is also FERPA compliant. (To read the 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 ECLC license and the most current compliance report is posted on the bulletin board outside of the Welcome Area of the ECLC. Record of the license is also available from the Ohio Department of Education upon request. Copies of the laws and rules governing child day care are available in the school office to any parent or guardian upon request. The phone number for the office of the Ohio Department of Education Licensing Bureau is 614-466-0224.

A number is posted on the Child Day Care License should any parent or guardian feel a need to report a suspected violation at the ECLC. The phone number to call is 877-644-6338.

An ECLC class roster will be available to all parents in August. Parents or guardians who prefer their name, address, and phone number not be listed on this roster, should indicate this on the "Student Roster Permission Form" which will be sent through the CHCA Admission Office prior to the first day of school. Parents and guardians may also notify the ECLC Administrator in writing of their wish in this regard.

Parents or guardians of a child enrolled in the ECLC is permitted unlimited access to the ECLC during its hours of operation for the purposes of contacting their child, evaluating the care provided, or evaluating the premises. All parents or guardians who come to the ECLC should sign in at the Kiosk in the ECLC Welcome area, swipe their driver's license in the card reader, and get a visitor's badge, then proceed to their classrooms. They should do this each time they enter the building even if only staying in the building for a few minutes. Upon leaving, all parents and guardians should sign out at the desk in the Welcome Center.

## **CHCA Mission and Goals of the Early Childhood Learning Center**

Cincinnati Hills Christian Academy is a Christ-centered, multi-denominational, college preparatory academy that exists to prepare students intellectually and spiritually for success in higher education and beyond, and to impact and influence the world according to their unique gifts and talents. This will be accomplished by:

1. Creating an environment that encourages students, faculty, staff and families to develop and live out their relationship with Jesus Christ.
2. Developing a passion for lifelong learning that leads to thoughtful, effective service through excellent, intentional curriculum and extra-curricular offerings.
3. Empowering outstanding Christian faculty and staff to fully use their passions and expertise to create engaged critical thinkers.
4. Fostering an exceptional environment that develops students' gifts and talents in the arts, athletics, leadership, and additional extra-curricular opportunities for God's purposes.
5. Building an engaged school community – encompassing faculty, staff, students, families, alumni, and donors – that reinforces the school's vision, mission and core values.

CHCA's Blake Lindner Thompson Early Childhood Learning Center offers high quality Toddler and Preschool Programs to our school community for children ages 2-5. The purpose is to provide CHCA's youngest students with a safe, nurturing, and stimulating introduction to school life. The program is designed to instill a love of learning in each child by meeting his or her cognitive, social, emotional, physical, creative and spiritual needs, thus providing an excellent foundation for the formal learning experiences that lie ahead.

The program is predicated on the belief that when children are engaged cognitively, relationally, and spiritually, learning is maximized. CHCA creates learning experiences that invite students to construct knowledge and make meaning of their world. They do this through movement, exploration, use of a variety of materials, collaboration with others, and opportunities to make connections to things they already know. CHCA's vibrant and engaging environment acknowledges that foundational to learning, are the experiences and knowledge that children bring to school in combination with their natural sense of curiosity, joy and exuberance.

In order to prepare each child for success in the future learning experiences and instill a love of learning and interest in exploring new ideas and concepts, the program reflects the principles of the Reggio-Emilia philosophy of Early Childhood learning and principles of developmentally appropriate practice from the National Association of Education of Young Children. The Reggio Inspired approach is very student-centered, innovative and values the child as strong, capable, resilient, rich with wonder and knowledge. It was developed by Loris Malaguzzi shortly after World War II in Italy to create an environment for the children in which experiences were shared and dialogue and collaboration were valued. The Reggio approach encourages children to explore, discover, question, observe and construct meaning individually and in relationship with others as

they participate in projects and investigations that emerge through their work. The Reggio-Inspired Approach is based on the following set of principles:

- Children must have some control over the direction of their learning
- Children must be active participants in their learning, able to learn through hands-on experiences, touching, moving, listening, and observing
- Children need to have a relationship with other children and with material items in the world that they must be allowed to explore.
- Children must have endless ways and opportunities to express themselves in an environment that is filled with materials to represent concepts they are learning in a hands-on way. The environment is seen as one of the teachers of the child along with the God, parents and teachers.

We believe this approach will help set the stage for excitement, enthusiasm and engagement for all the future learning experiences that lie ahead for each child at CHCA!

The curriculum, which is based on the Ohio Dept of Early Learning Content standards is well planned and organized with instructional strategies to support, challenge, make connections to experiences and previous learning and extend each child's abilities and skills. It is rich with opportunities for students to solve problems, develop literacy, use critical thinking, collaborate and engage in intellectual activities. Teachers guide the children to construct knowledge through a hands-on, discovery learning process that emerges from the interests of the students, tailoring the provocations and investigations to ensure curricular benchmarks are met. There is a thoughtful balance between both child-led and teacher framed activities and experiences to help students develop a positive self-image and offers opportunities for individual and group work and play. Each classroom has been designed with "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 and are arranged in open, low shelving so that children may select, remove and replace materials with minimum assistance in order to promote independence. Large muscles are developed through opportunities to run, jump, climb and ride wheel toys in our indoor and outdoor play areas.

### **Ratio of Child-Care Staff Members to Students**

A ratio of at least one child-care staff member for every 14 four-year-old students, one child care staff member for every 12 children who are 3 years, and one child care staff member for every 7 children who are 2 years old will be maintained at all times. Whenever there are seven or more children on the premise, a second adult will be readily available and able to be easily summoned. No child will ever be left alone or unsupervised at any time.

## **The CHCA Early Childhood Learning Center Staff**

The ECLC Administrator and the CHCA Assistant Principal oversee the daily operation of the program (including oversight of the safety and discipline components). They implement and evaluate the daily program as well as guide the related program staff.

The Lead Teachers of the Two, Three and Four Year Old classes plan for and implement the daily instruction of the children. The Teacher Aides in each class help supervise the students, prepare the learning environment and also participate in the daily instruction of the children. The P.M. Teacher's Aides work with and supervise the students in the "Eagle's Nest" portion of the school day (3:00 to 6:00 p.m.) All of our staff members were chosen because of their Christian commitment, their love of young children and their outstanding qualifications. The ECLC Administrator and Lead Teachers all hold college degrees in Education. The Teachers' Aides meet or exceed the requirements set forth by the Ohio Department of Education and Cincinnati Hills Christian Academy. 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. ECP Staff all strive to create a climate for the learner that ultimately achieves the purposes 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 CHCA ECLC Receptionist and let her know the date(s) of absence. The number to call is 247-0900 Ext. 804. If you suspect or know for sure that your child will be absent due to the outbreak of a communicable disease (such as chicken pox, lice etc.), you are required by Ohio Department of Education 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 signed by the parent or guardian stating the dates of and reasons for the child's absence and should check in with the school nurse before going to their classroom. If a parent has not called in the absence by 9:00 a.m. that day. The ECLC Receptionist will call home to verify the absence of the child.

The program's start and drop off times are as follows:

- **Before School Care for PK2's, PK3's and PK4's:** Children **may** arrive between 7:00 a.m. and 8:30 a.m. daily. (There is no supervision of students prior to 7:00 a.m.) They can be dropped off in our ECLC drop-off area where one of our staff members will help get them into the building or parents may park their car in a designated parking spot and bring their child into the building. Children arriving between 7:00 a.m. and 7:30 a.m. will be escorted to our Large Motor Room (Piazza) for supervision. At 7:30 a.m. all children will be taken to their individual classrooms. Children arriving between 7:30 and 8:30 a.m. will be taken directly to their individual classrooms. There is no extra charge for the Before

School Care from 7:00 a.m. to 7:30 a.m. but parents who plan to use this service must sign up with the Admissions Office by contacting Kim Siman at 247-9944 x214.

- **After School Care (“The Eagle’s Nest) for PK2, PK3 and PK4:** This part of the program begins at 3:00 p.m. Students should be picked up to go home by 6:00 p.m. All PK2 Eagle’s Nest students will remain in their classroom until 5:30 p.m. and will be supervised by the PK2PM Teacher’s Aide. The PK3 and PK4 Eagle’s Nest students will be combined in the PK3 classroom at 3:30 p.m. and will be supervised by the PK3 and PK4PM classroom Aides. At 5:30 p.m. **all** PK2, PK3 and PK4 students will be taken to the Large Motor Room (Piazza) to wait for their parents. Parents may use the entrance to the ECLC to pick up their children until 3:30 p.m. each day. After that they should use the CHCA Edyth B. Lindner front lobby entrance. Mrs. Jennifer Vest (PK 3 Co-Teacher) is the coordinator of the Eagles Nest program. Parents can contact Mrs. Vest at [jennifer.vest@chca-oh.org](mailto:jennifer.vest@chca-oh.org).

### **Tardy Policy**

A child will be considered tardy if he/she arrives after 8:33 a.m. If a parent arrives after this time the child must be signed in at the **desk** in the ECLC Welcome area before proceeding to the classroom. The parent must also then sign the information sheet located at the child’s classroom door.

### **Early Dismissal**

Should an early dismissal be necessary, the parent, guardian, or authorized person must come to the **desk in the ECLC Welcome Center** and sign in. A pass noting the early dismissal time should then be taken to the child’s teacher by the parent, guardian or authorized person and the child will be released from class. The parent should sign the child out before leaving the premise. Upon re-entering the school the same day of an early dismissal, parents, guardians or authorized persons must report with the student to the front desk and sign the child back “in” and secure a “re-entry pass.” The re-entry pass is presented to the teacher for re-admittance back into class.

### **Extended Absence**

If an extended absence is being planned for more than three (3) days, an “Extended Absence Form” should be requested from the ECLC Receptionist at least two weeks prior to the absence. The form is to be completed and returned to the ECLC Receptionist who will then seek approval from the ECP Administrator. A copy of the form will be made and given to the ECP Administrator and the ECP Teachers to keep on file.

### **Parking/Drop Off/Pick Up**

If parents are using the ECLC Drop Off area from 7:00 a.m. to 8:30 p.m., please pull up as far as possible under the awning. There will be an ECLC staff member there to help get the child out of the car and into the building. If the child is having difficulty and will not easily get out of the car, parents will be asked to help. If the child is having an exceptionally hard time and will not get out of the car, the parent will be asked to move their car to the upper area of the Montgomery Community Church parking lot (which connects to our property), so other parents can drop their child in the drop off area. The parent then will bring the child into the school. If a parent does not wish to use the drop off area and would prefer to bring his/her child into the building on any day, that is certainly fine. Please park in the upper lot of the Montgomery Community Church and walk the child into the building. For the child's safety, the interior door leading into the building of the ECLC area will be locked all during the school day. **Anyone coming to the interior areas of the ECLC must be buzzed into the building by the ECLC Receptionist.** After 3:30 p.m. each day, ECLC parents, guardians and other authorized people must enter the **front doors** of the CHCA EBL Lower Elementary School Building, scan their driver's license in the vestibule kiosk to receive a visitor tag and proceed to the child's classroom door. We do not allow older siblings of the ECLC students to "pick up" the sibling from the classroom. The student in the ECLC must be signed out each day by the parent, legal guardian, or other authorized person. If the child is to leave school early, as stated earlier, parents must "sign out" at the ECLC front desk or at the EBL front desk.

Parents should **NEVER** park in the front circle of the school or on the road that leads to the Montgomery Community Church during drop off or pick up times even if they have other children who are enrolled in the Lower Elementary School. We apologize for the inconvenience to those of you who have older elementary students but parking in these areas inhibits the flow of traffic at drop off and pick up times for the K-3 students. The front circle includes a fire lane designated only for **emergency vehicles** should we have an emergency situation. Parking in that area is prohibited except during carpool pick up time for the K-3<sup>rd</sup> grade students.

### **CHCA Policy on Students Being Toilet Trained Upon Entrance**

Although we realize that toilet training happens at various times for each individual child, all PK3 and PK4 students enrolled in the ECLC must be completely toilet trained **upon entrance** per licensing requirements by the Ohio Dept. of Education. Each family was notified of this policy at their family interview for admission to CHCA. PK2 students do not need to be toilet trained.

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.

In addition, any child who attends and has three or more accidents in a one-week period will be considered non-toilet trained. (This could include 3 instances of urinating, 3 bowel movements or 3 of a combination of those.) There will be no exceptions to this ruling. 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, 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, reserve the child's spot in the school for his/her return. These extended absences may result in a student not meeting developmental and academic requirements thereby resulting in the student not progressing on to the next age group the following year. 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 booklet, there is a page to sign that states that your PK3 or PK4 child is toilet trained and that you understand this policy. Also, that you have read the handbook. Please sign the form(s) and return it to your child's teacher by the first day of school.**

If a child soils his clothing at school, the clothing will be double bagged in a sealed plastic bag and sent home with the child for cleaning. All students should leave one change of uniform clothes at school in their cubbies for times when there are accidents.

### **Parent Information for PK2 Parents Concerning Toilet Training**

We at CHCA's BLT ECLC, understand that each child will be toilet trained in his/her own timing. When a child is showing interest in using the toilet or when parents communicate that their child is in the process of being toilet trained, our faculty and staff will work cooperatively with them in encouraging children to use the toilet. Maintaining a consistent protocol is key. When the child is unafraid to sit on a toilet seat, our caregivers will take him/her to the toilet regularly in response to his/her in positive ways and help him/her become independent in managing clothing. No child will be rushed or forced to be toilet trained.

### **Diaper Change Procedures**

The two-year old's in the program do not have to be toilet trained. The staff will use the following protocol when changing a child's diaper.

- Parents are asked to send the child in disposable diapers or pull-ups as appropriate. They should send in the amount of diapers they anticipate a child would need during the time he/she is present in the Center. These diapers will be stored in a space that is exclusively assigned for each child's belongings. A clean supply of diapers will be kept in a designated place in the ECLC in case parents forget to send in diapers each week, or the child uses more diapers than the parents sent.
- The changing of diapers for all non-toilet trained children shall occur on the changing table in the Two-Year-old classroom. A hand-washing facility is located right next to the changing table.

- The teacher or aide shall wear disposable gloves whenever they are diapering a child. After the child has been changed, the staff member will dispose of the gloves and wash his/her hands.
- There will always be a separation material between the child and the changing table surface. This material shall be discarded after each change.
- The diaper-changing station shall be disinfected after each diaper change with an appropriate germicidal agent. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- No diaper changing product will be shared between students.
- If a parent requests that topical ointments or creams be used on the child, the parent must send in the ointment or lotion and written instructions from the parent must be included. Such instructions shall include the name of the ointment, cream or lotion; name of the child; birth date of the child, date and parent signature. Written instructions shall be valid for no longer than 3 months. Authorization for the administration of the ointment, cream or lotion may be cancelled by written request of the parent at any time.
- The staff will keep a daily record of each diaper change which will be given to the parent at dismissal. If there are any unusual circumstances regarding the diaper change, those will be noted on the form.
- Any soiled clothing will be sent home daily.
- Clothing soiled with fecal matter and sent home with a child will not be rinsed at the program facility but will be double bagged in a sealed plastic bag and stored away from the rest of the child's belongings and out of reach of the children.
- Soiled diapers shall be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed. (This may need to happen several times a day.)

**Record of Diaper Changes**

**Child's Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Time of Diaper Change:**

**Time of Diaper Change:**

**Time of Diaper Change:**

**Time of Diaper Change:**

**Comments: (Note anything unusual concerning the diaper change if necessary)**

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**Teacher or Aide Signature** \_\_\_\_\_

## Health Records

A written health record shall be submitted to the school **by the first day** of the child's attendance. The exam, completed by a licensed physician for each child **younger** than 3-year old's by the date of admission, shall occur within 6 months of the date of admission and annually from the date of the examination thereafter. The exam, completed by a licensed physician, for each child who is 3 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 date of admission to the school is Aug. 21, 2019. 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 these were administered.
- 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 or injuries 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.

Any written health information provided to the Program after the child's enrollment will be attached to the child's written health record.

All records will remain confidential and viewed only by the appropriate ECLC staff members except that all records shall be immediately accessible at all times to the Director of the Ohio Dept. of Education or his designee.

The immunization records of the students in the ECP shall be subject to review by a Health Dept. 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.

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

**Note: Children who do not have the appropriate Health Records information on file by the first day of school (Aug. 21, 2019) will not be accepted into the program until the information is provided.**

## **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.

Below you will find some information on Early and Periodic Screening, Diagnostic and Treatment that all Ohio preschools need to provide to their families per ODE Preschool Licensing Rules and Regulations. While children enrolled in Medicaid are required to participate in this program, we must provide information to all preschool families.

### **FOR OHIOANS:**

#### **Healthchek Services for Children Younger than Age 21**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

Medical history complete unclothed exam (with parent approval) developmental screening (to assess if child's physical and mental abilities are age appropriate) vision screening dental screening, hearing assessment, immunization assessment (making sure child receives them on time; and other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English \(Instructions\)](#), [en Española](#) or [Somali](#).
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.

[Healthchek Info Card](#)

[Healthchek Fact Sheet](#)

[Healthchek Poster](#)

[Frequently Asked Questions](#)

[Information about Medicaid  
Managed Care Plans](#)

Questions? Call the consumer Hotline at (800-324-8680 Do not call the school.)

In addition, here is some information we are required to provide to you regarding the Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings. This requirement is for early intervention services for infants and toddlers

**How do I get started? [Contact your local County Board:](#)**

In Ohio, the County Board is the primary contact for an individual and their family. The County Board serves two primary functions:

**Determining Eligibility:** Your County Board will work with you to determine eligibility for services. Eligibility criteria varies by age:

- **Ages 0-2:** the eligibility report completed by or for *Help Me Grow* is used to determine eligibility.
- **Ages 3-5:** Each County Board sets eligibility requirements, which may include the evaluation completed by or for the school district for preschool special education
- **Ages 6+:** Standard assessment tools are used to measure an individual's current functional abilities in life activity areas – mobility, self-care, self-direction, capacity for independent living, learning, and receptive and expressive language skills – for ages 16 and older, the tool also measures economic self-sufficiency. To be eligible for services, an individual must show substantial functional limitations in at least three of these areas. The tools used are the Children's Ohio Eligibility Determination Instrument (COEDI) for children ages 6-15, and the Ohio Eligibility Determination Instrument (OEDI) for individuals ages 16 and older. If you would like to learn more about these tools, you can review these [documents used to administer the assessments](#).

**Service Coordination:** Once you are eligible for services, your County Board will link you to needed services and supports. A Services and Support Administrator (SSA) will work with you to develop an Individual Service Plan that outlines what types of supports are needed.

When to contact your local County Board

Contact your local County Board for these **or if you have further questions:**

- If your child is diagnosed with a developmental disability, or you suspect your child may have a developmental disability.
- If additional support is needed to achieve your/your child's goals.
- If you are moving to a new community and are receiving services and want to continue receiving services once you move.

## Case Management (Service and Support Administration - SSA)

Case management is a process to link individuals and families to needed services and supports provided by local county boards of DODD. It may include any or all of the following supports:

- Information, referral and linkage
- Eligibility determination and assessment
- Individual Service Plan development and revision
- Assistance in provider selection and accessing services
- Coordination and monitoring of services
- Quality assurance of services provided to individuals and families
- Crisis intervention

### **Field Trips**

The teacher may schedule a special field trip from the ECLC to enrich students' education of the community around them. (For the most part, field trips will be limited to walking to places around our building right on our campus!) If a trip is scheduled, prior to the day of the trip, parents or guardians will be given information describing the excursion along with a written permission slip that must be signed by them and returned to the ECLC Lead Teachers. The permission slip will include the child's name, destination, date of the trip, departure time, approximate return time, signature of the parent or guardian, and date the parent or guardian signed the permission.

At least one person trained in First Aid will accompany the group on the trip. The Lead Teacher will take a First Aid kit along on the trip. Each child will have an identification badge stating the school's name, address and phone number. The Lead Teachers will carry the signed permission slips and 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 Teachers will also be responsible for the administration of any required medications during the field trip. Finally, the Lead Teacher and the Teacher's Aide will accompany the group on any field trips or special outings.

Parents (over 18 years of age) will be asked to drive the children on any field trips. Whenever six or more children are transported in one vehicle, a second adult must be in the vehicle. This second adult may be a childcare staff member, another parent, or a volunteer at the school. The second adult must be at least 18 years old. While traveling, each child must be secured in a seatbelt or in an approved safety restraint seat if the child is less than 40 pounds and or less than 57 inches tall. The parents need to provide the seat if one is necessary. Should there not be enough parents to provide transportation for the trip, it will be cancelled. Our staff members **may not** drive on field trips as they need to be available to supervise the children and handle any emergency situations that might occur. All parents who drive on a field trip must have on file the Parent Agreement for

Transporting CHCA Students in Personal Vehicles and have a background check on file at CHCA. The form must be filled out yearly.

Whenever children walk to a field trip destination, the ratio of child to staff member must be maintained at all times. When there are 7 or more children walking, there must be a second adult walking with them. This adult may be a parent or volunteer who has had an approved background check completed and has signed a non-convictions form which states they have not pleaded guilty to or have been convicted of any offense mentioned in section 3301.541 of the Ohio Revised Code.

During any field trip, the Lead Teacher will determine how many parent chaperones are needed for the trip. Siblings are not permitted to go on field trips unless otherwise stated by the Lead Teacher or ECLC Administrator.

### **Volunteers in the Classroom**

Parents are welcome to volunteer in our classrooms and in our school! However, before a parent volunteers, a background check must be completed. This can be done at the CHCA Business Office during school hours by appointment only. Email Patricia Heath, our HR Manager, to make the appointment. [patricia.heath@chca-oh.org](mailto:patricia.heath@chca-oh.org). In addition, all parents must sign a “Non-convictions” Form. Your preschool teacher can get that form for your use.

### **Snacks**

Parents should provide their child with a light snack for each of the following sessions in which their child attends: PK2, PK3, PK4 Half day students: 1 snack. PK2, PK3, PK4 School day students: 2 snacks. PK2, PK3, PK4 Full Day students: 3 snacks.

Please provide something that does not need to be refrigerated. If your child is packing a lunch, please pack snacks separately from the lunch in a baggie labeled “snack”. No drink is necessary with a snack as students may have a cup of water to go along with their snack at snack time. If your child comes between 7:00 and 8:00 a.m., they may bring breakfast to eat at school during that time. No breakfast is provided by CHCA at that time.

### **Lunch**

Parents have two options for lunch each day. They may send in a packed lunch with their child or they may purchase a hot lunch at school. The lunch meal should provide 1/3 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. Nutritional guidelines are included at the end of this booklet.

Parents wishing to purchase hot lunches for their child should purchase a lunch card for this purpose. Information regarding this online purchase program can be found on the CHCA website at [www.chca-oh.org](http://www.chca-oh.org). The CHCA lunch menu will be posted outside of the students’ classrooms and can also be located on the CHCA website. A food source of Vitamin C will be served daily, and a food source of Vitamin A will be served at least three times per week.

Parents wishing to purchase milk or juice for the child's packed lunch may also do that by purchasing an online lunch card for their child. Fluid milk shall be vitamin D fortified, low fat, skim, or dry powdered skim milk shall be vitamin A and vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.

Each day upon entering the classroom, the parent should indicate whether their child is packing a lunch, buying a lunch or just purchasing a drink for lunch.

All ECP staff members are trained in the proper hand washing techniques and safe food handling procedures. All ECP students will be trained in proper hand washing techniques also.

Although children are encouraged to try new food items, no child will ever be "forced" to eat the snack or lunch that is provided by parents or the school. Parents will be notified if students are regularly not eating.

## Nutrition Guidelines

MILK GROUP	Amount		
	1 - 3 years	3 - 6 years	6 years and up
Milk	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)
Calcium equivalents			
Cheese	½ oz.	¾ oz.	1 oz.

**Functions:** Provides the nutrients calcium, riboflavin (B<sub>2</sub>), and protein which are needed for forming strong bones and teeth; assisting in blood clotting; normal functioning of muscles and nerves; promoting healthy skin and eyes.

**Notes:**

- Each meal must include one serving of fluid milk or cheese.
- Whole milk and two percent milk are the beverages of choice.
- Fresh fluid skim milk is not recommended for children under 2 years of age.
- Reconstituted dry skim milk must *not* be used as a beverage; however, it may be used in cooking.
- Natural cheese may be used as a calcium equivalent or as a meat substitute but not in both groups in the same meal.
- Regular fluid milk must be Vitamin D fortified while fresh and dry skim milk should be fortified with Vitamins A and D. Read the label.
- Although ice cream and cottage cheese contain calcium, the quantities needed to satisfy the RDA are too large to be practical for these age groups.
- Although pudding made with milk is a good source of calcium, it is not included in the milk group because of its high sugar content.

### V. Other Foods ("Extra" Foods)

**Functions:** Foods in this group provide energy, enhance flavor, and help satisfy the appetite. Fats supply essential fatty acids, carry fat-soluble vitamins (A, D, E, and K) and make up part of cell structure.

**Notes:**

- This group contains foods which do not belong in one of the four food groups. Examples of these foods are as follows: table sugar (sucrose), honey, jelly, jams, syrups, sweet toppings; pies, cakes, cookies, pastries, soft drinks, fruit flavored drinks; butter, margarine, shortening, salad oil, salad dressing, mayonnaise.
- These foods supplement but cannot substitute for foods in the four food groups. With few exceptions, they are "empty calorie" foods i.e., they provide mainly calories but little in the way of nutrients.

Prepared by the Ohio Department of Health, Nutrition Division, in cooperation with the Ohio Department of Human Services.

ODHS 1239 (Rev 2/87)

ODHS 1239 (Rev. 2/87)

### CRITERIA FOR MEETING THE NUTRITION REQUIREMENTS FOR MEALS IN CHILD DAY CARE FACILITIES

Child day care facilities must serve meals which constitute at least one third of each child's recommended daily dietary allowances, which include foods from all four basic food groups, and which reflect the developmental stage of the child. See rule 5101:2-12-01 (centers); rule 5101:2-13-80 (type A family day care homes); and rule 5101:2-14-28 (certified type B family day care homes).

The following information specifies the four basic food groups and the quantities necessary to meet nutritional requirements for the lunch meal.

MEAT GROUP	Amount		
	1 - 3 years	3 - 6 years	6 years and up
Beef, pork, veal, lamb, poultry, fish	Weight 1 oz.	1½ oz.	2 oz.
	Protein content 7 g.	11 g.	14 g.
Cheese	1 oz.	1½ oz.	2 oz.
Egg	1 med. or one lg.	1½ med. or one lg.	2 med.
Peanut butter	2 tbsp.	3 tbsp.	4 tbsp.
Cooked dried beans, peas	½ cup	¾ cup	1 cup
Collage cheese	¼ cup (2 oz.)	¾ cup (3 oz.)	1 cup (4 oz.)

**Functions:** Provide the nutrients protein, B vitamins (niacin and thiamine), and iron which are needed daily for building and maintaining body cells (e.g. muscles, blood, bone), promoting proper growth, regulating body functions, resisting infection, and forming hemoglobin in the red blood cells.

**Notes:** Total portion sizes for the meat group can be met by one of the above in amounts stated or a combination of any of the above in amounts equivalent to total meat portions.

- One pound of hamburger shrinks 4 - 5 oz. in cooking.
- Two chicken wings or one drumstick or one thigh = 1½ oz. meat.
- One-fourth cup canned fish (tuna, salmon, mackerel) = 1 oz. meat.
- One medium chicken liver = 1 oz. meat.
- All fish sticks, cold cuts, frankfurters, etc., do not weigh the same. Be sure to determine weight by dividing number of pieces or slices into total package weight.
- Cheese food and cheese spread do not contain as much protein as regular cheese. If they are used, 1½ oz. = 1 oz. meat. Cream cheese cannot be used as a meat equivalent.
- Cooked dry beans or dry peas may be used as a meat-equivalent or as part of the vegetable/fruit group but not in both groups in the same meal.

## **Afternoon Nap**

Any child enrolled in the program for 5 or more hours will be provided a nap period for a period of 45 minutes to an hour, never to exceed one hour and fifteen minutes in a 24-hour period. 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 short period of time will be allowed to engage in a quiet activity on their cot. The appropriate child staff ratio will be maintained at all times during the nap period. One childcare staff member for 14 Four Year Old’s, one childcare staff member for 12 Three Year Old’s, and one childcare staff member for 7 Two Year Old’s will be physically present in the room at all times. Naptime preparation will be complete before the nap period begins. No child will 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 Licensing 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 Teacher’s Aide will be in charge of this and will keep a log of the cleaning dates.

Each student should bring a lightweight blanket labeled with their name for use during naps. In addition, each 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.

If a child is less than 35” in height, parents will need to sign a “Permission to Nap on a Cot” form. The form is included at the end of this booklet.

## Sample Two-Year-Old ECP Daily Schedule

(Actual schedule may vary slightly)

- 8:30 – 8:45 a.m.** Welcome and Free Choice – Children arrive, greeted by Lead Teacher, visual check for children’s wellness, Teacher’s Aide helps child get settled, hang coat, put away any belongings in cubby, then directs child to free play and exploration areas.
- 8:45 – 9:00 a.m.** Diaper changes as needed. Meeting Time: Welcome, plans for day, weather, stories, songs, conversation, theme-based discussions, (children will actively participate – movement is incorporated into this time.)
- 9:10-9:25 a.m.** Specials classes (Art, Music, Spanish, Science Explorers, Story Time with Librarian) Times vary each day but each is 15 minutes in length).
- 9:30- 10:15 a.m.** Learning Centers/Small Group Instruction/Individual Activities. Activities include but are not limited to the following: Block Play, Art Activities, Dramatic Play, Work with manipulatives, Nature/Science Explorations, Math Games, some guided activities in Language Arts, Reading and Christian Studies, Atelier experiences.
- 10:15 –10:45 a.m.** Large Muscle Play/Recess (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)
- 10:45-11:30 a.m.** Free Choice/Closing Meeting/Prepare to go home.
- 11:45 a.m.** Dismissal for Half Day students.
- 11:30-12:15 p.m.** Diaper Changes. Lunch (in the classroom) Both Aide and Lead teacher or Two Aides supervise. The Half Day students are dismissed at 12:00 noon.
- 12:30 – 1:15 p.m.** Nap time. Each child is assigned to his/her own individual cot. No child is forced to sleep but encouraged to rest. Early risers or those who cannot nap will be allowed a quiet activity on his/her cot.
- 1:15 – 1:40 p.m.** Diaper Change. Christian Studies activities
- 1:40 – 2:10 p.m.** Recess
- 2:10 – 2:25 p.m.** Snack
- 2:25 -2:45 p.m.** Learning activities that extend and enrich the Two Year Old Curriculum and projects.
- 2:45 p.m.** Diaper Changes. Closing meeting (some students will be leaving at 3:00 p.m. while others stay for the After-School session.)

**Diaper changes will occur periodically throughout the day and as needed in between those designated times.**

### **Sample Three-Year-Old ECP Daily Schedule**

(Actual schedule may vary slightly)

- 8:30 – 8:50 a.m.** Welcome and Free Choice – Children arrive, greeted by teacher, visual check for children’s wellness, Teacher’s Aide helps child get settled, hang coat, put away any belongings in cubby, then directs child to free play and exploration areas.
- 8:50 – 9:05 a.m.** Meeting Time: Welcome, plans for day, weather, stories, songs, conversation, theme-based discussions, (children will actively participate – movement is incorporated into this time.)
- 9:10-9:40 a.m.** Specials classes (see below for exact times.)
- 9:45- 10:15 a.m.** Free Choice Learning Centers/Exploration Areas (activities include but are not limited to the following: Block Play, Creative Dramatics, Puppetry, Work with manipulatives, Housekeeping, Dramatic Play, Nature/Science Explorations, some guided activities in Math and Language Arts.)
- 10:15 –10:45 a.m.** Large Muscle Play/Recess (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)
- 10:45-11:00 a.m.** Snack/Story
- 11:00-11:30 a.m.** Meeting Time: Recap morning activities, song, Bible lesson etc.
- 11:45 a.m.** Dismissal for Half Day students
- 11:30 – 12:15 p.m.** Lunch (in the classroom) Both Aide and Lead Teacher or Two Aides supervise. The Half Day students are dismissed at 12:00 noon.
- 12:10 – 12:40 p.m.** Nap time--(All children rest on a cot. No one is forced to sleep but encouraged to rest. Early risers or children who absolutely cannot rest after a good try will be able to engage in a quiet activity on their cot.)
- 12:40 – 1:40 p.m.** Large Muscle Play/Recess (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)
- 2:00 – 2:45 p.m.** Special learning activities that extend and enrich the three year old ECLC – such as project work/explorations

**2:45 -3:00 p.m.** Prepare to Dismiss. (School Day students leave at 3:00 p.m.) Parents pick up their children at the classroom door. Both Lead Teacher and Aide will supervise dismissal. When there are less than seven students, the Aide may resume other duties such as preparing the room for After School Care. Children enrolled in Eagle's Nest (3:00 to 6:00 p.m.) transition to that program. The 3's will combine with the 4's in the 4's classroom.

**5:30 -6:00 p.m.** Children are taken to the Large Motor Room (Piazza) for pickup.

### **Four-Year-Old AM ECP Daily Schedule**

(Actual schedule may vary slightly)

**8:30 – 8:45 a.m.** Welcome and Free Choice – Children arrive, greeted by Lead Teacher, visual check for children's wellness, Teacher Aide helps children get settled, hang coats, put away any belongings in cubby, then directs them to free play and exploration areas.

**8:45 – 9:00 a.m.** Meeting Time: Welcome, plans for day, weather, stories, songs, conversation, theme-based discussions, (children will actively participate – movement is incorporated into this time.)

**9:10-9:30 a.m.** Specials Classes (Art, Music, Spanish, Science Explorers, Story Time with Librarian) Times vary each day but all are 20 min. each.

**9:30- 10:15 a.m.** Learning Centers / Small Group Instruction/Individual Activities. Activities include but are not limited to Block play, Art Activities, Dramatic play, work with manipulatives, Nature/Science Explorations, Math Games, some guided activities including activities in Language Arts, Reading and Christian Studies.

**10:15-10:45 a.m.** Large Muscle Play/Snack (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)

**10:45 – 11:30 a.m.** Free Choice/Closing Meeting/Prepare to go home.

**11:45 a.m.** Dismissal Time for Half Day students

**11:30a.m.-12:15 p.m.** Lunch time. Lunch (in the classroom) Both Aide and Lead Teacher or Two Aides supervise. The Half Day students are dismissed at 12:00 noon.

**12:30-1:15 p.m.** Nap time. Naptime (each child is assigned to his/her own individual cot.) No child is forced to sleep but encouraged to rest. Early risers or those who cannot nap will be allowed a quiet activity on his/her cot.

<b>1:15-1:30 p.m.</b>	Meeting Time/Christian Studies
<b>1:40-2:10 p.m.</b>	Recess
<b>2:10-2:25 p.m.</b>	Snack
<b>1:30-2:00 p.m.</b>	Snack
<b>2:00-2:45 p.m.</b>	Learning activities that extend and enrich the Four Year Old curriculum and projects.
<b>2:45 p.m.</b>	Closing meeting (some students will be leaving at 3:00 p.m. while others stay for the After-School Session.

### **Two, Three and Four-Year-Old Before School Care Schedule**

(Actual schedule may vary slightly)

**7:00 -7:30 a.m.** Students may be dropped off in the Drop Off area to the ECLC. (Students must be pre-registered to be dropped off at this time.) Those students will be escorted to the Large Motor Room (Piazza) and will play under the supervision of one of the ECLC Teacher's Aides. Parents are also welcome to bring their child(ren) into the building and escort them to the Large Motor Room. (Piazza). At 7:30 a.m. any children in the Piazza will be escorted to their individual classrooms.

**7:30 a.m.-8:30 a.m.** Children arrive and are either dropped off in the Drop Off area or parents come in with their child and take them to their classroom. They are greeted by the teacher; visual check for children's wellness is completed; Teacher Aide helps children get settled, hang coats, put away any belongings in cubby. Children can choose free choice activity. They are welcome to bring a light breakfast to eat during this period.

**8:30 a.m.** The school day begins.

### **ECP Sample Specials Schedule**

(The actual schedule may vary slightly) (Your classroom teacher will provide the exact schedule at the beginning of the school year.)

#### **PK2:**

Monday: Music 9:10-9:25 a.m.  
 Tuesday: Adventures in Movement (P.E.) Large Motor Room –Piazza 8:50-9:10 a.m.  
 Wednesday: Spanish 9:10-9:25 a.m.  
 Thursday: Library 9:10-9:25 a.m.  
 Science Explorers and Atelier Time TBA

#### **PK3:**

Monday: Spanish 9:10-9:30 a.m.

Tuesday: Music 9:10-9:30 a.m.  
Wednesday: Library 9:10-9:30 a.m.  
Friday: Adventures in Movement (P.E.) EBL Gym 10:05-10:25 a.m.  
Science Explorers and Atelier Time TBA

**PK4:**

Monday: Library 9:10-9:30 a.m.  
Tuesday: Spanish 9:10-9:30 a.m.  
Wednesday: Music 9:10-9:30 a.m.  
Friday: Adventures in Movement (P.E.) EBL Gym 10:25-10:45 a.m.  
Science Explorers and Atelier Time TBA

**After School Care (Eagle's Nest)**

**3:30 – 6:00 p.m.** This is a more unstructured time when students have an opportunity to play with friends and participate in a variety of recreational activities. Music, creative art, dramatic play and lots of outdoor and large motor activities are planned to encourage socialization and problem solving skills. Those who are tired and need to rest will be able to do so. The children will have opportunity to participate in mission outreach work on the campus. PK 2 parents pick up their child from their classroom door until 5:30 p.m. At 5:30, the PK2's will join the PK3's and PK4's in the Large Motor Room (Piazza.) PK3 and PK4 parents pick their child up from the PK3 classroom door anytime between the hours of 3:30 and 5:30 p.m. At 5:30, all children will be taken to the Large Motor Room (Piazza) for pickup. Should a student's parent, guardian or designated person who transports the child to ECLC be late in picking up the student, the ECLC personnel will discuss the matter with the persons involved to resolve the situation. If the parent is late in picking their child up from the After School Care program, a late fee will be charged to the parent's account as follows:

6:01 p.m. to 6:15 p.m. \$15  
6:16 p.m. to 6:30 p.m. \$25  
6:31 p.m. to 6:45 p.m. \$35  
6:46 p.m. to 7:00 p.m. \$45

Any fees or registrations involving fees, if due from parents, are due at the time stated in any policy put forward by Cincinnati Hills Christian Academy.

**Discipline**

At CHCA BLT ECLC, discipline is thought of as part of the learning process. The goal is to promote the growth in children that will encourage independence and self-regulation.

A positive approach to discipline is used in the ECLC. The teachers are responsible for creating a warm, trusting, and inviting environment and will model kindness, gentleness, forgiveness and love. They strive early in the year to connect with each child to build a relationship of security and

trust. Children will be “caught making good choices” as often as possible. When there is an issue, the teachers will deal with the child that has the problem as an individual, treating each situation separately so that learning can occur. In every instance the teacher is expected to be firm and consistent, but calm and loving. Biblical principles are incorporated into the discipline situation whenever appropriate to help the children learn how our Heavenly Father loves and forgives us. We strongly believe that love and limits have a great deal to do with maintaining a happy, problem-free room.

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?” “Might there have been a better choice?” etc.
- d. Taking the child aside and discussing the problem with the child who seems to want his or her own way or interferes with the play of other children;
- e. Denying the child who continually repeats an offense the use of an area or piece of equipment for a period of time; appropriate to his/her age;
- f. Asking the child to step out of the activity for a brief time to reflect on the undesirable behavior. If this happens, one of the teachers will sit with the child to help him or her verbalize his or her feelings;
- 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, maliciously damages equipment, or displays behavior that disrupts the learning environment of the other children, 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, maliciously damages equipment, or disrupts the learning environment of the other children, 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 maliciously damages equipment, or disrupts the learning environment of the other children, with the agreement of the CHCA Head of School, the child may be excluded from the ECP. Parents will not receive any tuition remission if this occurs.

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

- 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; or to a parent volunteer.
- c. No physical restraints shall be used to confine a child.
- 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.
- i. No child will be abused or neglected at any time.

The parent or guardian of a child enrolled in the ECP will receive a copy of the ECP's Program's written discipline policy via this document.

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

### **Health and Safety**

We have many sound practices in place for the health and safety of our students.

- No student will ever be left alone or unsupervised at any time once parents/guardians hand their child over to the care of CHCA staff.
- Parents/guardians may drop their child off in the mornings from 7:00 a.m. to 8:30 a.m. in the ECLC drop off area. Staff will be there to greet the child and escort the child to his/her classroom.
- Parents/guardians are welcome to bring their children into the building each day. Upon entry parents/guardians must swipe their driver's license at the kiosk in the ECLC Welcome Center and secure a visitors badge before proceeding to the classroom. Lead teachers and staff will be in the classrooms to greet the children and will be responsible for their care and safety the remainder of the day until parents/guardians pick them up.

If a child is to be released to only one parent, a copy of the court order appointing that parent as the only legal custodian and/or restraining order prohibiting a parent from contact with the child, must be on file with the ECP Administrator and the child's teacher.

Fire, Tornado and other School Safety Drills as designated by the Ohio Department of Education will be conducted at various times each month to prepare students for emergency situations. Included in the School Safety drill are Lock Down, Rapid Dismissal and Shelter-In-Place. 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. Also included is a diagram of the evacuation routes to be followed. Procedures and evacuation routes are posted in each classroom. The ECLC 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 EBL Nurse's Office.

The Lead Teachers and Teacher's Aides are trained in an approved course in First Aid, Management of Communicable Disease and Prevention and Recognition of Child Abuse by the first day of school. The Lead Teachers and Teacher's Aides will accompany students on all field trips or special outings and will take along 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. The child's teacher or EBL Nurse shall complete an "Incident Report." The ECLC Administrator will keep a copy of this report on file for one year. Parents will also receive a copy of this report. Each childcare staff member has immediate access at all times to a working telephone within the building used for childcare. All child care staff members receive a copy of the ECLC's complete Health and Safety plan upon employment and prior to the first day of school. It has also been a topic of discussion in their orientation meetings.

### **School Closing**

**School Closings/Delays:** If the school is closed or delayed for any unplanned reason such as inclement weather, parents will receive a phone call through CHCA's school messaging system. If the school is closed, the school is closed. Please note that all after-school activities are cancelled also.

Although the rest of the school might be closed, The Blake Lindner Thompson Early Childhood Learning Center will be open **unless** the CHCA Head of School deems conditions are too unsafe for anyone to be on the road. If this is the case, parents will receive a message that the Blake Lindner Thompson Early Childhood Learning Center is **also** closed. (This has happened more often than not so parents are advised to go ahead and prepare an alternate plan for their child/children). In other words there is not 100% guarantee that the center will be open on inclement weather days. If the message at any time says the Blake Lindner Thompson Early Childhood Learning Center will be on a **delayed opening**, the PK2, PK3 and PK4 students may begin arriving at 8:00 a.m. for care, but classes actually begin at 9:30 a.m. (Please note on delayed opening days, EBL KPrep through Grade 3 students may begin arriving at 9:30 a.m. and their classes begin at 10:30 a.m.) There is no care for KPrep through Grade 3 students prior to 9:30 a.m.

**It is important to plan ahead for all weather related problems!**

### **Management of Communicable Diseases**

Only well children can be accepted into the ECLC each day. We must depend on parents 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 in the past 6 hours or who has a “loose or running cold” 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 take training during their first year of employment in the recognition, prevention and management of communicable disease from the “American Red Cross” or from a registered nurse. (The Lead Teachers and Teacher’s Aides have secured this training prior to the first day of school.) The Teachers will do a visual check of each child entering the program each day. If a child shows signs of illness, the child will be sent home. Symptoms that are cause for sending a child home are: diarrhea, severe coughing, fever of 100° F, 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 ECLC room by the teachers. If the conditions worsen, the child will be directed to the CHCA Nurse.

If a child becomes ill at school, he or she will be isolated from the other children in the EBL Nurse’s Office and the parents or guardians will be called. The school nurse will attend to the child at all times until the child is discharged. 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 will monitor the child until the parent or guardian can take the child home. Please note that parents/guardians do need to pick up their child within an hour of the call. If a parent/guardian cannot pick up your child within that period, they should arrange for someone else to pick up the child.

Students who have been excluded from school or absent from school will be readmitted under the following conditions. Students who have had a temperature of 100 degrees or higher should not return to school until they have been fever free for at least 24 hours without the use of any fever-reducing medication such as Tylenol or Motrin. (To be clear, if the child is sent home from school with a fever, he/she is not permitted to return to school the following day.) Students must be free from vomiting or diarrhea for at least six hours prior to attending school if either is associated with illness. A physician’s note must be provided upon return stating that the child is under adequate and effective therapy or judged non-infective if the child has been absent for one of the following: Strep throat, conjunctivitis, impetigo, scabies, tinea capitis/corpons (ringworm of the scalp/body), pediculosis capitis (lice of scalp), pediculosis corporis (lice of body,) or enterobius vermicularis (seatworms or pinworms.) Students who have been found to have head lice will be sent home from school immediately. The child may return to school when he/she has been treated with a medicated lice shampoo and has no evidence of nits within ¼ inch from the student’s scalp per our CHCA policy. Upon return to school, the parent must bring the child to the EBL Nurse’s office for a check by the school nurse prior to going to the classroom.

A communicable disease chart from the Ohio Department of Health is posted in the EBL Nurse's 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 ECP 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 ECP unless the parent or guardian provides a signed and dated physician's or dentist's note --form provided by the school nurse-- 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 6 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 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 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 where it would contaminate foodstuffs.

Parents or guardians sending medication must take any medications directly to the EBL School Nurse and hand the medications to him/her themselves. No student should be carrying medication for any reason at any time.

The CHCA Lower Elementary School does employ one school nurse who will serve the students in the ECLC. The nurse will be on duty each day of the week from 7:50 a.m. to 3:45 p.m.

### **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 child's Lead Teacher/Teacher's Aide, ECP Administrator and or school nurse will handle any emergency situation. If the Lead Teacher is handling the emergency situation, the Teacher's Aide will take over supervision of the class. 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.

All children's medical records are located in the Lower Elementary 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 the nearest hospital for treatment unless another hospital has been noted on the Emergency Medical Form or unless the paramedics deem that a closer hospital is necessary. (If that is the case, the child will be taken to Bethesda North Hospital.)

***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 ECLC Classroom. In any emergency situation, the teachers or administrators would follow these procedures. Again, the parent or guardian will be called **immediately**.

If a child is involved in any type of accident or experiences injury at school, the parents will be notified. A form documenting the incident and any care given will be sent home as well.

A first aid kit is located in each of the ECLC classrooms and will be taken on each field trip.

#### Fees, Registration, 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 at 247-9944 x 222 prior to the withdrawal. Any outstanding fees must be paid before withdrawal. Student records, including report cards, cannot be released until all outstanding fees are paid in full.

Any fees or registrations involving fees, if due from parents, are due at the time stated in any policy put forward by Cincinnati Hills Christian Academy.

## Fee Schedule for 2019 - 2020

### Program Tuition:

Two day program	Half day	\$3,350
	School day	\$4,850
	Full day	\$6,100
Three day program	Half day AM	\$4,950
	School day	\$7,200
	Full day	\$9,125
Five day program	Half day AM	\$8,275
	School day	\$12,050
	Full day	\$15,050

### Other options available in combination with Early Childhood Learning Program:

Early Morning Care (7:00 – 7:30)	included as part of tuition on a space available basis
Before School Care (7:30 – 8:20)	included as part of tuition

\*The academic year begins August 21, 2019 and ends May 29, 2020.

### Admissions Timeline:

Priority applications due	January 15, 2020
Family interviews and assessments	Scheduled on a rolling basis
Notification of admissions decisions	One week following interview
Enrollment contract and deposit due	Two weeks following notification of acceptance
Commitment to pay Full tuition/ Contract signed	June 15, 2020

**Birthday celebrations** are encouraged at CHCA; we want the students to know they are special! There may be a short in-class celebration of the child’s birthday during the daily snack time. 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. For a student 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, parents purchase a book in honor of their child’s birthday that will be donated to their classroom library. The teacher will read the chosen book to the children that day (or a day in close proximity to the child’s special day.) This will help us develop our classroom libraries! Of course, the book donation is voluntary. Please note, 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.

**Major holidays** will be celebrated at the ECLC. There will be class parties to celebrate Back to School, 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, **PLEASE DO NOT SEND IN BALLOONS AS THEY CAN CAUSE CHOKING.** In addition, please be careful in sending in other items that have small parts and may pose a choking hazard.

### **Parent Information**

Parent involvement is highly valued at CHCA. Parents are encouraged to visit the facility at any time. When visiting, parents should **sign in at the kiosk in the Welcome Center 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, field trips, and any other special events. Becoming a part of the 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 should download and read, from the CHCA website, the Parent Volunteer Handbook. Before the first day of volunteering, the parent must sign the form in the front of the Volunteer booklet stating that they have read, understood, and will follow the procedures set forth by the school. In addition, parents must sign a "Non-Convictions" statement which will be kept on file for the entire school year. Parents who do not follow the procedures or abuse the privilege of being a parent volunteer will be asked to leave their volunteer position.

In an effort to maintain the safest environment for our students, volunteers are required to be fingerprinted **PRIOR** to the first time volunteering in any capacity. This includes classroom helpers, party helpers, field trip drivers, and regular visitors to the building, as well as volunteers for events such as Fall Festival and ArtBeat. CHCA has its own digital fingerprinting equipment located in our Business Office. The process is simple; it only takes about 5 minutes, there is no ink involved, and it only needs to be done once every 5 years. So, if you know you will be volunteering in any capacity this upcoming school year, please mark your calendar and make arrangements to get this completed before school starts. **Beginning August 1**, please contact our HR Director at [patricia.heath@chca-oh.org](mailto:patricia.heath@chca-oh.org) to arrange a time to have fingerprinting completed.

Each parent or guardian in each class will receive upon request a roster of his child's class. Each 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 enrolled at the ECLC. Parents/guardians will only receive a roster for the class in which their child is enrolled.**

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 formal Parent/Teacher Conference days scheduled with the ECP Teacher (One in November and one in March.)

Additional conferences with the teacher or the Extended Day Coordinators 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. Parent's may also email their child's teacher when necessary. Children's progress reports will be made available to parents and guardians at the end of each **semester (not quarter)**. If at any time, you have a question or concern, please don't hesitate to ask!

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

## COMMUNICATIONS

### **General Communication Guidelines and Information:**

➤ **Addressing School Questions and Concerns**

Generally, concerns or questions regarding school issues should be addressed at the most appropriate level with those directly involved in the action or related to the concern. Face-to-face meetings are recommended to resolve matters of controversy. If the event is related to something in the classroom, parents should schedule an appointment with the teacher. Parents should avoid disrupting the educational process during the school day. If questions remain after meeting or if there is an unsatisfactory resolution to the issue, the parent should schedule a meeting with the Principal. Should the issue continue unresolved, the parent is encouraged to contact the Head of School's office to discuss the matter. At each level, all people directly involved with the matter will be invited to attend each meeting.

➤ **Don't Know Where to Go?**

"The Help and Head's Up" button located on <http://www.chca-oh.org/my-all-school/help-heads-up> is designed to help parents get clear direction on how to resolve concerns if unsure how to address your concerns.

➤ **Communicating with the Teacher**

- The best way to contact a teacher is through email. We ask that teachers respond to email within 24 hours if possible – weekends, holidays, and summer break not included.
- Teachers do not always have time during the school day to access email so if there is an emergency or a concern, calling the school office to leave a message is more effective.
- Meetings with teachers need to be scheduled in advance. 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.
- Notifying a teacher via email or the school building office is the best way to communicate rather than having a student responsible for giving a written note to the teacher.

➤ **Changes at Home Affecting Child's Behavior at School**

Parents are urged to let the school know about things at home that may affect a child's behavior at school, so adjustments can be made.

➤ **Keeping it Private**

Parents should refrain from speaking with other parents about a teacher, an administrator, other parents or students. Often these issues are addressed as “prayer requests” but would be more appropriately kept confidential. Unresolved issues should be discussed only with those involved.

➤ **Building Connections**

This is a newsletter designed to be a targeted, once-weekly read on important building specific announcements and events, as well as campus-wide events. It will be delivered via email. The school assumes that parents are reading the information and considers the communication accomplished once it is emailed. Parents should notify the school of email address changes to ensure continued delivery of this valuable newsletter.

➤ **CHCA Website**

The CHCA Website ([www.chca-oh.org](http://www.chca-oh.org)) is the best venue for school information as it is updated regularly. Parents complete the majority of school business (e.g. checking grades, making payments or registrations, completing forms, etc.) online via links from the myCHCA webpages.

➤ **Canvas**

Canvas is CHCA's learning management system, an online tool to provide parents, students, and teachers a secure environment to interact with students' academic information. It is linked from the myCHCA webpages. Class pages on Canvas include course calendars, assignments, syllabuses and available handouts, as well as a running view of grades and feedback. While end-of-quarter report cards and transcripts will continue to be available in NetClassroom, Canvas is the central source of academic information, regular grade updates, and daily student progress for Grades 4-12. CHCA's Canvas course pages are also accessible on your mobile device via the Canvas app. Grades K-3 will continue to report grades in NetClassroom or on separate grade cards as in prior years.

➤ **Email**

The school uses email as a means of communication with parents for school news. At the elementary level, take-home folders may also serve as a form of specific communication.

➤ **Phone Messaging System**

Families will be called, emailed and/or receive a text via a phone messaging system for school closings, emergencies, reminders and notice of important upcoming events. If you have any contact changes, please notify the School

Registrar at [registrar@chca-oh.org](mailto:registrar@chca-oh.org) so you do not miss any important messages from the school.

➤ **Parent Meetings with the CHCA Board**

There are two meetings for parents with the Board – one in the fall and one in the spring. Please make the time to attend these meetings (see the website calendar for the specific dates).

➤ **CHCA Annual Publications**

Eagles' Eye Magazine is an annual publication created to share the stories, impact, and accomplishments from within our CHCA community. It is typically delivered to CHCA families' homes in the late summer. CHCA's Annual Report is typically distributed to all families and key stakeholders within our community in December. Both publications are posted on [www.chca-oh.org](http://www.chca-oh.org).

➤ **Advertising Non-School Sponsored Activities**

Advertising events that are not CHCA sponsored events have to be approved by the Principal or their designee. School bulletin boards and take-home folders are reserved for school matters only.

➤ **Representing CHCA**

Parents and students should remember that when they are publicly representing the school, 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 events, when wearing CHCA clothing, or when driving with and the Lord. This is particularly necessary at sporting contests, when wearing CHCA clothing, or when driving with CHCA decals on vehicles.

## Dress Code

All students enrolled at CHCA ECLC, except the PK2 students, will be required to wear clothing in accordance with the CHCA Dress Code. There will, however, be several announced “non-uniform” days.

**Cincinnati Hills Christian Academy Grades PK-6  
Lands’ End Uniform Dress Code [19/20] School Year**  
To order uniform pieces, click on the Lands’ End logo on  
<http://www.chca-oh.org/my-all-school/uniforms>

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

		<ul style="list-style-type: none"> <li>• Sandals and cros must have a back strap</li> <li>• AS PK gym shoes required</li> <li>• EBL ES PK gym shoes recommended</li> </ul>	<ul style="list-style-type: none"> <li>• No oversized heels/soles (generally less than 1")</li> </ul>
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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.

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

**FOR GIRLS:**

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

**FOR BOYS:**

2. Eyebrows are to be exposed
3. Hair clean and neatly groomed above the eyes.
4. 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.

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.

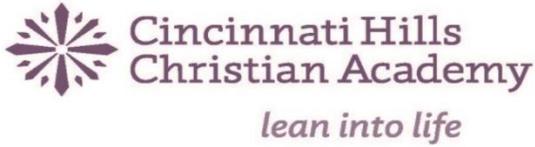
Parents attending school functions, volunteering at the school, or accompanying students on field trips are also expected to comply with the spirit of the dress code.

**Important CHCA BLT Early Childhood Learning Center Dates**  
**\*(If there will be any change to these dates, you will be notified.)**

Date	Activity
August 14	Reception/Orientation for New CHCA Parents in EBL Gym at 6:30 – 8:30 p.m.
August 21	ECLC Orientation Day—Students and parents visit the classroom for a short time, Times TBA by classroom teacher
August 22	First day of ECLC—regular schedule
August 28	Picture Day for students/ No Uniforms required.
August 29	Meet the Teacher Night – <b>Parents Only</b> PK 2, PK 3, PK4 parents 6:30-7:15 p.m. or 7:30-8:15 p.m.
September 2	Labor Day: No School
September 10	ECLC Make up Picture Day
September 25	See You at the Pole Prayer 7:50 a.m. EBL Front Circle (All EBL students invited to attend.) ECLC students can only attend <b>if parents stay for the program with their child. The PK teachers will not be bringing their students out at this time.</b>
October 4	Grandparents Day for PK2, PK3 and PK4 students. Schedule TBA. Early dismissal for all ECLC at 11:00 a.m.
October 11	CHCA Homecoming Festival Dismissal Early Dismissal 2:15p.m. <b>All classes</b> dismiss at 2:15p.m.
October 18	End of First Quarter
October 30	PK2, PK3, PK4 Parent-Teacher Conferences 4:30 to 8:30 p.m. (Regular Eagles Nest-After School Care- open to 6:00 p.m.)
October 31	Parent-Teacher Conferences 8:00 a.m. to 3:00 p.m. for PK2, PK3 and PK4.
November 1 and November 4	Teacher Planning and In-Service Day: No School for students.
November 9	Open House for <b>prospective</b> families 10 a.m. - 12 noon (Current 2, 3 and 4 year old parents invited to visit the Kindergarten classrooms if desired)
November 14	PTF Faculty/Staff Appreciation Day

November 27, 28, 29	Thanksgiving Holiday: No School for Students.
December 2	Meet the Board and Open Budget Hearing 7:00 p.m. Founders' Campus Band Room
December 18 or 19	ECLC Christmas Program and Party times TBD
December 20	End of Second Quarter, Early Dismissal 11:30 a.m.
December 23 – January 5	Christmas Vacation—No School.
January 6	School resumes
January 10	Report Cards Distributed for PK2, PK3, PK4.
January 20	MLK Jr. Day-- No school.
January 25	PK2, PK3, PK4 Parent-Teacher Conferences as requested by parents or teachers. Early Dismissal at 11:30 a.m.
January 30	PK – Grade 3 Learning Fair – 5:00 – 7:00p.m. in the EBL Gym
January 31	PK-Grade 3 <sup>rd</sup> Learning Fair in EBL Gym 8 a.m.-2:00 p.m.
February 7,8	PK4's participate in Kindergarten Screening during school day. Regular school is in session.
February 13, 14	Faculty In-Service—No School for Students. Possible snow make-up days.
February 17	Presidents Day—No School, No Eaglet Care Camp
February 25	PK2 Parent Teacher Conferences 8 a.m. to 4 p.m.
February 26	PK2, PK3, PK4 Parent Teacher Conferences (5:00-8:00 p.m.) Regular ECLC Schedule on this day
February 27	PK 4 Parent Teacher Conferences (8 a.m. to 4 p.m.) Regular ECLC schedule on this day
February 28	PK 3 Parent Teacher Conferences (8 a.m. to 4 p.m.) Regular ECLC schedule on this day
March 2	ECLC Spring Picture Day No Uniforms Required
March 13	End of Third Quarter
March 16-20	Spring Break Begins—No school.
April 3	Third Quarter grades published
April 6-10	Spiritual Life Emphasis Week
April 6-10	EBL Spring Book Fair—ECLC Families invited
April 10	Good Friday. No School, no Eaglet Care Camp

April 13	Easter Monday, No school, no Eaglet Care Camp
April 14	School Resumes
April 18	ArtBeat at CHCA MSL High School 10:00 a.m. – 5:30 p.m. – All ECLC families are welcome!
April 23	PTF Faculty/Staff Appreciation Day
May 7	National Day of Prayer
May 4-8	ECLC and EBL MarketPlace A.D. Week
May 13	Board of Trustees Semi Annual Meeting 7:00 pm—Lindner Theater at CHCA MSL High School All Parents welcome
May 14	ECLC and EBL Campus Recitals for those in private music lessons at CHCA
May 25	Memorial Day—No School.
May 28	Last Day of ECLC—Regular Dismissal Times for All Programs
June 8	ECLC Report Cards Distributed
June 12	ECLC Report Cards that have not been picked up will be mailed.



**For Parents of Three and Four-Year-Old Students ONLY!**

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

CHCA Administration

My child is currently enrolled in the CHCA EBL Early Childhood Learning Center and I have received and have read the copy to the CHCA EBL ECLC Family Handbook that I have been given.

_____	_____
Parent Printed Name	Child's Name
_____	
Parent Signature	
_____	
Date	

\_\_\_ Yes, my child is completely toilet trained.

\_\_\_ I understand the CHCA policy on toilet trained children as stated in this handbook and realize the implications should I send my child and he/she is not toilet trained.

_____
Parent Signature
_____
Date

**Please return this form to your child's teacher by the first day of school. Thank you!**



**For Parents of Two-Year-Old Students ONLY!**

For all Parents:

Your signature is required on this page and must be returned to your child's teacher during the first week your child attends the ECLC.

Thank You,  
The CHCA Administration

**I have read the BLT ECLC Family Handbook.**

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**Parent Printed Name**

---

**Child's Name**

---

**Parent Signature**

---

**Date**



Permission for Child to Rest on a Cot

My Child, \_\_\_\_\_, is under 35" tall but I give permission for CHCA's Blake Lindner Thompson Early Childhood Learning Center to provide a cot on which her/she can nap/rest each day.

Parent Name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Your signature is required on this page and must be returned to your child's teacher during the first week your child attends the ECLC