

# LIBERTY CHRISTIAN ACADEMY

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## *East Campus*

10447 Refugee Road \* Pataskala, Ohio 43062

## *Columbus Preschool*

4938 Beatrice Drive \* Columbus, Ohio 43227

## School Verse

*“But those that wait upon the Lord shall renew their strength;  
they shall mount up with wings as eagles;  
they shall run, and not be weary;  
and they shall walk and not faint.”  
Isaiah 40:31*

August 2010 Revision

LIBERTY CHRISTIAN ACADEMY  
STATEMENT OF FAITH

1. We believe that the whole Bible is the inspired and infallible Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the Virgin birth of Jesus Christ (Isaiah 7:14, Matthew 1:23, Luke 1:35), and that He is the Son of God (John 10:33). We believe in His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death through His shed blood (I Corinthians 5:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4) and His ascension to the right hand of the Father. (Mark 16:19)
4. We believe in the Biblical account of creation and that the Scriptures clearly and distinctly teach that the creation of man lies in the immediate and formative acts of God. (Genesis 1:1, Colossians 1:16, Isaiah 42:5, Revelation 4:11)
5. We believe that man is a sinful being in need of Redemption. (Romans 3:23, John 3:16-19, 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
6. We believe that all, who by faith in Jesus Christ are justified through His shed blood and are saved by grace, are recipients of Eternal Life. (Ephesians 2:8)
7. We believe that all Christians have the indwelling of the Holy Spirit that enables them to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:20, 5:18)
8. We believe in divine healing of the mortal body. (Matthew 4:24, 9:35, Psalms 103:3)
9. We believe that Jesus Christ will return to:
  - a. rapture all believers
  - b. the earth to set up His Kingdom

# Preschool Handbook

## Academic Information

Our preschool classes at Liberty Christian Academy offer an enjoyable, educational program designed to give your child a firm foundation for a lifetime of learning.

Our preschool program is licensed through the Ohio Department of Education. It is our desire to maintain the highest of standards for Liberty Christian Academy's Preschool program. We are always willing to hear your comments and concerns, so that we might continue to provide the best possible education for our students. If you wish to discuss any matters, please contact the office to make an appointment.

Compliance reports are posted in a conspicuous place near the program license. If, at any time, you wish to view current copies of our program's or facility's inspection reports, please contact our office. We would be happy to provide you with documentation showing that Liberty Christian Academy meets all fire, health, safety, and Ohio Department of Education standards.

We use the ABeka curriculum. Because our program is an advanced program, all of our preschoolers are on a three-week trial period. PK3 and PK4 children can learn. We often underestimate what young children can learn. Small children are curious. They are born with a desire to learn. As you follow with us this year in our day to day curriculum you will be thrilled to see three and four-year-olds learn the basics in reading, writing and numbers. Evaluations are sent out in January and May. Teachers are always eager to meet with a parent if you should feel there is a need.

As you see the excitement grow in your child, get excited with him or her. Praise, encouragement, and love motivate children. Challenge your child. We expect them to be able to do what is planned for the day. Practice and repetition are essential.

## **Age**

A child must be 3 years old by the first day of school to enroll in the 3-year old class.

A child must be 4 years old by the first day of school to enroll in the 4-year old class.

## **Biting or Continuously Hurting Other Children**

When a child is biting or continuously hurting other children, they will be disenrolled from the school. However, the child may return to school if the problem is corrected.

## **Book Bags**

Our policy is that all children bring a book bag to school every day. This will eliminate lost school work and important notes.

## **Breakfast**

Children may bring breakfast from home and eat at school during early morning extended care. Cut off time for breakfast is 7:30 a.m. Tables are cleared at that time. If you plan for your children to eat at school, please give them enough time to be finished by 7:30.

## **Discipline**

Proverbs 22:6 says, “Train up a child in the way he should go; and when he is old, he will not depart from it.”

To train means to exercise, to discipline, to teach and form by practice. When a person is trained it becomes a part of his character to do what he has been taught. It is built into his spirit and he has to go against his spirit to do the wrong thing.

There are several important words that are a must in our program: consistency, praise, encouragement, concern, practice, repetition, enthusiasm, and love. AND THE GREATEST OF THESE IS LOVE.

The following will be used as disciplinary methods:

1. Redirecting an uncooperative child to another activity.
2. Helping children understand each other's actions.
3. Talking with a child about unwillingness to cooperate; trying to understand the reasons for a child's disruptive behavior.
4. Temporarily removing a child from the group by sitting him or her at an individual table or chair.
5. Contacting parents after repeated disruptive behavior.
6. It will be left to the discretion of the teacher to send a child to the principal. Parents will be notified.

## Dress Code

There is no dress code for preschool, but they must abide by the school hair code. Dress your child in comfortable clothing. They must be able to manage their clothing by themselves. Please label all clothing for identification. Names should appear on lunch boxes, sweaters, coats, hats, gloves, boots, etc.

## Emergency Forms

All information on these forms **MUST** be completed entirely and signed by the parent. We **MUST** have an emergency telephone number of a neighbor or relative that can pick up a sick child when necessary.

## First Day

It is best for the parent to leave the student with the teacher on the first day. If the parent remains in the classroom or near the grounds, it makes the period of adjustment for the student much more difficult. If the teacher should have a problem, the parent will be called. Be assured we will not let your child sit in the

classroom and be unhappy all day. This applies for the whole year. We treat your children with love and respect. If a child is unhappy there is a reason. We find the reason and talk it over.

## Illness

Children with cold symptoms or sinus problems with a continuous runny nose or discolored mucus cannot attend school until well. Time involved will be at the teacher's discretion. As a general rule, a doctor's note is required for all rashes. A child should be free of fever without the use of medication for 24 hours before returning to school. Please do not send cough drops in the lunch boxes. If your child needs to be given medicine during school hours, a physician's and dentist's authorization and written instructions are required to administer prescription medication to a child enrolled in the program. Please see Appendix A for Management of Communicable Disease.

## Inappropriate Language

It is very disappointing to everyone involved to hear a child or an adult using inappropriate language. If a teacher hears a child using inappropriate language the child's parents will be contacted and the child will be dismissed from school for one day. If a child is continuously accused of using inappropriate language by other children, the parents will be notified and the child will be dismissed from school for one day. If the problem continues, the child will be disenrolled from school.

## Non-Discriminatory Policy

Admission to Liberty Christian Academy is open to any young person that meets the entrance requirements. Liberty Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies,

admission policies, and athletic or other school administered programs.

## Parent-Teacher Conferences

All parents are welcome in the school. However, when a visit is necessary the parent must check in at the office first. If you are arriving after school begins at 8:30, office personnel will escort your child to the classroom. This helps maintain our security and limit disruptions to the academic program. If a parent wishes to speak with their child's teacher, a private conference should be arranged outside of school hours.

## Potty Trained

All children must be potty trained. No pull-ups are allowed. When a child wets or has a bowel movement in their pants twice in one week, the child must be removed from school. The length of time will be decided at each occurrence. Parents will be called to come to the school and change the child's clothing. Children that go in their pants at nap time on a continuing basis will be removed from school. It is the child's responsibility to take care of all toiletry needs. These rules will not take effect until the children have adjusted to the surroundings of the school. We feel that a four-week period should be sufficient time for the child to adjust.

## Share Day

Toys brought to school should be limited. Children are responsible for their own toys. We are not responsible if the toys get broken. Storage areas may be shared between two children. Please be considerate of the other child's space. Girls Share Day will be Tuesday and boys Share Day will be Thursday. Whatever your child shares, have them prepared to tell the class 2-3 things about their sharing item.

# A DAY IN PRESCHOOL AT LIBERTY CHRISTIAN ACADEMY

Each morning our day begins with excitement as the children arrive and meet their classmates. The sparkle in their eyes and the laughter in their voices tell us that today is going to be a wonderful day.

The children arrive and start the day with quiet play. It is best that the children arrive about the same time every morning. It is important that the children have time to relax and play before school starts. At 8:30 everyone is sitting quietly. The attendance is taken and we have our morning prayer. The day goes very smoothly if everyone arrives on time. It is hard to get the children started again if the class is interrupted by latecomers.

PLEDGES are said and songs are sung. Children love to sing. Song suggestions are always welcome.

BIBLE time is a very quiet time. Bible time consists of a story, questions and answer time, and a Bible verse. During our story the children are expected to sit with hands in laps. No one talks without being called on. Hands must be raised to ask or answer a question. By this time the children are ready for a snack.

SNACKS are provided by the parents. A sign-up sheet is posted in the classroom. When providing snack, plan something from each food group and plan for a full week. Snacks should be nutritious but simple to serve. Our snack is served at 2:15 p.m. along with juice.

JUICE AND CUPS are provided by the parents for the daily snack. Each month every parent will bring in the requested supply of juice and cups for the class. During months with holiday breaks, parents should continue to bring in their supply of juice.

RECESS is a favorite of the children. As long as weather permits, we will have recess outside. We feel the children need to be outside if at all possible. Please do not ask us to keep them inside without a doctor's note.

PHONICS is also a quiet time. Our phonics time consists of many activities. This is a time the children can participate and have fun. We like to make phonics a fun time while learning. Many board games are used. Stickers are passed out as rewards for being quiet. Any contributions to our sticker program would be appreciated. Raising hands is very important during phonics time. If you would talk with your children at home and practice "raising the hand", it will help tremendously. As we advance into the school year, numbers along with phonics will be taught.

WRITING is added in our curriculum about the third or fourth week of school. During the first few weeks of school we will practice the do's and don'ts of holding a pencil.

MUSIC, stories, board games and nursery rhymes are all self-explanatory. Nursery rhymes are a favorite of everyone. Parents can participate by bringing in different items to be used in acting out our nursery rhymes.

ART is another favorite time. We paint pictures for Mom and Dad. Children can paint independently and just have a fun time creating. If we are not in the mood to paint, maybe we can make something. We may even ask for mom's throw-a-ways. If our imagination is not working, we may just want to color. Whatever we do during art time, we will be having fun.

LUNCH is also a favorite of the children. We have four rules:

1. Tummies to the table.
2. No one gets up without permission.
3. No playing.
4. We use our quiet voices.

Our lunch time is for 30 minutes. Students bring their own lunch and thermos. We do not have microwaves in the classrooms, so please do not send items needing microwaved. Those who wish to purchase drinks may do so. We offer both white and chocolate milk and juice. The cost for this is \$.30 a day or \$1.50 per week. We ask that if your child will need to purchase a drink every day that you send the \$1.50 in on Friday for the following week. Please put all money in a well-marked envelope. When packing lunches make them simple and nutritious. Pack something from all four food groups - milk, bread, protein, fruit/vegetable. When lunch is over we try to make cleanup a fun time. We have helpers each week and everyone knows their jobs.

NAP time means lights out and everyone lies down to rest. We try to make this time as pleasant as possible. Nap/rest periods should not exceed 1-1/2 hours in the daily schedule. Our policy is that each child has a sleeping mat, one small blanket and one small pillow. Sleeping mats should be vinyl-plastic, for easy cleaning. They should also be trifold, easily managed by the children. Sleeping bags and bed pillows will be sent home because space does not allow for these large items. One small stuffed animal or doll will be permitted at nap time. It is the responsibility of the parent to wash and disinfect all nap items. This should be done every two weeks. The teacher will bag all items and send them home on a Friday. Please return the items when the child returns on Monday.

LIGHTS ON, snack time and recess time again.

DISMISSAL is a busy time for everyone. Children are leaving and others are staying for extended care. The teachers need to focus their full attention toward the children. If you have questions at dismissal time, please make them as brief as possible. The parent bulletin board keeps you posted on the happenings of the day. If there is ever a question, please feel

free to call your teacher at home. Phone numbers are posted. Please bring problems to our attention immediately. If left to the next day, the problem may become larger.

## Appendix A –

### Management of Communicable Disease

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A “person trained to recognize the common signs of communicable disease” means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of Rule 3301-27-07 of the Administrative Code.

The following precautions shall be taken for children suspected of having a communicable disease:

1. The preschool teacher or school nurse shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
  - a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
  - b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - c) Difficult or rapid breathing
  - d) Yellowish skin or eyes
  - e) Conjunctivitis
  - f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
  - g) Untreated infected skin patch(es)
  - h) Unusually dark urine and/or grey or white stool
  - i) Stiff neck
  - j) Evidence of lice, scabies or other parasitic infestation

- 3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at school, shall be carefully watched for symptoms listed in paragraph (B)(2) of this Rule as well as the following:
  - a) Unusual spots or rashes
  - b) Sore throat or difficulty in swallowing
  - c) Elevated temperature
  - d) Vomiting
- 4) Our preschool program shall follow the Department of Health “child daycare communicable disease chart” for appropriate management of suspected illnesses.
- 5) A child isolated due to suspected communicable disease shall be:
  - a) Cared for in a room or portion of a room not being used in the preschool program
  - b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
  - c) Made comfortable and provided with a mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mats shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent
  - d) Observed carefully for worsening condition
  - e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.