

**LIBERTY CHRISTIAN ACADEMY**  
**PRESCHOOL HANDBOOK**

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**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 2016 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: (Acts 1:11, Revelation 19:11)
  - 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 BJU Press curriculum, an exciting, colorful program that your child won't want to miss. 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 them. Small children are curious, and 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. Progress reports are issued at the end of each quarter. Teachers are always eager to meet with a parent if you should feel there is a need.

Praise, encouragement, and love motivate children. As you see the excitement grow in your child, get excited with him or her.

Challenge your child. We expect them to be able to do what is planned for the day. Practice and repetition are essential so your support at home is 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.

## **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. If you plan for your children to eat at school, please give them enough time to be finished by 7:30. Tables are cleared at that time.

## **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, practice, 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 students must abide by the school hair code. Closed-toed shoes are recommended for a safer playground experience. Dress your child in comfortable clothing as 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**

RenWeb is the school's primary source of communication. This includes important information such as emergency/medical forms. The parents agree to set up a RenWeb account and make sure their student's information is kept current. It is the parent's responsibility to keep abreast of current communications with the school and the child's teacher.

## **First Day**

It is best for the parent to leave the student with the teacher on the first day. If the parent comes in the classroom or remains on the school 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. We treat

your children with love and respect, so 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 and Appendix B for Medication Administration.

## **Inappropriate Language**

It is very disappointing 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 a day. If a child continues to use inappropriate language, the parents will be notified and the child may 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. When a visit is necessary the parent must check in at the office first. 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. It is the child's responsibility to take care of all toiletry needs. When a child wets or has a bowel movement in their pants repeatedly, the child must be removed from school. The length of time will be decided at each occurrence. Parents may 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. These rules will take effect after the children have adjusted to the surroundings of the school. We feel that a three-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. 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**

No tears when Mom and Dad leave! Your preschool students will be eager for each new lesson and its accompanying stories, songs, and activities. The program presents interactive, hands-on learning – with an emphasis on having fun together. Daily math, phonics, and pre-reading lessons are interspersed with age-appropriate music, science, language arts, heritage studies, and handwriting segments.

The children arrive and start the day with quiet play. It is important that the children have time to relax and play before school starts. At 8:30 everyone is sitting quietly ready for the attendance to be taken and 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 special time. The Bible stories are from the Old and New Testaments illustrating character traits based on Christ's perfect example. Some character traits include obedience (David), courage (Esther), kindness (Elisha) and responsibility (Joseph). There are also 13 memory verses to correlate with the Bible stories.

**SNACKS** are provided each day by the parents for their own child. When providing snack, plan something healthy. Snacks should be nutritious but simple to serve. Our snack is served at 2:30 p.m.



**RECESS** is a favorite time for the children. This time allows for social interaction as well as development of fine and gross motor skills through activities, games and action. As long as weather permits, we have recess outside. As 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.

**CIRCLE TIME** is a large group activity for teaching pre-reading skills, listening and literature, handwriting, mathematics, social studies, and science. Our Circle Time consists of many activities in which the children can participate and have fun while learning. The lessons have flexibility for both steady and accelerated learners, with lessons that allow advanced preschoolers to step ahead. Many board games are used, and stickers are passed out as rewards for good behavior. Any contributions to our sticker program would be appreciated. Raising hands is very important during teaching time. If you talk with your children at home and practice "raising the hand", it helps tremendously.

**CENTERS** allow the children to practice skills that they have learned in Circle Time. The children enjoy the hands-on experiences making the connection in a practical way with what they have learned by developing communication skills and critical thinking. Understanding and application of the concepts taught take place here.

**MUSIC** includes songs, rhymes, and musical games. This time includes singing and listening and moving and playing. Music time complements the lessons through movement, rhythm instruments, retelling of stories, games and songs.

**ART** is another favorite time. Art suggestions and craft activities correlate with lesson unit themes. This time develops creative expression and hand-eye coordination. Whether painting, coloring or doing crafts, 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 at the table.
4. We use our quiet voices.

Our lunch time is for 30 minutes. Students may bring their own lunch and thermos or they may pre-order lunch from our cafeteria. We do not have microwaves, so please do not send items needing warmed up. Those who wish to purchase drinks may do so. We offer both white and chocolate milk and bottled water. The cost for this is \$.35 a day or \$1.75 per week. We ask that if your child will need to purchase a drink every day that you send the \$1.75 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, and fruit/vegetable. When lunch is over we try to make cleanup a fun time. We have helpers each week and everyone loves their job.

**NAP** time means lights out and everyone lies down to rest. Nap/rest periods should not exceed 1-1/2 hours in the daily schedule. Our policy is that each child has a tri-fold sleeping mat, one small blanket and one small pillow. The vinyl-plastic mats are for easy cleaning and 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 other week. The teacher will bag all items and send them home on a Friday for return on Monday.

**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, reviewing the events of the day. Dismissal is not, therefore, the most opportune time to try to have an impromptu Parent/Teacher conference

## 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.

## **Medication Administration**

### **ORC Chapter 3301-07, 3301-37-07 Child Day Care Programs**

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

Prior to administration secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement.

- Any student needing to take prescription or over-the-counter medication during school hours must have a signed Medication Authorization form from the parent or guardian that is also properly completed and signed by the prescribing physician.
- All medication must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist. All over-the-counter medication must be in original container.
- No injectable medications will be given at school except for an EpiPen for severe allergic reaction and glucagon for diabetic emergency.
- No verbal orders from a physician may be taken. Any changes in medication must also be in writing from the physician.
- The authorization by the physician may be on a prescription pad or other form, as long as it has all the information required on the Medication Authorization form. It may be attached to the form signed by the parent.
- This form must be renewed each year and if the medication or dosage is changed.
- Medications ordered three times a day or less, unless a time is specified, may not need to be taken at school. The medication should be given before school, after school, and at bedtime.

- **\*\*Any student who needs an inhaler** for any reason will need a “Permission To Carry and Self-Administer Asthma Inhaler” form filled out with parent’s signature as well as the prescribing physician. This form needs renewed each new school year. The inhaler must be kept in the nurse’s office to be used when needed by the student as per the Emergency Action Plan for that student.
- **\*\*Any student who needs an EpiPen** for any reason will need a “Permission to Carry and Self-Administer EpiPen” form filled out with parent’s signature as well as the prescribing physician. This form needs renewed each new school year. The EpiPen must be kept in the nurse’s office to be used when needed by the student as per the Emergency Action Plan for that student.

## The Ohio Department of Education Standards for Discipline for Preschool Students

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to, punching, shaking, spanking, or biting.
  - (2) No discipline shall be delegated to any other child.
  - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
  - (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
  - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
  - (8) Discipline shall not include withholding food, rest, or toilet use.
  - (9) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.