

Liberty Christian Academy

Early Education Handbook



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

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758 Corylus Drive
Pataskala, OH 43062

Pickerington Campus
5780 Reynoldsburg-Baltimore Road
Pickerington, OH 43147

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Liberty Christian Academy

Early Education Handbook

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MISSION STATEMENT

The mission of Liberty Christian Academy is to provide a quality Christian education in a Christ-centered environment in order to reach students for Christ and equip them to impact the world through biblical thought and action.

ABOUT US

Accreditation

Liberty Christian Academy is chartered K-12 with the Ohio Department of Education.

The Liberty Christian Academy Preschool is licensed through the Ohio Department of Education.

Liberty Christian Academy is a member of the Association of Christian Schools International (ACSI).

Curriculum

The BJU Press curriculum along with other Christian curriculum is used in preschool through high school. A Biblical worldview, critical thinking, technology solutions and academic rigor are hallmarks of our curriculum. Homework, up-to-date grade reports, caring teachers, and informed parents are the rule rather than the exception.

Because a student's future is dependent upon the training and guidance given, we believe a Bible-based education is imperative. Self-discipline, obedience, respect for authority, love for fellow man, country and God, honesty and dependability are emphasized and taught from a Christian perspective.

Our program meets and exceeds the requirements established by the State of Ohio.

Faculty

Faculty members are committed Christians who teach as a service to the Lord. Each maintains a clear Christian testimony and lifestyle. Teachers realize their responsibility as role models to their students. They pray consistently for their students and encourage them to live lives that are pleasing to God. All K-12 teachers have a minimum of a 4-year degree and are certified or licensed by the State of Ohio. Liberty Christian Academy preschool teachers and staff are well-qualified and meet all requirements for licensing through the state of Ohio.

PHILOSOPHY AND GOALS

Liberty Christian Academy Early Education program believes there are 5 significant areas of development in young children. Our program is committed to providing a safe, nurturing, and Christ-centered environment to promote these 5 areas of development.

Liberty Christian Academy will strive to teach your child:

- **Spiritually** – Reach students for Christ and equip them to impact the world through biblical thought and action.
- **Socially** – Encourage students to communicate, play, and learn with an attitude of respect, kindness, and cooperation towards teachers and other students.
- **Physically** – Provide opportunities and developmentally appropriate activities that extend and improve gross motor and fine motor development.
- **Mentally** – Maintain a high standard of excellence in academics with our curriculum through BJU Press. Because a student's future is dependent upon the training and guidance given, we believe a Bible-based education is imperative. A biblical worldview, critical thinking, technology enhancements, and academic rigor are hallmarks of our curriculum.. Our program meets and exceeds the requirements established by the State of Ohio.
- **Emotionally** – We believe each child is uniquely created by God. Our goal is to provide opportunities for students to develop confidence in their self-worth and individuality. .

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, John 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

STATE LICENSING INFORMATION

Liberty Christian Academy Early Education is a full day program licensed through the Ohio Department of Education. Compliance reports are posted in each classroom next to our program license. Licensing records, documents, rules and regulations are available upon request. In an effort to maintain a high level of excellence in our early education program, it is our priority to partner with parents. To address any concerns, please contact the early education office to schedule an appointment.

We follow the teacher to student ratio guidelines set by the state of Ohio. The maximum number of children per preschool staff member and the maximum group size by age category of children shall be as follows:

Age Group	Staff Member/Child Ratio	Maximum Group Size
3 Years	1:12	12
4 Years	1:14	14
Kindergarten	1:25	25

Every classroom provides an environment with developmentally appropriate materials, equipment, and resources that meet the intellectual, physical, social, and emotional needs of the early education child.

Inspection Reports/Complaints

Parents may request a copy of all inspection reports or file a complaint by contacting

Amanda Cecil (acecil@libertychristianacademy.org),

Amy Armstead (aarmstead@libertychristianacademy.org),

or Erin Gaglione (egaglione@libertychristianacademy.org).

For general questions regarding child care or to file a complaint use the following: **Call the OFC Help Desk at 1-866-886-3537 option 4 for child care.**

ADMISSION INFORMATION

Age Limit

Students must be 3 (for the preschool 3 class) , 4 (for the preschool 4 class), and 5 (for kindergarten) by August 1.

Documentation of Custody

If custody documentation has been issued by a court, LCA must have a copy of this court order on file. LCA will use this information to determine who is responsible for various school functions including but not limited to financial responsibility, authorized pick-up, custody rights, and communication settings. For a parent to be excluded from any of these areas, the documentation must clearly state this exclusion. New or updated court orders should be forwarded to the school office upon receipt.

Non-Discriminatory Policy

Liberty Christian Academy recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, gender, or activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Liberty Christian Academy does not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.

Bathroom Assistance

All students must be completely potty-trained to enroll in our program. No pull up or training pants of any kind are to be worn during the school day. Students should be encouraged to practice independent restroom skills at home. Because of liabilities and state regulations, teachers are unable to assist children in the restroom. If a restroom accident occurs, students will need to clean up and change their clothes independently. If more than one restroom accident occurs or the student is without a change of clothes, the parents will be contacted to assist the child or bring a new set of clothes.

We understand that every child needs time to adjust to new environments. We feel a three week grace period is a sufficient amount of time to adjust. If a student is having repeated restroom accidents after the three week grace period, they will be disenrolled from the preschool program.

New Students

All students are accepted on academic and behavioral probation for their first 30 days.

Enrollment

Applications are completed and submitted online on the LCA website at www.libertychristianacademy.org. Applicants are scheduled to visit the school for a tour.

Acceptance of students is based upon classroom openings, our screening program, and a family meeting.

Please note the following:

1. Students can be enrolled at any time throughout the first three quarters of the school year. The only students that are accepted during the last quarter of the school year are students moving into the area.
2. Parents are not permitted to enroll a child in Liberty Christian Academy if they still owe money to a previous school or to Liberty Christian Academy for previously enrolled students.
3. **A screening, family meeting, and enrollment packet must be completed before the student's first day of school. Families are required to enroll in the FACTS payment program to complete their enrollment packet.**

Re-enrollment

Current students may enroll for the next school year beginning in January of each year. The general public may enroll beginning in February each year.

Withdrawal/Dismissal

Withdrawal from school must be made by the parent in writing. School records will not be released or forwarded to another school until all financial obligations, including lunch and other billing items, have been satisfied. A student will be dismissed from Liberty Christian Academy when he or she is found to be out of harmony with the rules and policies of the school. Students who are dismissed may be readmitted if they become compliant with our policies and classroom space is available.

EARLY EDUCATION PROGRAM

Liberty Christian Academy Early Education offers an enjoyable, hands-on educational program designed to give your child a firm foundation for a lifetime of learning.

Our early education campuses will be open Monday-Friday from 7:00 AM - 6:00 PM. You may drop off your child(ren) anytime after 7:00 AM and may pick up anytime before 6:00 PM. Your tuition covers the hours from 8:00 AM to 4:00 PM.

Kindergarten students must be in attendance from 8:45 AM to 3:45 PM.

Absences (Kindergarten ONLY)

Students are expected to be in attendance throughout the entire school day. Students absent from school are not permitted to participate in extracurricular activities (including athletic practices, games or scrimmages) that day. Exceptions are made for verified medical appointments. It is imperative that parents support the importance of school attendance by not asking for or supporting unnecessary absences. In order to be counted present at school for ½ day, a student must remain at school for 50% of the school day. Students accumulating 30 or more days of absence are reviewed for grade retention or face the possibility of not receiving credit for the course. Chronic absenteeism may require the LCA administration to ask the student to withdraw from the school and notify the local school district in accordance with Ohio truancy laws.

Excused absences include the following: illness, injury, quarantine, death in the immediate family, medical or dental appointments, emergency family situations, and other situations that are approved by the LCA administration. Students must provide the appropriate documentation (i.e. a doctor's note or the request for a pre-approved absence form) for an absence to be excused. All other absences are considered unexcused.

Parents are to provide a valid reason for each time their student is absent. Reasons for absences are not automatically excused as the school makes the final judgment on excused/unexcused absences.

In order to be counted present at school for ½ day, a student must remain at school for 50% of the school day. Students accumulating 30 or more days of absence are reviewed for grade retention or face the possibility of not receiving credit for the course. Chronic absenteeism may require the LCA administration to ask the student to withdraw from the school and notify the local school district in accordance with Ohio truancy laws.

Arrival

Students entering the building before 8:15 AM or after 8:45 AM **must be brought to the office by a parent.** It is very important to us that we give constant care and attention to your child(ren), so **please do not drop off your child(ren) without escorting him/her into the building during those times.**

Late Arrival (Kindergarten ONLY)

Students not in the classroom by 8:45 AM are tardy and are required to sign in at the school office to obtain a tardy slip. The student will then report to class and give the tardy slip to the teacher.

All private transportation, alarm failure, oversleeping, traffic conditions, etc. are considered unexcused tardiness. If a student is late to school because of bus service, a tardy is not counted against him.

Early Dismissal

Students leaving the school before the end of the day should adhere to the following guidelines:

Parents requesting an early dismissal for their student should email the school office. At the appointed time the parent signs the student out at the front office and the student is called from class.

Kindergarten students must not be asked to leave school early unless it is an emergency or it is for a doctor's appointment that cannot be scheduled at any other time or special administrative approval has been given. Early dismissal for any other reasons not previously approved is considered unexcused.

Departure

Students being picked up before 3:15 PM or after 4:00 PM **must be signed out by a parent** at our front office. Any students remaining after 4:00 PM will be checked in to Extended Care. Please send a nutritious snack for your student to enjoy, if you want them to have a snack while in Extended Care.

Our teachers and staff are only scheduled to work until 6:00 PM. Please ensure that all students are picked up by 6:00 PM, to allow our teachers to go home to their families. A fee of \$30.00 for each half hour (beginning after 6:00 PM) will be invoiced to your FACTS account in each case of a late pick-up.

Please be prepared to show your I.D. to teachers or to our front office staff. For security reasons, anyone entering the building will sign in at the front office and be photographed for a photo ID badge. We appreciate your partnership as we follow these procedures for the safety and well-being of all of our students.

Emergency School Closings or Delays

School closings or delays are announced on local television networks. These announcements are usually aired between 5:30 AM and 6:00 AM. They will also be communicated via FACT's ParentAlert and will be posted on the LCA website and Facebook page.

Absence and Vacation Policy

Parents are responsible for contacting the school if their child will be absent for that school day. Parents will need to fill out a "Request for Absence" form at least one week prior to a planned absence. Forms are available in the front office or in the "Forms" section of the school's website. Students must make arrangements to complete all missed assignments in a timely manner. Early education tuition is established for the entire school year and includes scheduled holiday breaks. No adjustments will be made to the tuition due to absences of any nature.

Dress Code

There is no set dress code for early education students. Students should be dressed in comfortable, weather appropriate clothing. Students must be able to manage their clothing by themselves. Girls should wear shorts underneath all skirts and dresses. Tennis shoes are recommended for a safer indoor and outdoor play experience. Early Education students should have an extra set of clothing in a labeled zip lock bag in their backpack each day at school. **Please label all clothing and personal items for identification.**

Book Bags

Our policy is that all students bring a standard size book bag to school every day. This will help eliminate lost school work, clothes, or important notes.

Nap/Rest Time

Each day students will have a nap/rest time that will not exceed one and a half hours (one hour for kindergarten). Our policy is that each child has a tri-fold sleeping mat, one small blanket, and one small pillow for this time. Our space does not allow for large sleeping items. It is the responsibility of each parent/guardian to wash and disinfect all nap items every week. Nap items will be sent home on Friday to be returned on the following Monday. Teachers will follow sanitizing protocol to properly disinfect each child's sleeping mat every week.

Curriculum

Liberty Christian Academy Early Education uses the BJU Press curriculum. Small children are curious and born with a desire to learn. For that reason, we chose this exciting and advanced curriculum for our students.

Assessments/Report Cards

An assessment will be sent home once each quarter for preschool students. Kindergarten students will receive quarterly report cards.

Liberty Christian Academy does not offer a summer school program. Supplemental tutoring is offered for review or reinforcement only. Passing or failing does not depend on tutoring. No grade changes result from summer tutoring.

Grading Scale (Kindergarten ONLY)

Grading is based on a percentage of 100%

A.....	92-100
B.....	84-91
C.....	74-83
D.....	65-73
F.....	Below 65

Grades, report cards, and homework can be accessed through the FACTS school information system. Report cards are posted to FACTS every nine weeks. Access is withheld if the school account is not current.

Homework Policy/Make-up Work (Kindergarten Only)

Homework is assigned regularly and contributes to the development of a student's academic potential. Teachers assign homework that is designed to assist in the fulfillment of specific learning objectives as outlined in the curriculum.

The objectives of homework assignments are to:

1. Create a desire for self-study and self-discipline.
2. Aid in the development of independent and conscientious study habits.
3. Encourage the development of problem-solving skills.
4. Provide meaningful activities to develop the mastery of appropriate skills.

Homework for elementary students should be able to be completed in less than one hour. When absent, books and necessary supplies to complete homework assignments may be picked up through the front office after 2:00 PM if requested before 10:00 AM.

Students are expected to complete all work. A homework assignment not completed by the start of class is considered late.

Students with an excused absence may complete missed school work according to the following guidelines:

1. Students have one day for every day absent to complete missed assignments.
2. The classroom teacher sets a time for the completion of missed tests and quizzes.
3. When a student is given a suspension or has an unexcused absence, all missed work must be made up. A "0" is given and averaged into the daily grade. Teachers reschedule any tests missed.

Standardized Testing (Kindergarten ONLY)

LCA students take the IOWA achievement test each spring. The Association of Christian School International (ACSI) has worked with the publisher to provide Christian schools with an objective method to evaluate student performance in the core curriculum areas, including Bible. The IOWA meets the graduation testing requirements mandated by the Ohio Department of Education. (ODE)

Academic Honors

Awards Day

Each year the school gives academic awards to the most outstanding students in both conduct and scholastics. Students are chosen by the faculty and the awards are presented during the Awards Day Assembly.

Honor Roll and Principal's Roll (Kindergarten ONLY)

An Honor Roll is compiled after each 9-week grading period for Kindergarten students with all A's and B's in all subjects. The Principal's Roll is for Kindergarten students who receive all A's in all subjects.

Cheating

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Looking at or copying another student's homework, test or quiz answers
- Allowing another student to look at or copy answers from your homework, test, or quiz answers
- Using any other method to get/give test or quiz answers
- Copying information from a source without proper attribution or plagiarizing information from other students, publications, or the internet

Violators of this policy are disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to:

- Redoing assignment/retaking test
- Receiving a failing grade on the project/test
- Detention, suspension or expulsion

Eligibility for Promotion (Kindergarten ONLY)

A student will fail for the year when he has two final grades of "F". The passing or failing of a grade may also be determined by the teacher in consultation with the principal and parents based on:

- a. Maturity
- b. Achievement level
- c. Degree of improvement, etc.

Indoor & Outdoor Play

Indoor and outdoor spaces contain equipment, materials, and furniture that encourage independence for each early education child, and meet all safety and sanitation regulations developed by the Ohio Department of Education.

Recess is a great time for early education students that allows for social interaction as well as the development of gross motor skills. Weather permitting, students will go outside twice a day to play (Once a day for kindergarten).

Temperature, windchill, humidity, and severe weather are taken into consideration when choosing between indoor and outdoor play each day. Students will not be taken outside to play if the temperature is lower than 32 degrees or higher than 95 degrees. In the event students are unable to play outside, an indoor play space is offered.

Field Trips

The early education classes will take 2-3 field trips each school year to help enhance our students' learning experience. Our field trips would not be possible without parent chaperones. All preschool students will be required to have an adult chaperone accompany them on the field trip. All kindergarten chaperones must have a current and clear BCI background check on file.

Events

We will host two preschool events during each school year. Our Christmas program will be held in December and our end of the year party will be held in May. We encourage all families to come to these events. Kindergarten classes will have Kindergarten Graduation and the end of the year party held in May.

Classroom Events

Throughout the school year, each class will have several events. Events will include a Thanksgiving Feast, Christmas Celebration, Easter Celebration and many more. Teachers will communicate with families if donations or volunteers are needed for these events.

Curriculum Goals - Preschool 3

In the Big Red Barn

- Large group activity
- Language and vocabulary skills
- Auditory discrimination

Colors Are Fun!

- Color recognition

Listening and Literature

- Tales in the Barnyard stories
- Tales in the Barnyard stories
- Read-aloud suggestions
- Listening skills and visual memory

Premath: 1, 2, 3, Go!

- Counting and number recognition
- Sorting and sequencing

Environment: Let's Discover!

- Science and observation skills
- Hands-on learning

Music: Sing with Me

- Singing and listening
- Moving and playing

Social: Happy Habits

- Manners, habits, and social training

Cooking: Yummy in My Tummy

- Cooking and following directions
- Sensory and language experiences

Prereading: A-B-C Time

- Print awareness
- Letter recognition

Prereading: Rhyme Time

- Language expression
- Auditory discrimination
- Dramatizations

Premath: Look Up, Look Down

- Opposites and positional words

Premath: Show Me a Shape

- Shape recognition

Arts: Let's Create!

- Creative expression
- Hand-eye coordination

Motor: A Hop, Skip, and a Jump

- Large motor-skill development
- Following directions
- Creative movement

Bible Content

- Bible stories from Old and New Testament
- Memory Verses

DAILY SCHEDULE EXAMPLE PRESCHOOL 3

8:00 AM Morning Activities

NOTE: Students will wash their hands upon arrival.

9:00AM Pledges, Praise/Worship, and Bible

9:15AM Morning Meeting

9:30 AM Restroom

9:45 AM Recess

NOTE: Students will wash their hands after recess.

10:30 The Big Red Barn (Social Studies/Science/Language Arts/Mathematics)

NOTE: Students will wash their hands before lunch.

11:30AM Lunch

NOTE: Students will wash their hands after lunch.

12:00 PM Restroom

12:15PM Recess

NOTE: Students will wash their hands after recess.

12:45 PM Learning Centers

1:00 PM Nap Time

2:30 PM Restroom

NOTE: Students will wash their hands before snack.

2:30 PM Snack (Clean Up and Pack Up)

NOTE: Students will wash their hands after snack.

2:45 PM Spanish

3:00 PM Afternoon Review/Question of the Day/Story

3:30 PM Dismissal Starts

3:30 PM Afternoon Activities

4:00 PM Extended Care

Curriculum Goals - Preschool 4

Pre-reading

- Language acquisition and development
- Recognition of alphabet letters
- Phonemic awareness of alphabet sounds /a/-/z/
- Letter-sound recognition of medial short-vowel sounds; initial and final consonants
- Optional beginning reading strand for eager learners
- Uppercase and lowercase PreCursive alphabet;

Listening and Literature

- Traditional literature; realistic and fanciful prose and poetry; nursery rhymes
- Vocabulary development and enrichment
- Auditory memory; sound by direction, pitch, tempo, and volume; rhyming words
- Listening questions to develop comprehension
- Dictation of group writing experiences; sentence completions; sequencing of story

Social Studies

- Concepts of God's plan for the child and his family
- Patriotism, patriotic symbols, holidays
- Community helpers, transportation

Science

- Environment: seasonal changes of plants and animals; animal families and animal homes
- Hands-on: experiments, cooking, weather, space, and magnets

Music

- Songs, rhymes, and musical games
- Additional music strand to complement lessons through movement, rhythm instruments, retelling of stories, games, and songs

Bible Content

- Bible stories from Old and New Testaments
- Memory Verses

Fine Motor

- Correct posture, pencil hold, and paper placement
- Pre-writing skills; finger tracing and pencil tracking of left-to right, vertical, horizontal, diagonal zig-zag, and curved line

Mathematics

- Numbers 0–12;
- Number recognition 0–20;
- Counting to 100;
- Shape recognition;
- Pattern sequencing;
- Color sequencing;
- Calendar, clock, coins, measurement, dot patterns, number line, ordinals, fractions, number sets,
- Position words

Art

- Art suggestions and craft activities correlated with unit themes.

Gross Motor

- development activities; games, action rhymes and action songs

DAILY SCHEDULE EXAMPLE PRESCHOOL 4

8:00 AM Morning Activities

NOTE: Students will wash their hands upon arrival

9:00AM Pledges, Praise/Worship, and Bible

9:15AM Morning Meeting

9:30 AM Restroom

9:45 AM Recess

NOTE: Students will wash their hands after recess.

10:30 Under The Teaching Tree (Social Studies/Science/Language Arts/Mathematics)

NOTE: Students will wash their hands before lunch.

11:30 AM Lunch

NOTE: Students will wash their hands after lunch.

12:00 PM Restroom

12:15 PM Recess

NOTE: Students will wash their hands after recess.

12:45 PM Learning Centers

1:00 PM Nap Time

2:30 PM Restroom

NOTE: Students will wash their hands before snack.

2:30 PM Snack (Clean Up and Pack Up)

NOTE: Students will wash their hands after snack.

2:45 PM Spanish

3:00-3:30 PM Afternoon Review/Question of the Day/Story

3:30 PM Dismissal Starts

3:30 PM Afternoon Activities

4:00 PM Extended Care

Curriculum Goals - Kindergarten

LANGUAGE ARTS

Prereading

- Print awareness: left-to-right eye progression; visual discrimination; visual memory
- Reasoning; classifying; sequencing size and shape relationships
- Rhyming; awareness of author; picture reading
- Listening comprehension
- Comparing
- Following directions; perceiving concepts, such as up/down, hard/ soft
- Alphabet recognition: phonemic awareness

Phonics and Word Perception

- Units 1–3: Letter-sound association—consonants and short vowels; words with closed syllable phonograms (examples: *_it, _at*); plural words with *s* and *es*; compound words; possessive words
- Units 4–6: Letter-sound association—consonant blends and digraphs, long vowels; r-influenced vowels; special vowel combinations; vowel patterns for long vowels (examples: *_oke, _o, _oat*)

Early Reading Skills

- Comprehension
- Predicting outcomes; answering questions after silent reading; sequencing events; developing vocabulary
- Perceiving relationships; distinguishing reality from fantasy

- Matching words and pictures; matching sentences and pictures; reading short stories

- Oral communication and oral reading
- Discussion; action rhymes; pantomime; retelling stories; reading phonics stories orally

Composition

- Dictating sentence ideas for individual composition; completing sentence starters

Handwriting

- Letter formation; principles of slant; alignment; spacing; pencil hold; posture

RELATED ARTS

Art

- Drawing; painting; making crafts to match the unit themes of the lessons (examples: puppets, papier-mâché pig)

Motor Skills

- Encouraging fine-motor skills through prewriting activities, fingerplays, cooking and Learning Center activities, and student activity worksheets
- Developing gross-motor skills during simple games and group activities

Music

- Traditional and piggyback songs; music games

HERITAGE STUDIES

- Geography: US landmarks; history: Native Americans, colonial life; culture: families, community helpers, Hispanic culture, Bible times, farming, American celebrations

SCIENCE

- Appreciating God's creation

- Learning about birds, bugs, magnets, seasons, water, human bodies, weather, rocks, oceans, sun, moon, plants, and animals
- Experiencing hands-on activities

READING

Word Recognition

- Application of phonics concepts presented in K5 phonics lessons
 - Readers 1–16—short vowels, single consonants
 - Readers 17–34—short vowels, consonant blends and digraphs, long vowels, r-influenced vowels, special vowels
 - Word families; high-frequency words; compound words; words with suffixes
- Comprehension
- Picture reading
 - Questioning to develop higher order thinking skills
 - Predict text; make inferences; draw conclusions; predict outcomes
 - Compare; sequence events; follow directions

Vocabulary

- Meaning from context

Literature

- Read a variety of genres: family stories, informational articles, fanciful animal stories, poetry, Bible accounts, and realistic fiction
- Distinguish reality from fantasy

Silent Reading

- Reading for specific information; reading for author's message
- Oral Reading
- Communicate message of the author; communicate in a natural manner
 - Portray a character
 - Respond to punctuation: period, exclamation point, question mark, quotation marks

BIBLE

Bible Content

- Chronological study of the Old and New Testaments
- Bible characters include Adam and Eve, Noah, Abraham, Joseph, Moses, Joshua, Gideon, Samuel, David, Elijah, Jonah, Jesus, Peter, and Paul.

- Topics include learning about the Bible; Creation, the Fall, and Redemption; God's promises to Adam, Noah, Abraham, Moses, and David; judges, priests, kings, and prophets; the captivity and return of Israel; the life of Christ; the early church; the new creation; prayer; and missions.

- Students will examine God's Word from Genesis to Revelation and discover what God is doing to redeem His fallen creation.

- Biblical content is related to the biblical worldview shaping themes of glory, law, kingdom, and forgiveness, and students apply these principles through various biblical worldview shaping discussions and active learning strategies.

Memory Verses

- 32 verses

Songs

- 32 songs that correspond to the biblical content of each week's content focus

MATH

Numeration

- Identify numbers 0–100
- Write numbers 0–100 Number Sense
- Compose/decompose numbers
- Identify ordinal positions: first– tenth; first, next, last
- Determine order: before, after, between
- Find patterns in numeration
- Develop place value: tens and ones
- Identify teen numbers as 10 and some more

Counting and Cardinality

- Count and make sets to 20
- Count to 100 by 1s and 10s
- Count on from any given number to 100
- Represent the quantity of a number using manipulatives or by drawing a picture

Whole Number Operations:

Addition & Subtraction

- Sums to 10: join sets; count on; compose/decompose numbers
- Count back differences to 10; take apart; unknown part
- Represent addition/subtraction sentences with pictures (manipulatives, draw, act out)

- Write addition/subtraction sentences (equations)

- Solve word problems
- Tell a story for a number sentence
- Explain the sum or difference

Algebra Readiness

- Understand part-whole relationship
- Correlate the relationship between addition and subtraction

Equal Parts of a Whole (Fraction Concepts)

- Count equal parts in a whole
- Distinguish between equal parts and unequal parts
- Partition a whole into equal parts

Geometry

- Describe attributes of plane shapes: circle, square, triangle, rectangle in various orientations
- Describe attributes of solid figures: ball shape (sphere), can shape (cylinder), box shape (rectangular solid, cube), cone shape (cone)
- Construct shapes with manipulatives
- Identify spatial relationships: top, middle, bottom; left, right; over, under; inside, outside; on, off; front, back
- Extend and construct patterns (color, shape, size)

Estimation

- Number of objects
- Length: longer, shorter
- Weight: weighs more, weighs less
- Capacity: holds more, holds less
- Time: more time, less time

Measurement and Data

- Sort and classify objects by attributes (number, color, size, shape)
- Compare measurable attributes: length (longer/shorter), height (taller/shorter), weight (heavier, lighter), capacity (more, less)
- Measure: nonstandard units and inches; more than one attribute
- Determine temperature: hot, cold
- Tell time: read and write time to the hour; daytime, nighttime; sequence events; more time, less time
- Read a calendar: days of the week; months of the year; yesterday, today, tomorrow; seasons
- Identify and count pennies

Problem Solving

- Solve word problems by using manipulatives, drawing pictures, or acting out situations
- Write and solve number sentences (equations)

DAILY SCHEDULE EXAMPLE-KINDERGARTEN

(This is a sample. Each day may vary.)

8:00-8:45 Arrival/Morning Activities

NOTE: Students will wash their hands upon arrival

8:45-9:30 Prayer/Pledges/Bible Lesson

9:30-9:45 Restroom

9:45-10:30 Reading/Language Arts

10:30-11:00 Specials-Art/Music/PE

11:00-11:30 Recess

NOTE: Students will wash their hands before lunch

11:30-12:00 Lunch

NOTE: Students will wash their hands after lunch.

12:00-12:30 Math Lesson

12:30-12:45 Restroom

12:45-1:30 Science/Heritage Studies

1:30-2:30 Nap

NOTE: Students will wash their hands after snack.

2:30-2:45 Snack

2:45-3:00 Read-aloud

3:00-3:30 Pack up/Afternoon Review

3:30-4:00 Students Dismissing

4:00 Remaining students go to Extended Care

Parent Involvement

Liberty Christian Academy believes that partnering with parents is a key to each child's success. We have an open door policy, and welcome parents to visit at any time during operation hours. To help maintain the security of our school and limit disruptions to the academic program, all visitors will be required to present a photo ID, have their photo taken, and be issued a visitor's badge before entering the building.

Teachers want to work with parents to create the best partnership for each student's success. We believe open communication is a crucial component to the parent/school partnership. It is vital for parents to inform the teacher of any habits, concerns, special needs, and family updates as needed.

There are several ways parents can get involved throughout the school year. Parents that are interested in getting involved in any of the following areas, please contact the EEC Principal or your child's teacher.

- Holiday Party Volunteer
- Holiday Party Donations
- Field Trip Chaperone
- Occupation Presenter
- Guest Reader

Parent/Teacher Conferences

Two Parent/Teacher conferences are offered each school year. Parent conferences may be scheduled by parent, teacher, or administrator request at any time during the year. Parents are expected to speak with the teacher regarding all classroom issues before involving a school administrator (following the Matthew 18 Principle).

Visitors

Visitors are welcome, but because we value the class time, they are required to make an appointment to see a teacher, or an administrator, or visit classes, the lunchroom, chapel, or any other school activities during the normal school day. The basic policy for permission for visitors is that the visitor requesting to come to our school meets the following criteria:

- 1) A student visitor should be a student who is sincerely interested in attending Liberty Christian Academy (during that year or the year following).
- 2) A visitor should have advance permission from the Principal (at least one day in advance).
- 3) All visitors are to report to the office upon arrival at school before entering any classes or other student areas. A visitor pass will be issued.
- 4) Visitors are asked to be as quiet as possible in the classroom, hallway, etc. and not disturb anyone.
- 5) There is to be no smoking on school property.

6) Visits should be limited to ½ hour and pre-approved through the office.

Parents or guardians who need to visit during school hours are asked to make an appointment. You may feel free to discuss matters with the principal at any time, but to avoid delays, it is usually better to call for an appointment in advance of coming to the school. If you wish to talk to a teacher, you may make an appointment by requesting a conference and a time will be arranged that is convenient to both parties. Teachers cannot be called from their rooms to talk to a parent while classes are in session. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children. Please Note: For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be told to obtain one or asked to leave

MEALS POLICY

Breakfast

Students may bring breakfast from home to eat at school during morning care. Please label “breakfast” and pack everything they would need including disposable utensils. If you plan for your child to eat at school, please give them enough time to be finished by the start of our school day.

Lunch

A nutritious lunch will be provided by parents for their child each day. Please pack a simple, but nutritious lunch that includes something from all four food groups (bread, milk, protein, and fruit/vegetable). A microwave and refrigerator are **not** available to students. Students will also have the opportunity to purchase hot lunch 3 days each week (Days may vary by location). Chocolate milk, white milk, and small bottled waters are also available for purchase each day for lunch and/or snack. Those who wish to purchase a hot lunch or drink may do so by adding money to their child's lunch account through FACTS and submitting an order form monthly.

Snack

A nutritious snack will be provided by parents for their child each day. Snacks should be healthy, but simple to serve. Snack time is at 2:30 PM daily.

For more information about healthy meals and snacks, please visit the link below.

<http://www.fns.usda.gov/cacfp/meals-and-snacks>

DISCIPLINE POLICY

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

Liberty Christian Academy believes that early childhood is a critical time to build the foundation of Godly character in each child. The purpose of discipline in the training of a child is to correct, teach, and bring about change that is needed in attitudes and behaviors.

To create a more effective approach to character development, it is our conviction that families and the school partner together with Biblical consistency. At Liberty Christian Academy our goals for discipline are:

- For students to apply Biblical principles to daily living
- For students to respond appropriately to authority
- For students to respect people, places, and things.
- For students to develop self-control

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 separating a child from the activity within the classroom
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 contacted.

Biting

The health and safety of all children are important to our school. If a child is continuously biting or hurting other children, they will be disenrolled from the early education program.

Inappropriate Language

It is very disappointing to hear a child or adult using inappropriate language. If a student is using inappropriate language, the teacher will contact the parents. If a child continues to use inappropriate language, the parents will be notified and the child may be disenrolled from the early education program.

Liberty Christian Academy follows the Ohio Department of Education policies and procedures for discipline. Methods of discipline 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 punishments such as, but not limited to, punching, pinching, 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, and food shall not be used as a reward for behavior.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of an early education staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

SAFETY POLICIES AND PROCEDURES

Emergency Procedures

In each classroom and in the early education offices, a plan of action is posted for emergencies such as fire and severe weather. Our school's Emergency Response Plan book is located in the front office. In the event students need to be evacuated to a secure location, parents will be notified through the Parent Alert system.

Emergency Drills

The state of Ohio requires us to conduct various safety drills during our school year. Fire and severe weather drills will be conducted once a month. Intruder drills will be conducted once a quarter. All staff, students, and visitors will participate in the drills if present during the drill.

Emergency Forms

FACTS is the school's primary source of communication. This includes important information such as lunch accounts and emergency/medical forms. The parents are required to set up a FACTS 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. Parents are responsible to review and update information in FACTS at the beginning, as well as during each school year.

INCIDENT/INJURY POLICIES AND PROCEDURES

Incident/Injury

MINOR: A minor incident/injury is any unexpected event where the student receives basic first aid, but the end result is that the student is able to return to all regularly scheduled activities. When students have a minor injury/incident a medical incident/illness report will be emailed to the parents and kept on file through FACTS.

SERIOUS: A serious incident/injury is any unexpected event that requires emergency medical treatment or transport for emergency treatment. If a serious injury or incident were to occur the following procedures will take place:

- Emergency transportation will be notified
- Parents will be immediately notified
- If needed, the student will be transported to an emergency medical facility. An early education staff member will accompany the student until a parent arrives.
- A medical incident/illness report will be emailed to parents and kept on file through FACTS. A copy of the report will be printed and handed to the parent when they arrive at the emergency medical facility.

First Aid

All early education staff are certified in first aid and CPR practices and procedures. The early education first aid materials are located in each classroom first aid kit, as well as both early education offices. Dental and medical plans are posted in each classroom and the front office.

MEDICATION POLICIES AND PROCEDURES

Medication

Prior to administration of any medication, food supplement, modified diet, or fluoride supplement, written instructions from a licensed physician or dentist must be provided to the school. The following policies and procedures will be followed when administering medication:

- 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 properly completed and signed by the prescribing physician.
- All medications 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 the 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 NEEDING AN INHALER** for any reason will need a Permission to Carry and Self-Administer Asthma Inhaler Form filled out with a parent/guardian signature as well as the signature of the prescribing physician. This form needs to be renewed each school year. The inhaler must be kept in the front office to be used as instructed by the student's Emergency Action Plan.
- **ANY STUDENT NEEDING AN EPIPEN** for any reason will need a Permission to Carry and Self Administer EpiPen Form filled out and signed by their parent/guardian and the prescribing physician. This form needs to be renewed each school year. The EpiPen must be kept in the front office to be used as instructed by the student's Emergency Action Plan.

COMMUNICABLE DISEASE MANAGEMENT

All teachers and staff are certified in the recognition, prevention, and management of communicable disease or other illnesses and will observe each child daily as he/she enters the group. If a classroom has been exposed to any communicable disease, an email will be sent to each parent/guardian in that classroom. Students will be instructed in proper hand-washing procedures and are encouraged to practice them at school and at home to prevent the spreading of illness.

A communicable disease chart is posted in each classroom for teachers and staff to follow for appropriate management of suspected illness.

A parent/guardian will be notified by a teacher or early education staff member if a child is not acting themselves and is experiencing any symptoms of minor illness.

A student with any of the following signs or symptoms of illness will be isolated and a parent/guardian will be immediately notified:

- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- Severe coughing (making a whooping sound or red and blue in the face)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (Redness of the eye, discharge or matted eyelashes)
- Temperature of 100 degrees fahrenheit (taken by the auxiliary method)
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies or other parasitic infection

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and a parent/guardian will be notified. Decisions regarding whether the child should be discharged immediately or at some other time during the day, shall be determined by the director and parent/guardian.

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

COVID-19

For current Covid guidelines, please see the Licking County Health Department website for the Pataskala Campus or the Fairfield County Health Department website for the Pickerington Campus. . We will follow any current recommendations from the health department.

Pataskala Campus: <https://lickingcohealth.org/covid-19/>

Pickerington Campus: <https://www.myfdh.org/FDH-COVID-19-Information.html>

Students must be fever free and without medication for 24 hours before returning to school. Students must be symptom free and without medication, vomiting or diarrhea for 24 hours.

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the early education program;
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- Made comfortable and provided with a nap 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, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- Observed carefully for worsening condition; and will update parent/guardian
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Medical Statement and Immunization Requirements

Medical Statement

The parent/guardian shall provide, **prior to the date of admission or not later than thirty days after the date of admission**, and every twelve months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in the program. The medical statement must be signed by your healthcare provider.

Immunization Requirements

Ohio Revised Code 5104.014, Division B: Each student's parent/guardian shall provide the school an updated medical statement affirming that the child is immunized against or is in the process of being immunized against all of the following diseases:

1. Chicken pox;
2. Diphtheria;
3. Haemophilus influenzae type b;
4. Hepatitis A;
5. Hepatitis B;
6. Influenza;
7. Measles;
8. Mumps;
9. Pertussis;
10. Pneumococcal disease;
11. Poliomyelitis;
12. Rotavirus;
13. Rubella;
14. Tetanus.

Ohio Revised Code 5104.014, Division C: A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:

1. Immunization against the disease is medically contraindicated for the child;
2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

Ohio Revised Code 5104.014, Division D: The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
2. Whether a child is subject to any of the exceptions specified in division (C) of this section.
3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

All students are required to have a current medical statement and immunization record on file to be enrolled in Liberty Christian Academy Early Education Program.

NOTE

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE ANY CHANGES, ADDITIONS, OR DELETIONS FROM THIS HANDBOOK AS SITUATIONS ARISE THAT WOULD WARRANT SUCH CHANGES.

IF A QUESTION OR MISUNDERSTANDING ARISES CONCERNING A POLICY OR DISCIPLINARY ACTION, PLEASE FOLLOW THE FOLLOWING PROCEDURES.

- 1) Give the staff the benefit of the doubt.
- 2) Realize that your child's reporting may be emotionally biased and may not include all the information.
- 3) Realize that the school has reasons for all rules and that they are enforced as objectively as possible.
- 4) Support the administration and call the school for all the facts.