



Bowling Green Christian Academy

**PRESCHOOL**

Parent/Student Handbook

"True Christian education is not a negative thing; it is not a matter of isolating the student from the full scope of knowledge. Isolating the student from large sections of human knowledge is not the basis of a Christian education. Rather it is giving him or her framework for total truth, rooted in the Creator's existence and in the Bible's teaching, so that in each step of the formal learning process the student will understand what is true and what is false and why it is true or false.... It is giving the tools ... in the Christian framework so they will know what is truth and what is untruth, so they can keep learning as long as they live, and they can enjoy, they can really enjoy, the whole wrestling through field after field of knowledge. That is what an educated person is."

Copyright by Francis A. Schaeffer,  
1982, "Priorities 1982"

"We know that if we work upon marble, it will perish; if we work upon brass, time will efface it; if we rear temples, they will crumble into dust; but if we work with men and imbue them with principles, we engrave on those tablets something that will brighten lives for all eternity."

Daniel Webster

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## EDUCATIONAL PHILOSOPHY AND MISSION

The educational philosophy of Bowling Green Christian Academy is based upon two Biblical principles:

1. The most important part of educating children is encouraging them in the love of God and His Word and the development of Christian values and character.

*"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."*

(Deuteronomy 6:6-7)

2. The responsibility for educating children belongs to parents, not to the State Government, the church or any other institution.

*"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* (Ephesians 6:4)

In addition to spiritual training, children also need academic training, training in citizenship and vocational training in order to become productive members of society. Parents should prayerfully seek God concerning the educational choices they make for their children. The mission of Bowling Green Christian Academy is to provide a quality, private Christian education alternative to the families of Wood and surrounding counties for preschool through twelfth grade. We have a high commitment to both the building of Christian character, and academic excellence. Our desire is to serve the whole Christian community and see the kingdom of God extended through our children.

## LETTER TO PARENTS

To The Parents,

The Bowling Green Christian Academy welcomes your family! We believe that your association with us will be a rewarding experience. We will be glad to assist you in any way we can.

This Parent-Student Handbook will explain the rules and regulations of Bowling Green Christian Academy Preschool (BGCA-PS). We ask you to accept the responsibility of studying the handbook carefully and instructing your children on its contents. We ask each student to abide by the stated rules and to be governed by the intended spirit of the handbook. Please sign and return the Handbook Parental Agreement Form to the office with your other papers. Periodically there will be changes in school policy as determined by the school board. When such changes affect the parents and/or students, the details of these changes will be clearly communicated. If there are any questions, please feel free to ask any teachers or staff member for an answer.

We believe that the commitment you have given to Christian education is an important step in your provision of a Christ-centered education for your children.

In the Lord's service,

The Faculty and Staff

## SECTION I - GENERAL POLICIES

### Article I - School Policy Statement

Bowling Green Christian Academy (BGCA) began as a ministry of the Bowling Green Covenant Church. In May 1990, a BGCA School Board was established. The policies of the Academy are determined by the BGCA School Board (the Board). In 2008, BGCA became independent of Bowling Green Covenant Church and is now an Independent School chartered by the Ohio Department of Education. Parents are expected to cooperate fully with the school policies set forth in this handbook.

### Article II - Statement of Faith

- A. There is one God, who is infinitely perfect, existing eternally in three persons - Father, Son and Holy Spirit.
- B. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the virgin Mary. He died upon the cross as a substitution sacrifice and all who believe in Him, in total surrender and commitment are justified on the grounds of His shed blood. He arose from the dead and will come again to establish His kingdom of righteousness and peace.
- C. The Holy Spirit is sent to indwell, guide, teach, empower the believer, and convince the world of sin, righteousness and judgment.
- D. The Word of God, the Old and New Testament, inerrant as originally given, is inspired by God and is a complete revelation of His will for the salvation of men.
- E. Man was originally created in the image and likeness of God; he fell through disobedience, enduring thereby both physical and spiritual death.
- F. Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
- G. There shall be a resurrection of the just and unjust.

- H. The second coming of the Lord Jesus Christ is certain. His is the believer's blessed hope and is a vital truth which is incentive to holy living and faithful service.

### Article III- Philosophy of Christian Education

Bowling Green Christian Academy begins with the premise that the only true education is a Christian education. This premise is based upon the fact that only Christian education deals with all the dimensions of life as viewed from a Biblical perspective.

#### A. Reality

God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

#### B. Truth

All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures, and man's understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.

#### C. Knowledge

All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction which serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.

#### D. Man

Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what he will think, become and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose good which is to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.



E. Christian Education

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge and of man.

F. Implicit in Christian education are these basic truths:

1. Man possesses a spiritual dimension (Genesis 1:26-27).
2. Education involves the total being: spiritual, intellectual, physical and social (Proverbs 9:9).
3. Each person possesses unique individual potential, traits and needs (Romans 12:3-8).
4. The educational experience must involve the development of Christian beliefs, attitudes and skills.
5. An integration of Biblical truth will be an inseparable and primary part of the total educational process. Christian concepts will be central to the academic studies.
6. Children need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings. The Bible will serve as our final authority on all questions.

Article IV - Expected Student Outcomes

- A. To give God the glory in all things.
- B. To encourage each student to make a personal decision to accept Christ as Lord and Savior.
- C. To develop spiritual leaders in the church.
- D. To equip each student with the ability to communicate clearly, logically and effectively through reading, writing, speaking and listening.
- E. To encourage creativity and curiosity.
- F. To encourage an appreciation of the arts.
- G. To teach the fundamentals of Language Arts, Math, Science and the Bible.

## Article V - Admission/Withdrawal Policy

- A. An application for admission to preschool is required to be entered into the preschool program.
- B. Children who will be ages 3 or 4 on or before September 30<sup>th</sup> are eligible for the program.
- C. All children must be completely toilet trained. Per state law, the teacher is not legally allowed to help with dressing, undressing or helping with toileting needs.
- D. Withdrawal of a student will constitute an exit interview with the principal, filing a report for the student's permanent file showing the date of withdrawal, reason for withdrawal, and confirmation that all fees and fines are current.
- E. In the event of withdrawal, tuition only will be refunded: 80% up to June 30<sup>th</sup>, 40% up to July 15<sup>th</sup>, 20% up to July 31<sup>st</sup>. Tuition is non-refundable after July 31<sup>st</sup>. All other fees are non-refundable.
- F. Mid-Year Enrollment: Students interested in being admitted mid-year will be assessed and admitted to the discretion of the Program Director.
- G. Notice of Non-Discriminatory Policy  
BGCA recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation.

## Article VI - Attendance Policy

- A. It is the responsibility of the parents and the students to create the habit of being punctual and regular in attendance. We are certain you will want to cooperate with the school in seeing that your child does not miss school unless absolutely necessary.

B. Procedure for Absent Students

1. Illness and Other Unanticipated Absences: Parents must notify the Dayspring school office (419-353-1808) between 8:30 and 9:00 a.m. if the student will not be in school. Parents may notify the school the previous night or in the morning before the office opens by leaving a message on the answering machine. The student must bring a written excuse to the office upon returning to the school if the parents had not previously called the school office.
2. Anticipated Absences: Please send a note to the teacher or office at least a day before a scheduled doctor's or dentist's appointment, or if the student will be missing several school days.
3. Leaving Class Early: Children who leave the school building during school hours must be signed out by a parent or guardian in the school office. Children returning to school from doctor's appointments also need to be signed in by a parent or guardian. The above procedures are intended to insure the safety of all students at all times.

C. Procedure for Tardy Students

1. Students are expected to be in school at 9:00 a.m. Students who are tardy should obtain an "admit slip" from the office before entering the classroom.

Article VII - Enrollment Policy

- A. Complete an application for admission to the Preschool Program.
- B. Parents/Guardians will be notified of the student's admission status by an admissions personnel.
- C. Complete all forms in the *Student Packet*.
- D. Read this Parent/Student Handbook carefully. Be sure to sign the Handbook Parental Agreement Form and return it with your other papers from the *New Student Packet*.
- E. Parents/Guardians will make the necessary financial arrangements.

Article VIII - New Student Requirements

- A. The following records must be on file in the school office:
  - 1. Medical History Form documenting required immunizations.
  - 2. Copy of Birth Certificate
  - 3. Copy of social security card.
  - 4. Statement of Cooperation.
  - 5. Emergency Medical Authorization.
  - 6. Application.

Article IX - Tuition

A. Access to Christian Education

- 1. Bowling Green Christian Academy is committed to offering quality academics in an environment that is distinctively Christian. The Academy has a long history offering quality educational programs, well-educated teachers, and a low student-to-teacher ratio. The Board of Education and administration are committed to continuing this strong tradition of excellence and are also committed to keeping Christian education accessible regardless of family income.

B. Tuition Payment and Collection

Because the Academy desires to be good stewards of what God has entrusted to it, the Academy desires to build efficiency, accountability, and integrity into all aspects of the tuition payment and collection process.

1. Payment Plans

a. One Year Pre-pay

All families opting to pay in advance for the school year will receive a 5% discount off the total amount if the payment is received prior to June 30<sup>th</sup>.

b. 10-Month Automatic Payment Method

Tuition payments are automatically deducted out of a bank or credit union account on the 10<sup>th</sup> of each month beginning on June 30<sup>th</sup>, with the last payment due on March 10<sup>th</sup>.

c. 12-Month Automatic Payment Method

Tuition payments are automatically deducted out of a bank or credit union on the 10<sup>th</sup> of each month, beginning June 30<sup>th</sup>, with the last payment due on May 10<sup>th</sup>.

2. Late Payment Policy

The Academy's yearly operating budget is funded largely by tuition. Educational and extracurricular programs and even teacher salaries are set based on anticipated income. It is imperative that families honor their commitment to the Academy by making every effort to keep current with tuition payments. The Board of Education also acknowledges the sacrifice and expense of choosing a private Christian education. The intention of this policy is not to police or be punitive but to set appropriate guidelines. With this aim, the Academy implements collection procedures, including late payment fees, to hold families accountable for their tuition payments. Upon unforeseen and/or difficult financial circumstances, a family may contact the Principal and propose an alternate payment arrangement. The Principal may take this proposal to the Board of Education. Final approval of any alternate payment plan or waiving of any late fees will require board approval.

3. Collection Procedure

All tuition payments are due on the 10<sup>th</sup>.

- a. Step One: If a scheduled payment is not received within ten days of the due date, a \$15.00 late fee will be assessed. A reminder letter will be sent to the family reminding them of tuition due plus the late charge.
- b. Step Two: A second informative letter will be sent to the family if a tuition payment becomes more than 30 days past due. This letter will suggest that the family contact the business manager if special arrangements need to be made to accommodate the late payment.

- c. Step Three: If tuition becomes more than 45 days past due, the late fee of \$15.00 plus a \$20.00 re-enrollment fee will be due. This letter will request the family contact the business manager within 10 days to make appropriate payment arrangements.
  
- d. Step Four: If tuition should become more than 60 days past due, a phone call will be placed to the family to inform them that they must contact the Principal to make payment arrangements within five days or the student(s) will face expulsion.

If tuition is not paid in full by the end of the school year, final records will not be released and the child will not be allowed to enroll for the next school year.

4. Returned Checks

If a check for tuition is returned for any reason (NSF, closed account, etc.), the family will be notified via phone and a \$10 service charge will apply.

5. Automatic Payments

If an automatic payment did not go through (NSF, closed account, etc.), the family will be notified (via phone) of the following:

- a. The auto payment did not go through because of \_\_\_\_\_.
- b. A \$10 service charge will be added to the next automatic payment.
- c. The family is asked to call the office and leave a message (24 hours) stating on what date the automatic payment can be put through again.
- d. If it is paid before the 25<sup>th</sup>, the \$15.00 late charge will not apply.
- e. If a family does not reply by the 25<sup>th</sup>, the \$15.00 late charge will be assessed and the collection process will continue as described above.

C. Mid-Year Enrollment

Mid-year enrollment is determined by assessment and approval of the Program Director. Tuition will be adjusted to the number of months left in school or payment in full may be selected, using the following formula:

1.  $Yearly\ tuition \div the\ number\ of\ school\ days\ scheduled = Daily\ Tuition.$
2.  $Daily\ tuition \times the\ number\ of\ days\ enrolled\ during\ the\ monthly\ tuition\ cycle = Pro-rated\ Tuition\ for\ that\ cycle.$

D. Mid-Year Withdrawal

Withdrawal of a student will constitute an exit interview with the principal, filing a report for the student's permanent file showing the date of withdrawal, reason for withdrawal, and confirmation that all fees and fines are current.

In the event of withdrawal, tuition only will be refunded: 80% up to June 30<sup>th</sup>, 40% up to July 15<sup>th</sup>, 20% up to July 31<sup>st</sup>. Tuition is non-refundable after July 31<sup>st</sup>. All other fees are non-refundable.

Article X - Parent/Guardian Involvement

A. Parents are strongly encouraged to be active in the education of their children. We depend on parents for their cooperation and involvement in the following arrears:

1. Parent Teacher Fellowship (PTF)  
Meets three times per year and is actively involved in helping the school.
2. Parent Conferences  
Conferences are scheduled at the request of either the teacher or parent(s). Formal conferences will be about 15 minutes and will be held two times during the school year to discuss students' progress and issue progress reports.

3. Volunteer Work

Volunteering is not a requirement of the Bowling Green Christian Academy Preschool (BGCA-PS) program. However, volunteers are needed for field trip drivers, room mothers (fathers), and other special requests from the classroom teacher.

4. Fund Raisers

One of the methods to defray tuition costs is to hold mandatory fund raisers. Preschool parents are required to participate in the Candy Sale Fundraiser or have the option to "Buy Out" during the school year to raise \$110.

B. Our philosophy as a school is to provide as many opportunities as possible for communicating with parents. Partnering with parents in the education of their children is very important to us.

1. Teacher Conference

Parents are encouraged to discuss their student's progress at any time with the teacher. This is often the first step in the communication process concerning students and classroom activities, as well as an opportunity to address any concerns. Please contact the teacher to set up a conference.

2. Principal

Please call during school hours to set up a conference. The principal is available to discuss any concerns or complaints.

3. Specific Concerns or Complaints

The school structure of the classroom teacher and principal are in place to partner with parents in their child's education within our program. If after pursuing a concern or complaint within that structure is found to be unsatisfactory, please inform the principal and you may wish to contact the Ohio Department of Education division of Early Childhood to register an official complaint. The office number is 614-466-0224 or toll free 1-877-644-6338. Current compliance reports are available for review in the office or personal copies by request.



4. BG Christian Academy Weekly Information:

Each family will receive a newsletter & information once a week from the school (3's = Thursdays, 4's = Fridays). This will serve as a form of communication between school and home. Please make sure you review the items and return any appropriate material.

Article XI - Clothing

Please send your child to school in clothing that is both comfortable and allows them to be independent in the bathroom. A spare full change of clothing should be kept in the student's bag/backpack. You may choose to leave your child's spare clothing in their locker for the duration of the school year. Please label your child's first and last name on their clothing bag!

SECTION II - STUDENT CONDUCT AND DISCIPLINE

Article I - Student Conduct and Discipline

A lifestyle which reflects Christian principles stands out in today's world. At the Bowling Green Christian Academy, we have a standard of conduct that we feel should be a part of the students' mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

Article II- Student Behavior

Each student will be required to obey all the rules and regulations of the Academy. Our primary objectives are to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any teacher or staff member at any given time on the school grounds during the school day or during school functions. Students are to be courteous and respectful to all teacher, aides, secretaries and visitors.

### Article III - Discipline

Caregivers will use only positive guidance, redirection, and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. Caregivers will encourage children to be fair, respect property, respect other people and learn to be responsible for their actions. Discipline involves teaching character and self-control.

Caregivers will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. To this end, caregivers will show children positive alternatives rather than just telling children "no." Good behavior will be rewarded.

Caregivers will use discipline that is consistent, clear, and understandable to the child. Discipline will be explained to the child before and at the time of any disciplinary action.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the situation. If these behavior management techniques are ineffective, "time out" or removal of a child from the environment may be used selectively for children who are disturbing others or at risk of harming themselves. The period of "time out" will be just long enough to enable the child to regain control of him/herself. Use of "time out" will be adapted to the developmental level and usefulness of "time out" for that particular child. During "time out" the child will be visually observed by a caregiver.

Prohibited practices include:

1. Corporal or any type of physical punishment
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities
3. Abusive, profane, or derogatory language, including yelling and belittling
4. Any form of public or private humiliation
5. Any form of emotional abuse

In rare instances, it may be necessary to drop or suspend a child from the program due to disruptive behavior. The following procedure will be administered to disruptive children:

- A. Step 1: Teacher talks with the child and attempts to modify behavior. Behavior is documented.
- B. Step 2: Teacher talks with parent and child and involves the family in bringing about the desired change in documented behavior.
- C. Step 3: If disruptive documented behavior continues, the center Director talks to child and parent.
- D. Step 4: If disruptive documented behavior continues, the child is excluded for one day.
- E. Step 5: If the child still exhibits unacceptable documented behavior, he/she will be dropped from the program and will not be re-enrolled. In the event of serious injury or harm to another child, immediate termination may result.

According to *Preschool Program Licensing Rules Chapter 3301-37*:

- 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.
  - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
  - b. No discipline shall be delegated to any other child.
  - c. 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.
  - d. 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.
  - e. No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.
  - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
  - g. Techniques of discipline shall not humiliate shame or frighten a child.

- h. Discipline shall not include withholding food, rest or toilet use.
- i. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### SECTION III - BASIC ACADEMIC MATTERS

#### Article I - Charter

Ohio Board of Education School Charter: On November 22, 2002, Bowling Green Christian Academy received a state charter.

#### Article II - Faculty and Staff

All faculty and staff at the Bowling Green Christian Academy have been carefully selected on the basis of their education, experience, integrity and personal acceptance of the Lord Jesus Christ. Lead teachers are required to have earned at least a bachelor's degree and be trained in First Aid. All teachers and staff are mandatory child abuse reporters. The teacher/child ratio is as follows: 3 year-olds = 1 adult:12 students; 4 year-olds = 1 adult:14 students.

#### Article III - Facilities

Currently, the Preschool is housed in the Dayspring Assembly of God facility. All school activities will take place on the school grounds unless parents are otherwise notified.

#### Article IV - Curriculum

Bowling Green Christian Academy Preschool uses a Christian curriculum called Abeka. In addition to the basic subjects of language arts, math and Bible, a variety of enrichment activities are offered.

#### Article V - Student Progress Reports

The conference time is intended to convey the *individual* growth of the student, rather than to focus on the class or a comparison within the class.

- A. Progress Reports - Progress reports will be sent home at the Parent Teacher Conferences.
- B. Conferences - Parent conferences will be scheduled twice a year. At least one parent should attend the 15-minute conference.

### SECTION IV - SCHOOL ROUTINE

#### Article I - Change of Address or Telephone Number

Please notify the school immediately if your address, telephone number or work location changes. It is important that the school have current information in the case of an emergency.

#### Article II - Closed Campus

Bowling Green Christian Academy follows a closed campus policy. Students must stay on the school grounds from arrival time until dismissal time. A written note from a parent is required for student to leave the school for any reason.

#### Article III - School Calendar

The school calendar will be established and distributed by or soon after the close of the previous school year.

#### Article IV - School Hours

- A. Morning class drop off is at 9:00 a.m and pick up is at 11:30 a.m.
- B. Afternoon class drop off is at 12:30 p.m. and pick up is at 3:00 p.m
- C. During school hours, the student is the responsibility of BGCA.

#### Article V - Office Hours

The Dayspring campus office hours are from 7:30 A.M. to 4:00 P.M. Parents or visitors must first report to the school office. Please do not go directly to the student's classroom until you have checked into the office.

#### Article VI - Telephone Calls and Messages

- A. All telephone calls and messages to preschool students or teachers must be made to the Dayspring school office (419-353-1808).
- B. An answering machine will take messages after hours.

#### Article VII - Emergency School Closing

- A. In case of heavy snowfall and ice, the school will be closed. Please listen to these radio stations - WRVF 101.5 FM and 102.3 Proclaim FM. WTOL TV 11, WTVG TV 13, and WNWO TV 24 will also be notified as early as possible. You can sign up for texting alerts from channels 11 and 13 by visiting their websites. Email and text messages will also be sent from the school as well as posted to the school's Facebook page. The decision to close the school will rest with the administration. Please do not call the school or the faculty.
- B. In case of inclement weather, school may be delayed. Morning classes will run on a 1  $\frac{1}{2}$  hour schedule. (11:00a.m.-12:30p.m. & 1:30p.m.-3:00pm) Please listen or watch the above stations for the name of BG Christian Academy. If a student is delayed due to weather, parents driving from a distance should attempt to call the school and the student(s) will not be counted tardy.

Article VIII - Communicable Diseases

- A. Please telephone the school immediately if your child is diagnosed as having a contagious disease.
- B. Your child should be fever-free for at least 24 hours before returning to school. In the case of strep throat, your child must be on the medication for 24 hours before returning to school. If your child has pink eye, please do not send him/her back to school until there is no longer a discharge from the eye.
- C. A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:
  - a. Diarrhea (more than one abnormally loose stool within a 24-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 100 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; or
  - j. Evidence of lice, scabies or other parasitic infestation.
- D. A child with any of the following signs or symptoms of illness shall be isolated immediately 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 the program, shall be watched carefully 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; or
  - d. Vomiting.

- E. 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 cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots 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;
  - d. Observed carefully for worsening condition; and
  - e. Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.
- F. Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
  - a. The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
  - b. Procedures for isolating and discharging an ill child and policy for readmitting such child;
  - c. Policy for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;
  - d. Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule; and



- e. Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

### Article IX - Illness During School Hours

If a student becomes ill during the school day, a parent will be called to come pick them up. It is important that the school have the current telephone numbers of both parents. Each student is required to have an up-to-date *Emergency Medical Authorization Form* on file.

### Article X - Medication

All medication, including pain reliever, must be accompanied by an *Administration of Medication Form* available in the office. Both the medication and the form will be kept in the classroom, where the student will take the medication. The teacher will have reviewed the students' medication needs according to the instructions and release from the students' physician or dentist.

According to *Preschool Program Licensing Rules Chapter 3301-37-07*:

- A. 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; and Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.

### Article XI - Student Injury

- A. In case of a serious injury, the faculty and staff of BGCA-PS retains the right to seek professional help, including the ambulance, physician or emergency room service. Parents will be responsible to pay for the services obtained on the child's behalf.

- B. Written permission for emergency care is required from the parents; a preference for the physician can be stated.

### Article XII - Health Records and Immunization

The following immunizations are required for preschoolers by the Wood County Health Department - Polio, DPT, MMR, Hib and Hepatitis B. An immunization certificate can be obtained from your family doctor. A copy of the current record must be present in the student's file. Please issue the office an official copy of any updates or changes in immunizations.

### Article XIII - Right of Access

- A. The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grant the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of a written request to the Principal's office. Available records include grades, evaluations and standardized test results. These records cannot be released to persons or institutions outside the school without the written request of the parents.
- B. The Buckley Amendment affords the right for challenging the accuracy of recorded information. The parent may write a statement of position, which will be inserted in the student's records.

### Article XIV - Parent Visitation

Parents are welcome to visit the school; however, non-preschool age children and school-age guests are not permitted to visit the classroom without approval. Parents who plan to visit the student's classroom should call or write a note to the classroom teacher or school office.

### Article XV - Fire/Tornado Drills

There will be unannounced fire and tornado drills throughout the year. When the fire alarm sounds, all persons in the building will file out in a quiet, orderly fashion. All doors must be closed, lights turned off and absolutely no talking. Each student is to remain with his/her class at all times. All classes will have an assigned exit or sheltered area. A signal will be given to reassemble in the classroom.

Fire inspection reports are posted in the classroom and are also available for review in the school office.

### Article XVI - Field Trips

Field trips are planned for their educational value. Notes giving details of the field trip will be sent home. A Permission Field Trip Form is signed at the beginning of the year and kept on file for the duration of the school year. At the time of a trip, a letter will be sent home by the teacher with details.

### Article XVII - Parties

- A. There will be various occasions for parties during the school year; examples are Thanksgiving, Christmas and Valentine's Day. Parents may be asked to help furnish food and supplies, or to help supervise the parties.
- B. If a parent wishes to send a birthday treat to school for the student's birthday, please notify the student's teacher.
- C. The teacher will provide any information regarding food allergies in the class.

### Article XVIII - Snack

- A. There will be a planned break time for snack each day. Students bring their own snack from home. Snacks should be nutritious, as suggested in the handouts provided in the Student Packet by the teacher at the beginning of the year.

- B. Please notify the teacher in writing of any known food allergies for your student.

#### Article XIX - Lost and Found

BGCA-PS recommends the labeling of all clothing, lunch boxes, supplies and items brought to school for "sharing" time. All "found" items should be brought to the classroom teacher or school office. Lost items which are not claimed will be given away.

#### Article XX - Pick Up/Drop Off Procedures

Students **attending** class can enter the building at the double door portico entrance between 8:55 and 9:05 a.m. for the morning class. Students can enter between 12:25 and 12:35 for the afternoon class.

-We recommend that parents drive through the portico and drop the child off at the doors with the attendant. However; if the parent feels the need on a certain day, they may park in the lot adjacent to the portico and walk the student in through the portico entrance.

Students getting **picked up** at dismissal will be waiting with the teacher inside the portico entrance. Please pull in the car line and wait for the teacher to dismiss your student to your vehicle. If you will be parking to come inside, please park in the lot adjacent to the portico entrance and walk in to pick up your student. **Students will always be under adult supervision when entering or exiting the building.**

### SECTION V - ENDING REMARKS

We appreciate the confidence you have shown us by enrolling your child here at Bowling Green Christian Academy Preschool. We ask that the Lord would help us to teach the students socially, academically and spiritually, and to help them grow and mature for the Kingdom of God.