

Zion Christian Academy

10310 Dixie Highway
Florence, Kentucky 41042
Office: (859) 371-9008
zionlions@zcaky.com



Psalm 125:1

PRESCHOOL AND DAYCARE PARENT HANDBOOK

2020-2021

INTRODUCTION

The purpose of this handbook is to acquaint you with the philosophy, policies, and procedures of Zion Christian Academy. We believe that parents hold the primary right and serious obligation to educate their children. Thus, we realize that parents delegate the sacred trust of educating their children according to Christian principles to the teachers at ZCA who willingly assume this role of educator.

It is imperative that parents/guardians have a firm understanding of what is expected during the hours that children are under the care of the school. With that in mind, please read this handbook carefully making note of the changes.

PHILOSOPHY of CHRISTIAN EDUCATION

At Zion Christian Academy, we believe each child should be educated within the Christian community so that their potential is fully developed spiritually, emotionally, physically and socially. While primary responsibility lies with the parents, ZCA's mission is to partner with the Christian home and the Christian church in this process.

GOALS

- To promote the growth of Christian values, principles, and moral attitudes.
- To help each child develop academically according to their ability, striving for maximum potential.
- To encourage parental involvement for mutual benefit of the child, the parent, and the school.
- To make learning a pleasant, worthwhile experience.
- To encourage students to use their God-given talents and gifts to serve others and to continue Christ's work in the world.
- To teach students love of life, love of family and love of country.
- To ensure each student may become a responsible citizen of society embracing the plurality of cultures and to respect and revere this plurality as a wonder of God.

1. FINANCIAL ARRANGEMENTS

A copy of the tuition, registration and book fees is included in your registration packet.

Tuition fees payable directly to ZCA by automatic debit either in full on the first day of school, on the 1st of the month if your fee is monthly, or on Monday if your fee is weekly. If the automatic debit does not clear due to insufficient funds, there will be a \$25 fee and a 15-day grace period from the original payment date to redeposit. Noncompliance to this guideline will result in dismissal.

REGISTRATION FEES

A registration fee is payable for each child enrolled for each session.

BOOK FEES

A book fee will be charged for each child and includes materials needed for the school year.

WITHDRAWAL FROM PROGRAM

Should you decide to withdraw your child from the program prior to April 30th, a two-week notice is required. If, for whatever reason, a notice is not given, a two-week tuition fee will be charged. Any child being withdrawn after May 1st will still be required to complete payments through the close of the school year.

2. ASSESSMENT

We assess all students using the Brigance Early Childhood Screen III.

3. HOLIDAYS & DAYS OFF

MAKE UP DAYS FOR ABSENCES

We are licensed to handle a certain number of children per day distributed among the various classrooms in specific numbers. Therefore, we cannot automatically grant opportunities to make up all days lost because of absences. If, however, a child has absences due to a prolonged illness, we will make every attempt to allow for extra time at school.

PRESCHOOL AND DAYCARE HOLIDAY SCHEDULE

The school calendar for the year is available via the website and is provided at the beginning of every year. The admission agreement explains that these holidays are already allowed for in the tuition fee, therefore, fee does not change on weeks that a holiday occurs except for the week in which Christmas and Spring Break occurs.

FUN DAYS AND INCLEMENT WEATHER

On the days that our K-8th grades are scheduled to be closed, preschool and daycare will also be closed. Please see school calendar for those days.

While our K-8th grade classes are sometimes cancelled due to inclement weather, our daycare program almost always remains open. As a result, those days will be Fun Days for all students in attendance.

Please note that on rare occasions during inclement weather, our daycare may close or open later than normal. When such an occasion occurs, we will send the notification through ZCA TEXT ALERT (text 41411 to ZCAKY to enroll). Please “like” our Facebook page and make sure that you are signed up for text alerts to receive important information.

4. HEALTH AND SAFETY

Your child’s health is a matter of major importance to all of us. Upon enrollment, we require a signed physical from a physician be provided as well as proof of up-to-date immunizations. A quick visual health assessment will be given when your child arrives at school, but your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others and you will be contacted.

Keep your child home if they exhibit any of the following symptoms:

- *Fever or has had one during the previous 24-hour period.*
- *Heavy nasal discharge*
- *Constant cough*
- *Abnormally irritable*
- *Abnormally tired (Rest at such times may prevent the development of serious illness)*
- *Possible communicable disease symptoms (i.e. sniffles, reddened eyes, sore throat, headache, abdominal pain, fever).*

Please notify the school at once if the child does have a communicable disease.

Your child may come to school if:

- *A cold is over, but a minor nasal drip remains*
- *The school has been notified of an exposure to a communicable disease and the approved incubation period is over*

EMERGENCY PROTOCOL

In case of accidental injury or emergency, ZCA will attempt to contact the child’s designated emergency contacts. If necessary, an ambulance or

paramedic will be contacted as well. Until the arrival of a parent, ambulance or paramedic, the Director or an Assistant will personally oversee the care of the child. The legal guardian will be expected to assume responsibility for any resultant expense not covered by ZCA insurance as agreed to per the signed consent form. It is to each child's benefit that parents/guardians keep the school up to date on all emergency contact information and any other pertinent information regarding child health and safety.

REPORTING CHILD ABUSE & NEGLECT

In accordance with KRS 620.030, ZCA will report any suspected child abuse and neglect to the DCBS or police.

TORNADO, FIRE AND EARTHQUAKE DRILLS

Drills are conducted monthly to ensure all students and faculty members are aware of proper emergency responses.

In the event of an emergency or disaster where students and faculty must evacuate the premises, please see the 'Parent Information Form for Reunification' on the back page of this handbook.

5. AUTHORIZATION TO PICK UP CHILD

No child will be released to leave the ZCA premises with any individual who has not been authorized by a legal guardian to do so. We must have written or verbal authorization from a legal guardian regarding any changes.

6. VOLUNTEERS

ZCA welcomes volunteers! We highly recommend voluntary assistance for programs, public relations activities, recruitment of future students, and other activities. All volunteers will be required to pass a background check prior to assisting in the classrooms.

7. DRESS CODE

Please ensure children are dressed in comfortable, seasonable clothing. Children have outdoor playtime every day so long as the temperature is above 40° F and it's not raining. With that in mind, please provide a coat or jacket and head covering when necessary and do not bring your child to school in skirts, dresses or shorts during the winter months.

When the weather permits, girls may wear skirts and dresses so long as shorts are worn underneath.

Any offensive decals on clothes, shoes, backpacks, etc. are not permitted. This includes anything that promotes violence or death, such as skulls and crossbones. **No open-toed sandals please!**

If a child does not abide by the dress code, a notice will be sent home. All repeat offenses will require the parent/guardian to bring a change of clothes to the school.

EXTRA CLOTHING

Each child is required to have a complete extra set of clothing at school. Please ensure that every article of clothing is marked with the child's name.

8. NUTRITION

ZCA serves a mid-morning and afternoon snack and lunch is served between 11:45 a.m. and 12:15 p.m. Lunch menus are distributed to each child at the beginning of every month and the snack menu is posted on the bulletin board. Children are welcome to bring a packed lunch if desired, however, keep in mind that we cannot refrigerate or heat any items that they may bring.

9. TOYS FROM HOME

ZCA asks that children would not bring any toys to school from home except for those toys needed to ease transition from home to school early in the school year. If an item is brought to school, it must remain in the child's cubby. ZCA cannot be held responsible for any lost or stolen personal items.

10. ARRIVAL AND PICK UP

Half Day Daycare

Half Day Daycare Hours are between 7:00 a.m. and 1:00 p.m. Please drop off and pick up at your designated hours as specified on your admission agreement. Please note that you will be charged \$5.00 per hour over your designated time. See the rate sheet for pricing.

Full Time Daycare

Full Time Daycare hours are between and 7:00 a.m. and 5:30 p.m. Your child must be picked up by 5:30. There will be an overtime charge of \$15.00 for every 15 minutes past 5:30pm that the designated pick-up person is tardy. This fee will be deducted with the next automatic payment. Habitual tardiness may result in termination of enrollment.

11. COMMUNICATION

ZCA is committed to helping children and their families as it pertains to school adjustment, growth and development. Please feel free to discuss your child's needs or concerns with their teacher. If more than a few

minutes are needed with a teacher, please schedule a time before or after class. We encourage your input and hope that you will communicate with us as you feel necessary. We will make every effort to work with you concerning the needs of your child.

12. DISCIPLINE

PHILOSOPHY

- Children are much happier when boundaries are established, for it is within boundaries that children learn respect and obedience.
- It is the teacher's responsibility to maintain control over the learning environment. A happy, quiet atmosphere is conducive to learning. During quiet times, children will be expected to be quiet; however, much opportunity will be given for interactive play.
- ZCA faculty will always be fair and kind while teaching your child the importance of obedience.
- Positive reinforcement is the key to our philosophy of discipline and our first line of response to disobedience.
- If misbehavior continues, your child will be given a "time out" which will consist of sitting quietly for 3 - 5 minutes. If problems continue, the parent will be contacted. It is very important that the parents and teachers work together to establish and maintain good behavior.

CAUSES FOR DISMISSAL

- Dismissal from Zion Christian Academy may occur if improvement in child's behavior is not sufficient, or if parents are not supportive of the school's guidance plan. The school will dismiss at any time, a child whose conduct is harmful to others and whose behavior is not manageable by the staff.
- If at any time your child purposely strikes a teacher, staff member, or another child, enrollment will be terminated without an option to re-enroll.

13. STAFF

The staff of Zion Christian Academy is committed to providing your child with the highest quality care. We strive to offer a program that enables children to develop spiritually, socially and academically.

The Department of Day Care Licensing and Regulation in the State of Kentucky requires each staff member to attend 15 hours of Child Development Training per year. This training includes: Recognizing Child Abuse, Infant and CPR/First Aid Training, Child Development

14. PARKING LOT GATE

The Parking lot gate will remain closed except in cases of inclement weather. No parking is allowed in the back of the building for safety purposes. Please use walk-in gate for entering and exiting the parking lot at all times.

We will not discriminate against any person on the grounds of sex, race, creed, color or religious affiliation.

ZHB.DOC

Zion Christian Academy
10310 Dixie Highway Florence, Kentucky 41042
(859) 371-9008 (859) 371-5603 fax

Parent Information Form for Reunification

Emergency/Disaster Contact Person:	Cathy Culbertson/Bryn Cuzick
Emergency/Disaster Contact #	859-371-9008
Emergency Contact cell #	CC 859.991.0063 /BC 707.317.4289
(Do not call cell phone during non-emergencies)	

In the event of evacuation due to disaster/emergency in building, staff & children will gather:	In fenced in play area behind main building or the field on the other side of the parking lot
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In the event of an emergency/disaster in the immediate area, staff & children will walk to:	Johnson Waterproofing 10312 Dixie Hwy Florence, KY 41042
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If this location is not feasible then staff & children will be transported (by staff) to:	The Powerhouse (GPC Youth building) located 7/10 mile south of school: 10637 Dixie Hwy Walton, KY 41094
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*If medical treatment is necessary, children will be transported to:	St. Elizabeth Hospital 7380 Turfway Rd Florence, KY 41042 (859)212-5200 *Unless otherwise specified in emergency transportation form
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TO: Parents/Employees/Community

FROM: Cathy Culbertson

DATE: July 14, 2017

RE: Asbestos Management Plan Notice

This notification is to inform you that a Management Plan as prescribed in 40 CFR 763 of the Kentucky Asbestos Hazard Emergency Response Act dated May 1, 2014 is located for your review in the Principal's office dated as well as the main office.

A complete inspection and sampling has been performed to identify asbestos-containing materials. Results concluded that we are an asbestos free environment. If you have any questions, please contact the main office.