

# Covenant Children's Academy



Parent Handbook

2022-2023

## Welcome Parents and Children!

We thank you for allowing us to share in your child's early education. We are looking forward to a fun and exciting year with your child.

Our philosophy is that children learn by playing and doing. Therefore, our program stresses activity, both from the child and the teachers. Socialization is important throughout life. We feel that a child is never too young to learn to help, to share and to care. Each child is a unique individual with God given gifts waiting to be used. Our goal is to have the child discover and use those gifts for their optimum social, emotional and academic growth.

If, at any time you have any questions, or concerns, please feel free to call us. We welcome input from parents, because you are important in the success of your child's early education and our program.

Again, we thank you for the privilege of working and playing with your child. Welcome to Covenant Children's Academy from the CCA team.

## From Our Pastor:

*Dear CCA Parents and Friends,*

*I want to extend a warm welcome from Covenant Presbyterian Church! We are excited to help you and your child begin this new school year, and to continue the work you have already begun to grow their love for learning. We are also excited to have Springfield Museum "Wonder Wednesdays" and to continue our partnership with Wittenberg University to bring you excellent preschool education.*

*I look forward to meeting you and having the opportunity to get to know your child during "Story Time With The Pastor" each month. Please feel free to stop by my office or call me any time if there is a way our church can be of extra support for you and your child. We look forward to accompanying you on this educational journey!*

*In God's Love,*

*Pastor Jody*

*419-306-4591*

## Ministry and Mission

The pre-school and pre-kindergarten program of Covenant Children's Academy has been part of Covenant Presbyterian Church's ministry to the local community for over 70 years. This ministry commitment to Covenant Children's Academy is based on the understanding that all children deserve a high quality, affordable, primary education. CCA offers a developmentally appropriate education with a focus on unconditional love, inclusion, structure, security, and creativity which are foundations of meeting the needs of children ages 3-5. This program will be implemented by a licensed, trained and caring staff.

**In our goals for curriculum and growth, we promote development in the following areas:**

**Social:** cooperating, sharing, helping, negotiating, communicating, building a sense of belonging and community, caring, respecting others individuality and feelings, taking turns, problem solving, making choices, exchanging ideas, language development, interdependence and environmental awareness.

**Emotional:** self-control, expressing feelings, pride in accomplishments, empathy, trust, creativity, positive self-concept, confidence in one's abilities, responsibility, independence, imagination, listening, sensory development and attention span.

**Cognitive and Physical:** building knowledge base, and decision making, observation skills, concept development, pre-writing and pre-reading skills, fine and gross motor, visual discrimination, hand-eye control, meeting one's needs, body control, balance.

Objectives for this first educational experience include the provisions for a loving and nurturing environment, and a diverse curriculum focused on children learning to respect and care for themselves, others and the world in which they live. These objectives will include an educational environment and experience that recognizes peacemaking as a way of life, and emphasizing the value of all persons and cultures.

Covenant Children's Academy is licensed through the State of Ohio Department of Job and Family Services located at 255 E. Main Street Columbus, OH 43215 and can be contacted by phone number is 614-466-7765 or website [www.state.oh.us.odjfs/cdc](http://www.state.oh.us.odjfs/cdc).

The CCA Board and the Session of Covenant Church have the right and responsibility to ensure the excellent quality of Covenant Children's Academy program.

## Partnerships

Covenant Children's Academy has entered into a partnership with *Wittenberg University Department of Education*. This partnership began the fall of 2021, and will offer resources and support from faculty and pre-service teachers. The University will provide professional development for the staff, instruction, observation, and field experience for Wittenberg students, joint teaching and research, and sharing or creation of educational materials and resources.

Covenant Children's Academy has also entered into a partnership with the Springfield Museum of Art. We will be offering "Wonder Wednesdays" for the Pre-kindergarten class which will include a staff member from the Art Museum, and pre-service teachers from Wittenberg and Clark State who will work with the children from the Academy.

### Parents as Partners

As we join with you in partnership, our parent participation policy is:

- We are available to discuss any aspect of the program or your child.
- Parents/guardians or staff of CCA may contact the director, the CCA Board and/or the Pastor or Session of Covenant Church for assistance with any concerns or issues, regarding care, teachers or the director.
- Parents are encouraged to volunteer in the classroom for special activities, field trips or may come to the classroom to observe your child at any time. We will notify you of such opportunities. If you have questions, please contact your child's teacher or the director.
- Monthly newsletters will bring you up to date with happenings in the classroom and suggestions for at home activities.
- Parent conferences are scheduled in the fall and spring as noted on the calendar, and will focus on your child's assessment and progress. Teachers or parents may schedule conferences at anytime as needed. Conferences are a time to discuss your child's development and classroom assignment with your child's teacher.
- Covenant Children's Academy follows all court documentation regarding parental custody and visitation rights.
- The director is on site from 8:30 AM until 12:00 PM M-Thursday and is also available at additional times for conferences with parents/guardians by appointment. Please contact Barbara Yontz at 937-266-6606 or email [SpringfieldCCA@gmail.com](mailto:SpringfieldCCA@gmail.com)
- A child is fully registered after the registration paperwork and fee are submitted, the administrator confirms the availability of space and all registration and medical forms are submitted. Medical forms are to be updated each year and must be submitted when your child begins school.
- We ask for written notice if your child leaves the program. Records will be sent to a future school program upon request of parents and/or the school.
- Family names and contact information will be released only upon signed release permission by each family.

### Field Trip Safety Procedures

- Field trips have been minimized due to COVID. Parents may accompany their child during a field trip.
- Each child will have attached identification including the school's name, address, phone number.
- Staff/child ratios shall be within and maintained in ORC code guidelines at all times.
- Emergency transportation forms and health records, as well as a first aid kit will accompany all children on field trips.
- Written permission from parents/guardians for field trips shall include child's name, destination, date of trip, time frame of trip, permission granted and signature of parent/guardian.
- Field Trips are offered in the M-T-W-TH class.
- Children will be transported in classroom parents' vehicles, by classroom parents or will walk to the destination. All drivers must show current driver's license to the director before leaving on the trip.
- Teachers will have a separate attendance sheet specifically for the trip and noted with names and count of all children. Upon arrival at the destination, another count will be taken to assure that all children have arrived safely. This process is also repeated upon leaving the destination and returning to the center. Staff will have assigned children to monitor during the trip.

## Child Guidance and Management

At Covenant Children's Academy, children are encouraged to use behavior that is mannerly, social, caring and safe. All staff use positive reinforcements to increase the likelihood of this behavior from all children. When a child's behavior is unsafe, uncaring or unsocial, teachers redirect the child's activity and attention. If an inappropriate behavior continues, the child is asked to sit away from the group for a short period of time. WE DO NOT use a time out corner or chair. The child always remains in the classroom and rejoins the group as soon as possible. Covenant concurs and complies with 5101:2-12-22. This includes:

- Staff assigned are assigned to specific children and shall be responsible for their guidance and management.
- Staff will use developmentally appropriate techniques (see nurture of children) suitable to the children and situation.
- Staff will use developmentally appropriate separation from the situation as necessary and always within the classroom.
- Staff will communicate and consult with parents/guardians and the administrator in implementing any specific behavior management plans.
- Because pre-school is a time of learning and exploring social and emotional behaviors, Covenant Children's Academy does not expel nor suspend children from the program for behaviors.
- All children will learn appropriate behavior by means of positive reinforcement and modeling of appropriate behavior.

When children's behavior is unacceptable, the CCA staff **will NOT**:

- Abuse or neglect children
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate other children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any other means other than holding the child for a short period of time, such as in a protective hug, so the child may regain control
- Place children in a locked room or confine children in any enclosed area
- Staff will not confine children to equipment such as crib or high chair
- Humiliate or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory remarks about children or their families
- Punish children for failure to sleep or for toileting accidents
- Withhold food (including snacks and treats), rest or toilet use
- Staff will not punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from all activities for an extended period of time

## We Care for Your Child

- No child shall be left alone or unsupervised at any time.
- Parents will drive up to front door to be met by the staff. Parents will unbuckle child and guide child to the front door for arrival, and departure. Parents will then move their car through the parking lot to exit. Children will be picked up by either a parent or the designated person. If children are to be picked up by a person other than the parent, the staff must be notified by a written note given to staff in the morning drop off. The child's name and the person picking up must be included in the note. *Note: Staff will not buckle child in car seat at pickup, so driver needs to be available to assist child into car seat.*
- Preschool students' arrival starts at 8:50AM and continues until 9:00AM. For late arrivals, please notify teacher either via text or call Preschool 937-327-0860 and bring your child into the building to be buzzed in.
- If your child is not attending for the day, please text your child's teacher.
- Immediate access to a working telephone is available to contact parents or summoning help in an emergency situation.

- Use of spray aerosols shall be prohibited when children are present.
- NO SMOKING is allowed anywhere in the building, and specifically in the school are when children are present.
- Medical and dental emergency plans are posted in each classroom and staff are trained in implementation.
- Monthly fire drills, lockdown drills or severe weather drills are held monthly and records are posted in each classroom.
- A written plan is posted in each classroom for weather, tornado, fire including evacuation routes, and the procedures to be followed to assure children arrive at a safe designated space.
- Staff will immediately notify local Children's Services if abuse or neglect of a child is suspected.
- All children with health conditions will have an individual health care plan, which is kept on file, and has staff trained in administering it.
- Indoor temperature will not exceed 83 degrees without the use of air conditioning or child safe fan.
- Outdoor play will occur each day unless the weather is inclement or temperature rises above 90 degrees or drops below 25 degrees, or if the air quality index determines air quality is unsafe for children. Research has shown that children are healthier with outdoor play.
- Staff will release children only to persons listed on written release form. In an emergency, the parent must supply the staff with permission to release the child. Staff will request a picture ID if unknown to staff. Please let persons know ahead of time that this will be required. Staff will not release children to anyone, including parents who appear to be under the influence of drugs or alcohol. Emergency contacts will be notified for the child and police may be notified if necessary.
- Custody Agreements: If there are custody issues involving your child, you must provide the school with court papers indicating who has permission to pick up the child. With proper documentation, the center may not deny a parent access to the child.
- Staff/child ratios will not exceed the following:
  - 1:12 Three year olds
  - 1:14 Four/Five year olds
  - 1:15 School age children
  - Covenant maintains an average staff/child ratio of about 1:8.

### For Your Child's Care:

- Clothing will be changed immediately when wet or soiled with urine, vomitus or fecal matter.
- Staff will assist with needs of children such as toileting, hand washing, and basic hygiene.
- Children will not be exposed to inappropriate language, conversations, or behavior by staff or media
- All children shall be protected from persons or situations that are unsafe.
- All children will be served food that is developmentally appropriate in size and amount.
- Staff will implement care procedures supportive of developmental needs when caring for children with special needs. Staff will also coordinate with the child's service providers with parental consent and shall make appropriate adjustments, including medication as needed for these children. Children with developmental delays will participate in the group of the child's developmental age.

### Medical Information

A medical form signed by a physician or certified nurse practitioner is required to be submitted before child begins program. This medical statement must be updated every 13 months.

Upon the observation of a staff member currently trained in management of communicable disease, any child exhibiting any of the following symptoms of any of the following symptoms, the child will be isolated from the group with adult supervision. The child be made as comfortable as possible and parents will be notified to obtain remove the child from the classroom. The cot and any linens will be washed and disinfected before being used again. The child will be released only to parents/guardians or designated adult. We do NOT accept *mildly ill* children.

**If your child has/had a fever, diarrhea, or vomited within 24 hours prior to school, your child should not be in school.** This is to protect other children as well as the staff of Covenant Children's Academy.

### Symptoms upon which we will discharge a child from school:

- Severe coughing causing the child to become red or blue in the face or making a whooping sound
- Temperature of 100 degrees when in combination with other signs of illness
- Difficult or rapid breathing
- Skin rash, or unusual spots or untreated infected skin patches
- Yellowish skin or eyes
- Diarrhea (more than three abnormally loose stools within 24 hour period)
- Redness of the eye, obvious discharge, matted eyelashes, burning and itching
- Evidence of untreated lice or nits, scabies, or other parasitic infestation or parasitic infestation
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Sore throat or difficulty in swallowing
- Vomiting more than once or when accompanied with other signs of illness.
- Parents will be notified by a sign outside the classroom or a written note if children have been exposed to a communicable disease.

***Children should not return to school until a 24-hour relief period from these symptoms exists.*** Parents will be notified either verbally, or by posted sign outside classroom or handed a note describing communicable diseases which have been present at school. Staff trained in communicable disease recognition and management are present at all times. Present staff trains new staff in handwashing and disinfection techniques. All staff and children wash hand upon arrival. Any staff suffering from communicable diseases or the above symptoms will NOT report to school.

- Children who have not been immunized from childhood illness may not be permitted to attend school during disinfection of school facility or until the facility has been cleared by the Health Department, in the event of a serious disease. This policy is to protect both staff and children.

CCA will administer emergency medications to a child only after the parent completes a Request for Medication form. All sections of the form must be completed and signed by both the doctor and the parent and medication must be handed to the staff each day. Medications will be stored in a designate area inaccessible to children. Medications may not be stored in a child's cubby or backpack. The only exception is for school age children that require the use of an inhaler for medical reasons. School-agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child have access at all times to the inhaler. The child must keep the inhaler on his/her person at all times, and not stored in a cubby or backpack. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.

No prescription medications will be administered by the teachers at the school. If any medications are needed, they are to be given at home, prior to class or after class. The children are not permitted to have hand sanitizers, lip balm, or lotions at school. All over-the-counter medications are not allowed at school, in a cubby or backpack.

### Emergencies, Accidents, Illnesses

- A member of the staff trained in first aid, CPR, Child Abuse Recognition and Communicable Diseases will be on the premises at all times.
- A plan is posted in each classroom stating procedures in case of fire or weather-related emergency.
- In case of an emergency evacuation, the children will be relocated to the old News/Sun building at 202 N. Limestone Street. A sign will be posted on the parking lot door of the church building indicating the school was evacuated and the location where to pick up your child. Parents will be notified as soon as possible to pick up your child. If parents cannot be reached, emergency contact will be notified.
- In the unlikely event of an environmental threat or threat of violence, the staff will secure the children in the safest place possible, contact and follow directions given by proper authorities and contact the parents as soon as possible.
- In case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents will be contacted immediately to assist in deciding appropriate action. If any injury is life threatening, the EMS will be contacted, parents will be notified and a staff member will accompany the child to the hospital with all available health records.

- If a child should require emergency transportation AND the parents *decline* to give permission to the school to initiate the call to EMS, the center will call the parent to notify them of the incident and follow their directions when able. Should the center staff feel the incident is life threatening and beyond their ability to medically handle, EMS and the parents will be called immediately. EMS will remain with the child until the parents arrive. EMS may, in the event of a life-threatening situation, transport the child prior to the parents' arrival at school.
- Staff will not transport children. Only EMS or parents may transport.
- An incident report will be completed and provided to person picking up child for their signature on the day of the injury or illness if any of the following occurs:
  - Child has an accident, injury or illness which requires first aid
  - Any bump or blow to the head
  - Child is transported by squad to hospital
  - Or other unusual or unexpected event occurs which jeopardizes the safety of the child.
  - If a child requires emergency transportation, the report will be given within 24 hours after incident.
  - CCA will contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a serious incident, illness or illness or general emergency.
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## **Pre-Kindergarten and Pre-School Information**

This class is focused primarily on socialization within a group setting and learning to feel secure and comfortable in a first educational setting. This class starts each day transitioning from home to school with large group activity and discussions. We learn about the weather, calendar and story time. Child directed play includes activities such as water table, painting, block play, playdough, puzzles, and dramatic play. After clean up and snack children have outdoor play or gym time. Units of exploration include colors, shapes, animals, community helpers and sea life.

### Tuition

Tuition is \$160.00/month for T-Th and \$230.00 for M-T-W-TH. Tuition is due on the first school day of the month despite vacations or illness. If you cannot pay tuition at the time due, please see your child's teacher or the director. Checks are payable to ***Covenant Children's Academy and*** are to be handed to the teacher upon arrival or departure. Cash is acceptable when placed in an envelope with your child's name.

### Arrival and Departure

Parents will drive up to front door or playground to be met by the staff. Staff will open door of the building and parent or driver will guide the child to the building. Parents will then move their car through the parking lot to exit. Children will be picked up by either a parent or the designated person. If children are to be picked up by a person other than the parent, the staff must be notified by a written note given to staff in the morning drop off. The child's name and the person picking up must be included in the note. *Note: Staff will not buckle child in car seat at pickup, so driver needs to be available to assist child into car seat.*

### Clothing

Children should wear comfortable clothing which is appropriate for inside and outside play. Please mark all your child's belongings. No additional toys or candy should be brought to school.

### Snacks

We ask that parents donate snacks each month. We recommend cheeze-its, goldfish, pretzels, graham crackers, ritz crackers. Water will be furnished to each child at snack time as well as other times as requested by the child.

**Please also donate each month a box of tissues, 5oz. paper kitchen cups, or a roll of paper towels.**

### Birthday Celebrations

Special napkins and a pre-packaged snack may be brought for the class to celebrate your child's birthday. CCA will not distribute any party invitations, and please be sensitive to all children-party invitations should be delivered outside of school.

### Weather Related Closings

During winter weather, please check for school closings on our Facebook page, check your email and TV channel 7. Closings will be listed as Covenant Children's Academy. Class texts will also be sent by the teachers.

### Daily Schedule

9:00AM  
9:15-9:45AM  
9:45-10:30AM  
10:35-10:45AM  
10:50-11:00AM  
11:00-11:20AM  
11:25-11:30AM

### **Pre-School 9:00AM -11:30 AM**

Welcome, Arrival Attendance  
Opening, calendar, circle time, story  
Child initiated play at centers, Art projects  
Clean up, bathroom  
Snack  
Outdoor play, gym and music/rhythm time  
Dismissal

### Daily Schedule

9:00AM  
9:15AM  
9:30AM  
9:45AM  
10:15AM  
10:45AM  
11:00AM  
11:15AM  
11:45 AM  
12:00PM

### **Pre-Kindergarten 9:00AM -12:00PM**

Arrival & Attendance  
Circle Time/Morning Meeting  
Story Time/ Musical Activity  
Learning Centers/Child Directed Play  
Art Project individual or class  
Clean Up  
Bathroom/Snack  
GrossMotor/Playground/Gym  
Prepare for Student Dismissal  
Student Dismissal

### **Lunch Bunch: This option will be offered in the future as needed**

Lunch bunch is an extended care option for children on Monday, Wednesday. Children have an activity and lunch (furnished from home) from 12:00PM -1:00PM. This is a multiage group with kindergarten students and pre-school students. Advance payment and sign up is required and attendance is capped at 10 students. **Cost is \$8.00 per day. Parents are required to provide a nutritional lunch for their child which includes food from the following food groups including protein, grain, and two foods from fruit/vegetable group. Fluid milk is required.** Lunches must be clearly marked and will be stored in the classroom. Please include ice packs in your child's lunch if foods need to be kept cool. If a lunch does meet nutritional requirements, CCA is required to provide additional food to meet nutritional requirements.

### **Financial Policies**

- Registration fees secure your child's standing in the application process. This is non-refundable.
- Tuition is due on the first of the month and is due despite vacations, illnesses or other absenteeism.
- A fee of \$35.00 will be charge for any check returned.
- We request a 30-day notification if a child is withdrawing from the program.
- CCA is a non-profit pre-school program.

### **Communication**

Parent/School communication is a critical component of a quality program.

- Our website is [www.SpringfieldCCA.com](http://www.SpringfieldCCA.com) and Facebook page
- Our email is [SpringfieldCCA@gmail.com](mailto:SpringfieldCCA@gmail.com)
- Please make sure we have an updated email address for your family
- We will use text messages, so please be sure all phone numbers are current and active.
- We will use newsletters and flyers, so be sure to check your child's backpack.



## Parent Information

1. Covenant Children's Academy, 201 N. Limestone Street, Springfield, Ohio 45503, phone (937) 327-0860 is licensed to operate legally by the Ohio Department of Job and Family Services.
2. Our license is posted in the teachers' office for review.
3. The State Department of Human Services issues our license and the laws governing our pre-school are available at the school for review, upon request.
4. A toll free telephone number is listed on the center's license and may be used to report a suspected violation of licensing law or administrative rules. The licensing rules are available for review at the center.
5. The administrator and each employee are required under Section 2151.421 of the Ohio Revised Code to **immediately** report their suspicions of child abuse or neglect to the local Children's Service agency.
6. Any custodial parent, custodian, or guardian of a child enrolled, may have access to the school during its hours of operation to contact their child, evaluate the premises, or the care of their child. Upon entering, the custodial parent, or guardian shall notify the administrator of his/her presence.
7. The administrator's hours of availability and child/staff ratios are posted outside each classroom in a noticeable place, for review.
8. A roster will be made available to all parents of children attending the school, after permission has been granted by parents to have their names and addresses printed. Parents will be notified that the rosters will not include any parents' addresses or phone numbers who refuse to give permission.
9. The school's licensing record including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon written request from the Ohio Department of Job and Family Services.
10. Covenant Children's Academy does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat.32,42 U.S.C. 12101 et seq.
11. For more information about child care licensing requirements as well as how to apply for child care assistance Medicaid health screenings and early intervention services for your child please visit <http://jfs.ohio.gov/cdc/families.stm>