

CINCINNATI HILLS CHRISTIAN ACADEMY

*Blake Lindner Thompson
Early Childhood Learning Center*

Early Learning Program



CHCA

Family Handbook 24-25

Mrs. Sandy Breitholle
B.S., M.A. Elementary Education

CHCA Lower Elementary Principal/ ECLC
Principal

Mrs. Elaine Smith
B.S., M.A. Elementary Education

CHCA Elem. Asst. Principal/ECLC Asst. Principal

Mrs. Erin Aschbrenner
B.A. Psychology

Receptionist

Mrs. Mallory Meyer
B.A. Elementary Education

PK4 Lead Teacher (Five Days a week)

Mrs. Katy Losey
B.A. Elementary Education

PK 4 Lead Teacher (3 days a week)

Mrs. Jennifer Vest
B.S. Social Studies Education

PK 3 Lead Teacher (Full Day)
Eagles Nest Coordinator

Mrs. Jill Honorlaw
B.S. Early Childhood Education

PK3 Lead Teacher (Half Day M, W, F)

Mrs. Elizabeth November
B.S. Early Childhood Education

PK 2 Lead Teacher

Mrs. Misty Meyer
BS Early Childhood Education

Art Studio Teacher

Elaina Balzano
Sandy Drees
Kathy Vessey
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Dana Guentter
Patricia Day
Debra Langham
Diana Ackland
Kathleen Stallard
Jacquelynn White
Tonya Pack
Jennifer Stout
Yenni Arias
Shela McCort

Aide
Aide

Days of Operation: Aug. 21, 2024, thru May 30, 2025

Questions? Please contact: Erin Aschbrenner,
ECLC Receptionist at 247-9944 x107



August 2024

Dear Parents:

The philosophy of the Early Learning Program is grounded in the belief that "Children are a gift from the Lord; they are a real blessing." Psalm 127:3. As a school community, we join you in embracing your child for the gift he/she is with joy and thanks. We consider it a blessing to partner with you, guiding and nurturing your child to flourish and realize his or her God-given potential.

We have employed a very qualified staff of people, each with a strong Christian commitment, who will love and nurture your child each day. We have planned an exciting program that will help each child develop spiritually, socially, emotionally, intellectually, and physically. We believe all children have an innate curiosity and interest in engaging in social interactions, establishing relationships, constructing meaning and negotiating their environment. The principles of the Reggio Emilia Approach to Early Childhood Education as well as other best practices inspire our work to ensure safe, challenging, joyful classrooms and schoolwide experiences for all of our students.

We trust this year will be a meaningful and successful journey for both you and your child. This handbook was developed to help acquaint you with our school. Please do not hesitate to call if you have questions or concerns at any time!

Welcome to the Early Learning Program (ELP) at CHCA!

Sincerely,
CHCA Blake Lindner Thompson Early Childhood Learning Center, (CHCA BLT ECLC),
Administration and Staff

License to Operate an Early Childhood Learning Center

The CHCA BLT ECLC is owned and operated by Cincinnati Hills Christian Academy, Inc. and is licensed to operate legally as a Child Care ECLC by the Ohio Department of Education in accordance with sections 3301.52 to 3301.59 of the Ohio Revised Code and Chapter 3301 of the Ohio Administrative Code. During any one session the ECLC is licensed to serve two, three and four year old students Monday through Friday August 21, 2024 through May 30, 2025. The ECLC does not discriminate in enrollment or hiring in any way that violates the law. CHCA is also FERPA compliant. (To read the FERPA regulation, please visit: [url:http://ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://ed.gov/policy/gen/guid/fpco/ferpa/students.html))

A copy of the ECLC license and the most current compliance report is posted on the bulletin board outside of the Welcome Area of the ECLC. Record of the license is also available from the Ohio Department of Education upon request. Copies of the laws and rules governing child day care are available in the school office to any parent or guardian upon request. The phone number for the office of the Ohio Department of Education Licensing Bureau is 614-466-0224.

A phone number is posted on the Child Day Care License should any parent or guardian feel a need to report a suspected violation at the ECLC. The number to call is 877-644-6338.

An ECLC class roster will be available to all parents in August. Parents or guardians who prefer their name, address, and phone number not be listed on this roster, should indicate this on the “Student Roster Permission Form” which will be sent through the CHCA Admission Office prior to the first day of school. Parents and guardians may also notify the ECLC Administrator in writing of their wish in this regard.

Parents or guardians of a child enrolled in the ECLC are permitted unlimited access to the ECLC during its hours of operation for the purposes of contacting their child, evaluating the care provided, or evaluating the premises. All parents or guardians who come to the ECLC should sign in at the Kiosk in the ECLC Welcome area, swipe their driver’s license in the card reader, and get a visitor’s badge, then proceed to their classrooms. They should do this each time they enter the building even if only staying in the building for a few minutes. (We also ask families to perform morning wellness checks with themselves and their children prior to entering the building. We ask that parents focus on fever [temperature over 100 degrees Fahrenheit], sore throat, cough, compromised taste or smell, labored breathing, diarrhea or upset stomach. If you or your child are experiencing any of these symptoms, we ask you not to come into the building.) Upon leaving, all parents and guardians should sign out at the desk in the Welcome Center.

Any parent who wants to help with parties or special events in the classroom must have a background check done before that party or other special event. Once the school has been notified the background check is clear, parents will be notified they are approved to help. A background check can be completed at our Meet the Teacher Night event or by making an appointment at the Business Office. (Please contact Judi Davis at judi.davis@chca-oh.org to schedule a time.) A background check is good for five years.

CHCA Mission and Goals of the Early Childhood Learning Center

Cincinnati Hills Christian Academy is a Christ-centered, multi-denominational, college preparatory academy that exists to prepare students intellectually and spiritually for success in higher education and beyond, and to impact and influence the world according to their unique gifts and talents. This will be accomplished by:

1. Creating an environment that encourages students, faculty, staff and families to develop and live out their relationship with Jesus Christ.
2. Developing in students a passion for lifelong learning that leads to thoughtful, effective service through excellent, intentional curriculum and extra-curricular offerings.
3. Empowering outstanding Christian faculty and staff to fully use their passions and expertise to create engaged critical thinkers.
4. Fostering an exceptional environment that develops students' gifts and talents in the arts, athletics, leadership, and additional extra-curricular opportunities for God's purposes.
5. Building an engaged school community – encompassing faculty, staff, students, families, alumni, and donors – that reinforces the school's vision, mission and core values.

CHCA's Blake Lindner Thompson Early Childhood Learning Center offers high quality Toddler and Preschool Programs to our school community for children ages 2-5. The purpose is to provide CHCA's youngest students with a safe, nurturing, and stimulating introduction to school life. The program is designed to instill a love of learning in each child by meeting his or her cognitive, social, emotional, physical, creative and spiritual needs, thus providing an excellent foundation for the formal learning experiences that lie ahead.

The program is predicated on the belief that when children are engaged cognitively, relationally, and spiritually, learning is maximized. CHCA creates learning experiences that invite students to construct knowledge and make meaning of their world. They do this through movement, exploration, use of a variety of materials, collaboration with others, and opportunities to make connections to things they already know. CHCA's vibrant and engaging environment acknowledges that experiences and knowledge that children bring to school in combination with their natural sense of curiosity, joy and exuberance are foundational to learning.

In order to prepare each child for success in the future learning experiences and instill a love of learning and interest in exploring new ideas and concepts, the program reflects the principles of the Reggio-Emilia philosophy of Early Childhood learning and principles of developmentally appropriate practice from the National Association of Education of Young Children. The Reggio Inspired approach is very student-centered, innovative and values the child as strong, capable, resilient, rich with wonder and knowledge. It was developed by Loris Malaguzzi shortly after

World War II in Italy to create an environment for the children in which experiences were shared and dialogue and collaboration were valued. The Reggio approach encourages children to explore, discover, question, observe and construct meaning individually and in relationship with others as they participate in projects and investigations that emerge through their work. This approach is based on the following set of principles:

- Children must have some control over the direction of their learning
- Children must be active participants in their learning, able to learn through hands-on experiences, touching, moving, listening, and observing
- Children need to have a relationship with other children and with material items in the world that they will explore.
- Children must have endless ways and opportunities to express themselves in an environment that is filled with materials to represent concepts they are learning in a hands-on way. The environment is seen as one of the teachers of the child along with God, parents and teachers.

We believe this approach sets the stage for excitement, enthusiasm and engagement for all the future learning experiences that lie ahead for each child at CHCA!

The curriculum, which is based on the Ohio Dept of Early Learning Content standards, is well planned and organized, connected to instructional strategies that support, challenge, and allow children to make connections to experiences and previous learning and extend each child's abilities and skills. It is rich with opportunities for students to solve problems, develop literacy, use critical thinking, collaborate and engage in intellectual activities. Teachers guide the children to construct knowledge through a hands-on, discovery learning process that emerges from the interests of the students, tailoring the provocations and investigations to ensure curricular benchmarks are met. There is a thoughtful balance between both child-led and teacher framed activities and experiences that help students develop a positive self-image and offers opportunities for individual and group work and play. Each classroom has been designed with "exploration centers" in which the children can choose to work each day such as the "Dramatic Play" station or the "Science and Nature" area. Materials and activities in these areas change on a regular basis and are arranged in open, low shelving so that children may select, remove and replace materials with minimum assistance in order to promote independence. Large muscles are developed through opportunities to run, jump, climb and ride wheel toys in our indoor and outdoor play areas.

The CHCA Early Childhood Learning Center Staff

The ECLC Administrator and the CHCA Assistant Principal oversee the daily operation of the program (including oversight of the safety and discipline components). They implement and evaluate the daily program as well as guide the related program staff.

The Lead Teachers of each Two, Three and Four Year Old classes plan for and implement the daily instruction of the children. The Teacher Aides in each class help supervise the students, prepare the learning environment and also participate in the daily instruction of the children. The

P.M. Teacher's Aides work with and supervise the students in the "Eagle's Nest" portion of the school day (3:00 to 6:00 p.m.) All of our staff members were chosen because of their Christian commitment, their love of young children and their outstanding qualifications. The ECLC Administrator and Lead Teachers all hold college degrees in Education. The Teachers' Aides meet or exceed the requirements set forth by the Ohio Department of Education and Cincinnati Hills Christian Academy. To keep current on issues related to child development and early childhood education, all staff members are required to participate in in-service training during each year of their employment at CHCA. ECLC Staff all strive to create a climate for the learner that ultimately achieves the purposes and the objectives of Christian Education as stated in the CHCA constitution while speaking, teaching, and exemplifying the truth in love.

Ratio of Child-Care Staff Members to Students

A ratio of at least one child-care staff member for every 14 four-year-old students, one child care staff member for every 12 children who are 3 years, and one child care staff member for every 7 children who are 2 years old will be maintained at all times. Whenever there are seven or more children on the premise, a second adult will be readily available and able to be easily summoned. No child will ever be left alone or unsupervised at any time.

CHCA Blake Lindner Thompson Early Childhood Learning Center Policies and Procedures

Attendance Policy

While enrolled at CHCA, regular, timely school attendance is important for a student's overall growth and development.

If a child will be absent on a particular day, the parent or guardian should go to the CHCA website or get on the CHCA Family APP where their child's absence can be reported. This replaces calling into the Attendance Line. There is a form there called the **Student Absence Form**. Please complete the form for your child's absence. If you suspect or know for sure that your child will be absent due to the outbreak of a communicable disease (such as chicken pox, lice etc.), you are required by Ohio Department of Education Preschool Licensing Rules and Regulations to report this information to the school on the day of the outbreak or suspected outbreak and let the school personnel know this information. Upon the return to school, the child should bring a note signed by the parent or guardian stating the dates of and reasons for the child's absence and should check in with the school nurse before going to their classroom. If a parent has not filled out the Student Absence Form by 9:00 a.m. on the day of the child's absence, the ECLC Receptionist will reach out to the family to verify the absence of the child.

The program's start and drop off times are as follows:

- **Before School Care for PK2's, PK3's and PK4's:** Children **may** arrive between 7:30 a.m. and 8:30 a.m. daily. They can be dropped off in our ECLC drop-off area where one of our staff members will help get them into the building or parents may park their car in a designated parking spot and bring their child into the building. At 7:30 a.m., students may go to their classrooms where they will be supervised by Teachers and Teacher's Aides until 8:30 a.m. when school officially begins. There is no extra charge for the Before School Care from 7:30 a.m. to 8:30 a.m. but parents who plan to use this service must sign up with the Admissions Office by contacting Kim Siman at 247-9944 x214.
- **After School Care ("The Eagle's Nest) for PK2, PK3 and PK4:** This part of the program begins at 3:00 p.m. Students should be picked up to go home by 6:00 p.m. All PK2, PK3 and PK4 Eagle's Nest students will remain in their classroom until 5:30 p.m. and will be supervised by the their Teacher's Aide and the coordinator of Eagles Nest – Jennifer Vest. At 5:30 p.m., all students older than age two will be taken to the Piazza for pickup. Two year olds will remain in their classroom. Parents may pick their child up anytime between 3:00 and 6:00 p.m. Parents may use the entrance to the ECLC to pick up their children until 3:30 p.m. each day. After that they must use the CHCA Edyth B. Lindner Front Lobby entrance. Mrs. Jennifer Vest (PK 3 Teacher) is the coordinator of the Eagles Nest program. Parents can contact Mrs. Vest at jennifer.vest@chca-oh.org with any questions about After School Care.

Tardy Policy

A child will be considered tardy if he/she arrives after 8:33 a.m. If a parent arrives after this time the child must check in at the **desk** in the ECLC Welcome area before proceeding to the classroom. If a child has a late arrival on a particular day, the parent or guardian should go the CHCA website or go to the CHCA Family APP where they can report the child's late arrival. This replaces calling into the Attendance Line. There you will find a form called the **Student Absence Form**. Please complete the form. You can access the CHCA Family App by scanning the QR code found in the front of this handbook.

Early Dismissal

Should an early dismissal be necessary, the parent or guardian should go the CHCA website or go to the CHCA Family APP where the child's early dismissal can be reported on a form called the **Student Absence Form**. When the parent or guardian comes to pick up the child for early dismissal, they must come to the desk in the ECLC Welcome Center and sign in. A pass noting the early dismissal time should then be taken to the child's teacher by the parent, guardian or authorized person and the child will be released from class. The parent should sign the child out before leaving the premise. Upon re-entering the school, the same day of an early dismissal, parents, guardians, or authorized persons must report with the student to the front desk and sign the child back "in" and secure a "re-entry pass." The re-entry pass is presented to the teacher for re-admittance back into class.

Extended Absence

If an extended absence is being planned for more than three (3) days, an "Extended Absence Form" can be found on the CHCA website or on the CHCA Family APP. This form is called the **Student Absence Form**.

Parking/Drop Off/Pick Up

If parents are using the ECLC Drop Off area from 7:30 a.m. to 8:30 p.m., please pull up as far as possible under the awning. There will be an ECLC staff member stationed there to help get the child out of the car and into the building. If the child is having difficulty and will not easily get out of the car, parents will be asked to help. If the child is having an exceptionally hard time and will not get out of the car, the parent will be asked to move their car to the upper lot of the Montgomery Community Church parking lot (which connects to our property), so other parents can drop their child in the drop off area. The parent then will bring the child into the school. If a parent does not wish to use the drop off area and would prefer to bring his/her child into the building on any day, that is certainly fine. Please park in the upper lot of the Montgomery Community Church and walk the child into the building. For the child's safety, the interior door leading into the building of the ECLC area will be locked all during the school day. **Anyone coming to the interior areas of the ECLC must be buzzed into the ECLC by the ECLC Receptionist.** After 3:30 p.m. each

day, ECLC parents, guardians and other authorized people must enter the **front doors** of the CHCA EBL Lower Elementary School Building, scan their driver's license in the vestibule kiosk to receive a visitor tag and proceed to the child's classroom door. We do not allow older siblings of the ECLC students to "pick up" the sibling from the classroom unless they are 18 years or older. The parent or guardian must notify the school that a sibling 18 years or older is picking up the child. The student in the ECLC must be signed out each day by the parent, legal guardian, or other authorized person. If the child is to leave school early, as stated earlier, parents must "sign out" at the ECLC front desk or at the EBL front desk after 3:30p.m.

Parents should **NEVER** park in the front circle of the school or on the road that leads to the Montgomery Community Church during drop off or pick up times even if they have other children who are enrolled in the Lower Elementary School. We apologize for the inconvenience to those of you who have older elementary students but parking in these areas inhibits the flow of traffic at drop off and pick up times for all of the K-3 students. The front circle includes a fire lane designated only for **emergency vehicles** should we have an emergency situation. Parking in that area is prohibited except during carpool pick up time for the Kindergarten thru Third Grade students.

Birthday Celebrations

Birthday celebrations are encouraged at CHCA; we want the students to know they are special! There may be a short in-class celebration of the child's birthday during the daily snack time. Since we have a number of students in the program with specific food allergies we will ask that parents talk with the teacher before any food items are brought into the classroom for the child's birthday. For a student who suffers from a number of allergies to food items, the parents of the child with the allergies will be asked to send in a snack that their child can eat during the birthday celebration. We ask that instead of sending in "goody bags" for all the children, parents purchase a book in honor of their child's birthday that will be donated to their classroom library. The teacher will read the chosen book to the children that day (or a day in close proximity to the child's special day.) This will help us develop our classroom libraries! Of course, the book donation is voluntary. Please note, no invitations for an after school class party may be distributed at school unless all of one sex is invited or all the children in the classroom are invited.

Major Holidays

Major Holidays will be celebrated at the ECLC. There will be class parties to celebrate Back to School, Christmas, Valentine's Day, and Easter. In addition, the class may decide to have an End-of-Year party. Although homeroom parents may make plans for these parties, the teacher should approve all plans and foods that will be at the party. Of special note, **PLEASE DO NOT SEND IN BALLOONS AS THEY CAN CAUSE CHOKING.** In addition, please be careful in sending in other items that have small parts and may pose a choking hazard.

General Communication Guidelines

Addressing School Questions and Concerns:

Generally, concerns or questions regarding school issues should be addressed at the most appropriate level with those directly involved in the action or related to the concern. Face-to-face meetings are recommended to resolve matters of controversy. If the event is related to something in the classroom, parents should schedule an appointment with the teacher and avoid disrupting the educational process during the school day. If questions remain after meeting or if there is an unsatisfactory resolution to the issue, the parent should schedule a meeting with the Principal. Should the issue continue unresolved, the parent is encouraged to contact the Head of School's office to discuss the matter. At each level, all people directly involved with the matter will be invited to attend each meeting.

Advertising Non-School Sponsored Activities

Advertising events that are not CHCA sponsored events must be approved by the Principal or their designee. eNewsletters, school bulletin boards and take-home folders are reserved for school matters only.

Changes at Home Affecting Child's Behavior at School

Parents are urged to let the school know about things at home that may affect a child's behavior at school so adjustments can be made.

Communicating with the Teacher

- Notifying a teacher via email or the school building office is the best way to communicate rather than having a student responsible for giving a written note to the teacher. (Teachers are asked to respond to email within 24 hours if possible – weekends, holidays, and summer break not included.)
- Teachers do not always have time during the school day to access email so if there is an emergency or a concern, calling the school office to leave a message is most effective.
- Meetings with teachers must be scheduled in advance. Drop-in attempts to meet with a teacher, just before or after school, may seem like a good idea, but

these are actually times when teachers do a lot of their set-up and class preparation.

Keeping it Private

Parents should refrain from speaking with other parents about a teacher, an administrator, other parents or students. Often these issues are addressed as “prayer requests”, but would be more appropriately kept confidential. Unresolved issues should be discussed only with those involved.

Representing CHCA

Parents and students should remember that when they are publicly representing the school, behavior is a reflection on the entire CHCA community. Actions and speech are a testament to CHCA and the Lord. This is particularly necessary at sporting events, when wearing CHCA clothing, or when driving vehicles with CHCA decals or identification.

Communication Tools

Annual Publications

Eagles’ Eye Magazine is an annual publication created to share stories, impact, engagement, and accomplishments from our CHCA current and alumni community. It is typically delivered to CHCA families’ homes by the fall. CHCA’s Annual Report is typically distributed to all families and key stakeholders in December, though it is sometimes created in conjunction with the Eagle’s Eye Magazine.

*The [Publications webpage](#) puts these documents at your fingertips.

Association Business Meeting with the CHCA Board

There are two meetings for parents with the Board – one each semester. Please make time to attend these meetings; specific dates are on the website calendar.

Campus Connections (PK-Gr 6)

This eNewsletter is a targeted, weekly read on important building specific announcements and events, as well as CHCA-wide events. It will be delivered via email and as filterable announcements within the myCHCA App. The school assumes that parents read the information and considers communication accomplished once it is sent.

Eagle Newsletter (Gr 7-12)

This eNewsletter is a targeted, biweekly read on important building specific announcements and events, as well as CHCA-wide events. It will be delivered via email. The school assumes that parents read the information and considers communication accomplished once it is sent.

Canvas (Gr 4-12)

Canvas is CHCA's Learning Management System (LMS), an online tool to provide parents, students, and teachers a secure environment to interact with students' academic information. It is linked from the myCHCA webpages. Canvas class pages include course calendars, assignments, syllabuses and available handouts, as well as a running view of grades and feedback. While end-of-quarter report cards are available in Veracross, Canvas is the central source of academic information, regular grade updates, and daily student progress. Canvas course pages are accessible on your mobile device via the Canvas app. Grade K-3 report cards will be posted each quarter in Veracross.

CHCA Website (www.chca-oh.org) and myCHCA Apps

www.chca-oh.org and the myCHCA apps draw content from a single source. They are the best venue for timely school information and privacy controls restrict sensitive information only to authorized users. Parents complete the majority of school business (e.g. checking grades, making payments or registrations, completing forms, etc.) via links from the myCHCA webpages or the More section of the App.

Email

Email is an important means of communication with parents.

Phone Messaging System

Families will be called, emailed and/or receive a text via SchoolMessenger, a phone messaging system for school closings, emergencies, reminders and notice of important upcoming events.

*Update personal information (including cell phone, email, home address, authorized release, etc.) through your Veracross Parent Portal to ensure continued delivery of these valuable resources.

Discipline

At CHCA BLT ECLC, discipline is thought of as part of the learning process. The goal is to promote the growth in children that will encourage independence and self-regulation.

A positive approach to discipline is used in the ELP. The teachers are responsible for creating a warm, trusting, and inviting environment and will model kindness, gentleness, forgiveness and love. They strive early in the year to connect with each child to build a relationship of security and trust. Children will be “caught making good choices” as often as possible. When there is an issue, the teachers will deal with the child that has the problem as an individual, treating each situation separately so that learning can occur. In every instance the teacher is expected to be firm and consistent, but calm and loving. Biblical principles are incorporated into the discipline situation whenever appropriate to help the children learn how our Heavenly Father loves and forgives us. We strongly believe that love and limits have a great deal to do with maintaining a happy, problem-free room.

If problems arise between or among the children, the teachers may stop the problem by using one of the following:

- a. Redirecting the interests of the children;
- b. Adjusting the learning environment;
- c. Talking the problem through with the children involved, asking, “What seems to be the problem?” “Might there have been a better choice?” etc.
- d. Taking the child aside and discussing the problem with the child who seems to want his or her own way or interferes with the play of other children;
- e. Denying the child who continually repeats an offense the use of an area or piece of equipment for a period of time; appropriate to his/her age;
- f. Asking the child to step out of the activity for a brief time to reflect on the undesirable behavior and/or calm down. If this happens, one of the teachers will sit with the child to help him or her verbalize his or her feelings;

- g. Separation, when used as discipline, shall be brief in duration and appropriate to a child's age and circumstances, and the child will be within sight and hearing of a child-care staff member in a safe, lighted, well-ventilated space.

If repeated offenses occur and the above strategies have been tried, or if a child hurts himself, others, maliciously damages equipment, or displays behavior that disrupts the learning environment of the other children, the parents or guardian will be notified, and a plan of action discussed and implemented. When all reasonable attempts have been tried to help a child who hurts himself, others, maliciously damages equipment, or disrupts the learning environment of the other children, the parents or guardians may be directed to seek outside resources for help such as services provided by a licensed physician or therapist. (This will be at the expense of the parents.) If this help does not occur or does not result in success for the child and the child continues to hurt himself, others maliciously damages equipment, or disrupts the learning environment of the other children, with the agreement of the CHCA Head of School, the child may be excluded from the ELP. Parents will not receive any tuition remission if this occurs.

The following will never be used as form of discipline in the ELP:

- a. There will 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 technique will be delegated to another child; or to a parent volunteer.
- c. No physical restraints shall be used to confine a child.
- d. No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- e. No child will be humiliated or subjected to profane language, threats, derogatory comments about himself or family, or other verbal abuse.
- f. Discipline will 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 will not include withholding food, rest, or toilet use.
- i. No child will be abused or neglected at any time.

The parent or guardian of a child enrolled in the ELP will receive a copy of the Early Learning Program's written discipline policy via this document. Expulsions are typically recommended by the Principal to the Head of School. The Head of School confers with the Principal regarding the details of the incident and ultimately decides to accept the recommendation, or deny the recommendation and provide an alternative response to the incident or behavior. If the Head of School supports a Principal's recommendation for expulsion, the student and his/her legal guardian(s) may appeal that decision to the Head of School, either in writing or in person, to share the details of the incident from their perspective.

If the expulsion recommendation is accepted by the Head of School, the school may indicate the expulsion on the student's permanent record at its discretion.

All child-care staff members will receive a copy of the ELP's written discipline policy upon employment. It will be reviewed at the first staff meeting prior to the first day students attend the ECLC Program.

Dress Code

All students enrolled at CHCA ECLC, except the PK2 students, will be required to wear clothing in accordance with the CHCA Dress Code. There will, however, be several announced “non-uniform” days.

Cincinnati Hills Christian Academy Grades PK-6

Lands’ End Uniform Dress Code [24-25] School Year

To order uniform pieces, click on the Lands’ End logo on the CHCA website

<http://www.chca-oh.org/my-all-school/uniforms>

Fees, Registration, Overtime charges, and Permanent Withdrawals

Should a student withdraw from the program before the close of the school year parents should notify the Admissions Department of CHCA at 247-9944 x 214 prior to the withdrawal. Any outstanding fees must be paid before withdrawal. Student records, including report cards, cannot be released until all outstanding fees are paid in full.

Any fees or registrations involving fees, if due from parents, are due at the time stated in any policy put forward by Cincinnati Hills Christian Academy. For all fees relating to the 24-25 School Year for all programs click here. [Fee Schedule for 2024-25.](#)

Field Trip Guidelines

The teacher may schedule a special field trip from the ECLC to enrich students' education of the community around them. (For the most part, field trips will be limited to walking to places around our building right on our campus!) If a trip is scheduled, prior to the day of the trip, parents or guardians will be given information describing the excursion along with a written permission slip that must be signed by them and returned to the ECLC Lead Teachers. The permission slip will include the child's name, destination, date of the trip, departure time, approximate return time, signature of the parent or guardian, and date the parent or guardian signed the permission.

At least one person trained in First Aid/CPR will accompany the group on the trip. The Lead Teacher will take a First Aid kit along on the trip. Each child will have an identification badge stating the school's name, address and phone number. The Lead Teachers will carry the signed permission slips and a copy of each child's emergency medical information and health record of any child that has allergies, handicapping conditions or other health conditions that require special procedures or precautions during the course of the trip. The Lead Teachers will also be responsible for the administration of any required medications during the field trip. Finally, the Lead Teacher and the Teacher's Aide(s) will accompany the group on any field trips or special outings.

Parents will be asked to drive the children on any field trips. Whenever six or more children are transported in one vehicle, a second adult must be in the vehicle. This second adult may be a childcare staff member, another parent, or a volunteer at the school. The second adult must be at least 18 years old. While traveling, each child must be secured in a seatbelt or in an approved safety restraint seat if the child is less than 40 pounds and or less than 57 inches tall. The parents need to provide the seat if one is necessary. Should there not be enough parents to provide transportation for the trip, it will be cancelled. Our staff members **may not** drive on field trips as they need to be available to supervise the children and handle any emergency situations that might occur. All parents who drive on a field trip must have on file the Parent Agreement for Transporting CHCA Students in Personal Vehicles and have a cleared background check on file at CHCA. The form must be filled out yearly.

Whenever children walk to a field trip destination, the ratio of child to staff member must be maintained at all times. When there are 7 or more children walking, there must be a second adult walking with them. This adult may be a parent or volunteer who has had an approved background check completed and has signed a non-convictions form which states they have not pleaded guilty to or have been convicted of any offense mentioned in section 3301.541 of the Ohio Revised Code.

During any field trip, the Lead Teacher will determine how many parent chaperones are needed for the trip. Siblings are not permitted to go on field trips unless otherwise stated by the Lead Teacher or ECLC Administrator.

Food

Snacks

Parents should provide their child with a light snack for each of the following sessions in which their child attends: PK2, PK3, PK4 Half day students: 1 snack. PK2, PK3, PK4 School day students: 2 snacks. PK2, PK3, PK4 Full Day students: 3 snacks.

Please provide something that does not need to be refrigerated. If your child is packing a lunch, please pack snacks separately from the lunch in a baggie labeled “snack”. No drink is necessary with a snack as students may have a cup of water to go along with their snack at snack time. If your child comes between 7:30 and 8:00 a.m., they may bring breakfast to eat at school during that time. No breakfast is provided by CHCA.

Lunch

Parents have two options for lunch each day. They may send in a packed lunch with their child or they may purchase a lunch at school. The lunch meal should provide 1/3 of the child’s recommended daily dietary allowance as has been most specified by the Food and Nutrition Board, The National Research Council, and the National Academy of Sciences, Washington, D.C. 20418. Nutritional guidelines are included at the end of this booklet.

Parents should order a lunch for their child by 9:00 p.m. the night before the lunch is needed. In the ECLC, parents may not have lunch with their child. There is no extra room for adult seating and right after lunch period, the Teacher’s Aides are transitioning the classroom to accommodate naptime.

The CHCA lunch menu will be posted outside of the students’ classrooms and can also be located on the CHCA website. For all of the information on PaySchool Lunch account click on [PaySchool](#) account and access to the “MyMealOrder” can be found on our CHCA website.

Parents wishing to purchase milk or juice for the child’s packed lunch may also do that by ordering it online. Fluid milk shall be vitamin D fortified, low fat, skim, or dry powdered skim milk shall be vitamin A and vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.

Each day upon entering the classroom, the parent should indicate whether their child is packing a lunch, buying a lunch or just purchasing a drink for lunch.

All ELP staff members are trained in the proper hand washing techniques and safe food handling procedures. All ELP students will be trained in proper hand washing techniques also.

Although children are encouraged to try new food items, no child will ever be “forced” to eat the snack or lunch that is provided by parents or the school. Parents will be notified if students are regularly not eating.

Students will be eating their lunches in the classroom each day. Please be sure to include some sort of cold pack in your child's lunch for any perishables.

Please note again that although parents may eat lunch with their K-prep to Grade 3 child, they may not have lunch with their child in the ECLC classroom.

Nutrition Guidelines

MILK GROUP	Amount		
	1 - 3 years	3 - 6 years	6 years and up
Milk	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)
Calcium equivalents			
Cheese	½ oz.	¾ oz.	1 oz.

Functions: Provides the nutrients calcium, riboflavin (B₂), and protein which are needed for forming strong bones and teeth; assisting in blood clotting, normal functioning of muscles and nerves; promoting healthy skin and eyes.

Notes:

- Each meal must include one serving of fluid milk or cheese.
- Whole milk and two percent milk are the beverages of choice.
- Fresh fluid skim milk is not recommended for children under 2 years of age.
- Reconstituted dry skim milk must *not* be used as a beverage; however, it may be used in cooking.
- Natural cheese may be used as a calcium equivalent or as a meat substitute but not in both groups in the same meal.
- Regular fluid milk must be Vitamin D fortified while fresh and dry skim milk should be fortified with Vitamins A and D. Read the label.
- Although ice cream and cottage cheese contain calcium, the quantities needed to satisfy the RDA are too large to be practical for these age groups.
- Although pudding made with milk is a good source of calcium, it is not included in the milk group because of its high sugar content.

V. Other Foods ("Extra" Foods)

Functions: Foods in this group provide energy, enhance flavor, and help satisfy the appetite. Fats supply essential fatty acids, carry fat-soluble vitamins (A, D, E, and K) and make up part of cell structure.

Notes:

- This group contains foods which do not belong in one of the four food groups. Examples of these foods are as follows: table sugar (sucrose), honey, jelly, jams, syrups, sweet toppings; pies, cakes, cookies, pastries, soft drinks, fruit flavored drinks; butter, margarine, shortening, salad oil, salad dressing, mayonnaise.
- These foods supplement but cannot substitute for foods in the four food groups. With few exceptions, they are "empty calorie" foods i.e., they provide mainly calories but little in the way of nutrients.

Prepared by the Ohio Department of Health, Nutrition Division, in cooperation with the Ohio Department of Human Services.

ODHS 1239 (Rev 2/87)

ODHS 1239 (Rev. 2/87)

CRITERIA FOR MEETING THE NUTRITION REQUIREMENTS FOR MEALS IN CHILD DAY CARE FACILITIES

Child day care facilities must serve meals which constitute at least one third of each child's recommended daily dietary allowances, which include foods from all four basic food groups, and which reflect the developmental stage of the child. See rule 5101:2-12-01 (centers); rule 5101:2-13-80 (type A family day care homes); and rule 5101:2-14-28 (certified type B family day care homes).

The following information specifies the four basic food groups and the quantities necessary to meet nutritional requirements for the lunch meal.

MEAT GROUP	Amount		
	1 - 3 years	3 - 6 years	6 years and up
Beef, pork, veal, lamb, poultry, fish	Weight 1 oz.	1½ oz.	2 oz.
	Protein content 7 g	11 g	14 g
Cheese	1 oz	1½ oz.	2 oz.
Egg	1 med. or one lg.	1½ med. or one lg.	2 med.
Peanut butter	2 tbsp.	3 tbsp.	4 tbsp.
Cooked dried beans, peas	½ cup	¾ cup	1 cup
Collage cheese	¼ cup (2 oz.)	¾ cup (3 oz.)	1 cup (4 oz.)

Functions: Provide the nutrients protein, B vitamins (niacin and thiamine), and iron which are needed daily for building and maintaining body cells (e.g. muscles, blood, bone), promoting proper growth, regulating body functions, resisting infection, and forming hemoglobin in the red blood cells.

Notes: Total portion sizes for the meat group can be met by one of the above in amounts stated or a combination of any of the above in amounts equivalent to total meat portions.

- One pound of hamburger shrinks 4 - 5 oz. in cooking.
- Two chicken wings or one drumstick or one thigh = 1½ oz. meat.
- One-fourth cup canned fish (tuna, salmon, mackerel) = 1 oz. meat.
- One medium chicken liver = 1 oz. meat.
- All fish sticks, cold cuts, frankfurters, etc., do not weigh the same. Be sure to determine weight by dividing number of pieces or slices into total package weight.
- Cheese food and cheese spread do not contain as much protein as regular cheese. If they are used, 1½ oz. = 1 oz. meat. Cream cheese cannot be used as a meat equivalent.
- Cooked dry beans or dry peas may be used as a meat-equivalent or as part of the vegetable/fruit group but not in both groups in the same meal.

Health and Safety

We have many sound practices in place for the health and safety of our students.

- No student will ever be left alone or unsupervised at any time once parents/guardians hand their child over to the care of CHCA staff.
- Parents/guardians may drop their child off in the mornings from 7:30 a.m. to 8:30 a.m. in the ECLC drop off area. Staff will be there to greet the child and escort the child to his/her classroom.
- Parents/guardians are welcome to bring their children into the building each day. Upon entry parents/guardians must swipe their driver's license at the kiosk in the ECLC Welcome Center and secure a visitors badge before proceeding to the classroom. Lead teachers and staff will be in the classrooms to greet the children and will be responsible for their care and safety the remainder of the day until parents/guardians pick them up.

If a child is to be released to only one parent, a copy of the court order appointing that parent as the only legal custodian and/or restraining order prohibiting a parent from contact with the child, must be on file with the ECLC Administrator and the child's teacher.

Fire, Tornado and other School Safety Drills as designated by the Ohio Department of Education will be conducted at various times each month to prepare students for emergency situations. Included in the School Safety drills are Lock Down, Rapid Dismissal and Shelter-In-Place. A plan is posted in each room that the children use which explains staff actions and responsibilities in case of fire emergency or weather alert. Also included is a diagram of the evacuation routes to be followed. Procedures and evacuation routes are posted in each classroom. The ECLC Administrator will keep record of these drills.

The school and its staff will report any signs of child abuse or neglect to the local children's services agency.

All cleaning supplies will be kept out of reach of the children at all times. Aerosol sprays will not be used when students are in the classroom. A First Aid Kit is located in the classroom. Additional First Aid Supplies are found in the EBL Nurse's Office.

The Lead Teachers and Teacher's Aides are trained in an approved course in First Aid/CPR, Management of Communicable Disease and Prevention and Recognition of Child Abuse by the first day of school. The Lead Teachers and Teacher's Aides will accompany students on all field trips or special outings and will take along the First Aid Kit.

When an accident, injury or any other incident happens at school or the emergency transportation of a child is necessary, the parents will be notified immediately. The child's teacher or EBL Nurse shall complete an "Incident Report." The ECLC Administrator will keep a copy of this report on file for one year. Parents will also receive a copy of this report. Each childcare staff member has immediate access at all times to a working telephone within the building used for childcare. All child care staff members receive a copy of the ECLC's complete Health and Safety plan upon

employment and prior to the first day of school. It will also be a topic of discussion in their orientation meetings.

Emergency Situations:

If there is an emergency at school, the parents or guardian will be called immediately. If the parent or guardian cannot be reached, the emergency contacts listed for their student in Veracross/Magnus Health will be called. Emergency Contacts must be at least 18 years old and have a valid photo ID. The child's Lead Teacher/Teacher's Aide, ELP Administrator and or school nurse will handle any emergency situation. If the Lead Teacher is handling the emergency situation, the Teacher's Aide will take over supervision of the class. The school will supply any emergency medical records or health information to the EMS so that those records would accompany the child with the medical personnel.

All children's medical records are located in the Lower Elementary School Nurse's Office. If a parent cannot be reached and it becomes apparent that the child requires medical attention, the life squad will be called. The child will be taken to the nearest hospital for treatment unless another hospital has been noted on the Emergency Medical Form or unless the paramedics deem that a closer hospital is necessary. (If that is the case, the child will be taken to Bethesda North Hospital.)

It is a requirement of enrollment that the parent or guardian sign approval to transport their child in an emergency situation via the Emergency Squad ambulance.

A "Medical Emergency Plan" and a "Dental Emergency Plan (from the Division of Dental Health of the Ohio Department of Health) is posted in each ECLC Classroom. In any emergency situation, the teachers or administrators would follow these procedures. Again, the parent or guardian will be called **immediately**.

If a child is involved in any type of accident or experiences injury at school, the parents will be notified. A form documenting the incident and any care given will be sent home as well.

A first aid kit is located in each of the ECLC classrooms and will be taken on each field trip.

Health Records

A PK Medical History form available to print from Magnus shall be submitted via Magnus Health **by the first day** of the child's attendance. The exam, completed by a licensed physician for each child **younger** than 3-year old's by the date of admission, shall occur within 6 months of the date of admission and annually from the date of the examination thereafter. The exam, completed by a licensed physician, for each child who is 3 years old or older shall occur twelve months prior to the first day the child is enrolled and annually from the date of examination thereafter. The date of admission to the school is Aug. 21, 2024. The examination should affirm that the child is in suitable condition for enrollment in the program. The health record should include the following:

- Name of child and date of birth
- Statement signed by a licensed physician.
- Written, signed and dated instructions from a licensed physician or licensed dentist to administer medications, food supplements, modified diets or fluoride supplements. A dated immunization record which includes all immunizations the child has had and dates these were administered.
- A list of all allergies and any special precautions or treatment indicated for these allergies.
- A list of any medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.
- A list of any chronic physical problems and any history of hospitalization.
- A list of any diseases or injuries the child has had.
- The name, address, and telephone number of the child's physician or clinic and dentist.
- An emergency transportation authorization including permission for emergency medical or dental care.
- Name, address (home and/or business) of parent or guardian.
- Name of two non-parent persons to whom the child can be released. (These people must be 18 years or older.)

Any written health information provided to the school after the child's enrollment will be attached to the child's written health record.

All records will remain confidential and viewed only by the appropriate ECLC staff members except that all records shall be immediately accessible at all times to the Director of the Ohio Dept. of Education or his designee.

The immunization records of the students in the ELP shall be subject to review by a Health Dept. representative for disease outbreak control and for immunization level assessment purposes. The immunization record for each child shall be maintained in a format that requires recording the specific month, day, and year of each dose of vaccine that has been received.

Information shall be reviewed and updated by the parent or guardian as needed **at least annually**.

Note: Children who do not have the appropriate Health Records information on file by the first day of school (Aug. 21, 2024) will not be accepted into the program until the information is provided.

Handicapped Children or Those with Special Needs

CHCA enrolls students for whom the school can meet their needs. CHCA is careful to make known to parents seeking admission that the school is not equipped or resourced to meet a broad range of disabilities. When a student is enrolled who requires accommodations due to ADD, ADHD, sight or hearing deficiencies, or special dietary needs, the school is clear to state what

accommodations it can offer the student in the written care plan in accordance with the American's for Disabilities Act.

Below you will find some information on Early and Periodic Screening, Diagnostic and Treatment that all Ohio preschools are required to provide to their families per ODE Preschool Licensing Rules and Regulations. While children enrolled in Medicaid are required to participate in this program, we must provide information to all preschool families.

FOR OHIOANS:

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

Medical history complete unclothed exam (with parent approval) developmental screening (to assess if child's physical and mental abilities are age appropriate) vision screening dental screening, hearing assessment, immunization assessment (making sure child receives them on time; and other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English \(Instructions\)](#), [en Español](#) or [Somali](#).
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions form](#).

[Healthchek Info Card](#)

[Healthchek Fact Sheet](#)

[Healthchek Poster](#)

[Frequently Asked Questions](#)

[Information about Medicaid](#)

[Managed Care Plans](#)

Questions? Call the consumer Hotline at (800-324-8680 Do not call the school.)

In addition, here is some information we are required to provide to you regarding the Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings. This requirement is for early intervention services for infants and toddlers

How do I get started? Contact your local County Board:

In Ohio, the County Board is the primary contact for an individual and their family. The County Board serves two primary functions:

Determining Eligibility:

Your County Board will work with you to determine eligibility for services. Eligibility criteria varies by age:

- **Ages 0-2:** the eligibility report completed by or for *Help Me Grow* is used to determine eligibility.
- **Ages 3-5:** Each County Board sets eligibility requirements, which may include the evaluation completed by or for the school district for preschool special education
- **Ages 6+:** Standard assessment tools are used to measure an individual's current functional abilities in life activity areas – mobility, self-care, self-direction, capacity for independent living, learning, and receptive and expressive language skills – for ages 16 and older, the tool also measures economic self-sufficiency. To be eligible for services, an individual must show substantial functional limitations in at least three of these areas. The tools used are the Children's Ohio Eligibility Determination Instrument (COEDI) for children ages 6-15, and the Ohio Eligibility Determination Instrument (OEDI) for individuals ages 16 and older. If you would like to learn more about these tools, you can review these [documents used to administer the assessments.](#)

Service Coordination:

Once you are eligible for services, your County Board will link you to needed services and supports. A Services and Support Administrator (SSA) will work with you to develop an Individual Service Plan that outlines what types of supports are needed.

When to contact your local County Board

Contact your local County Board for these **or if you have further questions:**

- If your child is diagnosed with a developmental disability, or you suspect your child may have a developmental disability.
- If additional support is needed to achieve your/your child's goals.
- If you are moving to a new community and are receiving services and want to continue receiving services once you move.

Case Management (Service and Support Administration - SSA)

Case management is a process to link individuals and families to needed services and supports provided by local county boards of DODD. It may include any or all of the following supports:

- Information, referral and linkage
- Eligibility determination and assessment
- Individual Service Plan development and revision
- Assistance in provider selection and accessing services
- Coordination and monitoring of services
- Quality assurance of services provided to individuals and families
- Crisis intervention

2.2. Medical Information

A registered nurse is available at each campus during regular school day hours.



Contact information for the nurse at each campus is available in the [website directory](#)

Last modified: 12 June 2024

2.2.1. Authorization for Emergency Response

Ohio Revised Code 3313.712 mandates that **Emergency Medical Authorization** be collected by schools annually and in cases of emergency, may present this form to EMS, a healthcare provider or hospital rendering treatment. Students will be excluded from class after the first day of school should the **Emergency Medical Authorization** not be completed and on file with the Building Nurse.

Parents/Guardians of enrolled students must complete the **Emergency Medical Authorization** found in Magnus Health prior to the first day of school.



Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link. The [Medical Forms webpage](#) has more information and Veracross links.

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2.2.2. Determination When to Send Sick Child to School

Parents/Guardians should not send a student to school, an extra-curricular activity, or an athletic event when a student:

- Has a fever of at least 100 degrees. Students should be fever-free for at least 24 hours without any fever-reducing medication 24 hours before returning to school.
- Has thrown up (due to illness) or had three or more watery, loose diarrhea stools any time in the last 24 hours.
- Has an upper respiratory infection with uncontrolled nasal drainage, coughing, or sneezing that may infect others.
- Was sent home from school the previous day or the same day with a fever (100 degrees or higher) or was sent home the previous day or the same day for vomiting and/or diarrhea.
- Has a significant rash that has not been diagnosed by a healthcare provider.
- Is complaining of substantial pain for a significant duration until a healthcare provider has examined the student and cleared them for school.

- Is taking prescription-strength medication, which impairs their ability to stay awake/alert and safely navigate stairs and hallways.

If a student becomes ill during school hours, the building nurse will contact the parents. If the Building Nurse is unable to reach the parents, emergency contacts listed for your student in Veracross/Magnus Health will be contacted. Emergency contacts must be at least 18 years old and have a valid photo ID. Sick or injured students cannot be kept in the nursing clinic for **more than one hour**.

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2.2.3. First Aid

The teacher, office staff, administrator or building nurse may administer minor first aid. Parents/Guardians will be contacted for significant injuries and/or illness, and 911 will be called in case of an emergency.

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2.2.4. Illnesses Requiring Healthcare Provider's Note for Re-Entry

The building nurse may require a written statement from the healthcare provider for reentry into school following an illness. Illnesses for which a note may be required include, but are not limited to:

- Bed bugs (Cimex Lectularius)
- Chicken Pox
- Conjunctivitis (pink eye)
- German Measles (Rubella)
- Impetigo
- Measles
- Meningitis

- Mumps
- Pinworms (Enterobius Vermicularis)
- Ringworm of scalp/body (Tinea Capitis/Corporis)
- Scabies
- Significant rashes
- Streptococcal Infections (strep throat/scarlet fever)
- Whooping Cough (Pertussis)

Head Lice (Pediculosis Capitis) – Students may be readmitted to school only if the student’s hair has been treated with an approved lice shampoo and found by the school nurse to have no live lice or nits (lice eggs) attached to hair shafts within 1/4” of scalp. This treatment should be performed by the parents *before* seeing the Building Nurse for approval to return to school.

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2.2.5. Immunization Requirements

Ohio State Law 3313.671 requires that a record of the exact dates (month/day/year) of immunizations of each student be on file at the school. By law, a student may be excluded from school on the 15th day of the school year if the school has not received written proof of the required immunizations.

The State of Ohio Legal Immunization Exemptions apply to students who have an Immunization Waiver Form on file prior to the first day of the current academic year. Obtain this form from the building nurse. Unless submitting a waiver for religious or “good cause,” a physician signature is required for medical exemptions. In the event of a communicable disease outbreak, your child may be excluded from school and not allowed to return until such a time that the building nurse, administrators, or in some cases Hamilton County Public Health, allows. There is no guarantee that faculty can provide the same educational experience as in the classroom during the missed time. Students excluded from school during an outbreak are also excluded from participating in any CHCA extracurricular activities or sporting events.

2.2.6. Medication Administration

The administration of prescription medication to a student during school hours may be deemed necessary by your healthcare provider. Ohio Revised Code 3313.713 states that no prescription medication can be dispensed by CHCA personnel without a consent form signed by parent/guardian and by a healthcare provider. A medication permission form should be completed prior to sending any medication to the school.

To request the assistance of school personnel to give medication:

1. Complete the appropriate **Medication Permission Form** for your student's grade – this can be found on Magnus Health.
 - The parent must sign to authorize the school personnel to administer the medication.
 - The healthcare provider must sign to authorize the medication.
 - The parent or healthcare provider may return the form to the school via fax, email, or paper copy.
2. The parent should bring the medication in a Ziplock bag with the student's name marked clearly on the bag. All medications must be in their original container and the school clinic cannot give expired medication.
 - Prescriptions should be labeled with the student's name, name of the medication, the dosage, the route, the time to be given, and the healthcare provider's name.
 - Over-the-counter medications must be a new, unopened bottle and labeled with your student's name.

Students are not allowed to have medications (prescription or nonprescription) on their person, in their backpacks, cars or lockers or self-administer any medications. The exception is Upper School 7-12 students may carry and self-administer asthma inhalers and Epi-pens during the

school day and may self-carry medications, if needed, when traveling with CHCA. An **Upper School 7-12 Self-Medication Agreement** signed by a healthcare provider, parent and student must be on file.



Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link. The [Medical Forms webpage](#) has more information and Veracross links.

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2.2.7. Severe Life-Threatening Allergies

Food and other allergens can trigger severe reactions leading to potentially serious health consequences or anaphylaxis (Food Allergy & Anaphylaxis Network, 2019). Accidental exposure to allergens can happen anywhere, anytime, including in the school environment. Because parents/guardians know a students' medical history better than anyone else, it is imperative that they work closely with their private healthcare provider to provide the school pertinent, timely information about a student's level of sensitivity and their type and severity of reactions (Ohio Revised Code 3313.719).

To foster the safest possible environment, it is the parent's responsibility to:

- Submit the **Emergency Medical Authorization** form, the **Prescription Medication Permission** form, the **Food Allergy and Anaphylaxis Emergency Plan (FARE)** form, and the **Student Asthma Action Card** (if student also has asthma) prior to the first day of school.
- Request a meeting with the building nurse to establish a plan of care before the first day of school.

- Deliver Epi-pens and Inhalers to the building nurse before the first day of school. **For older students in Gr 7-12 who may plan to carry their own Epi-Pen, a second Epi-Pen should be provided to the building nurse per Ohio Revised Code 3313.718. It is strongly recommended a second Inhaler also be provided.**
 - Per House Bill 296, enacted by the 2014 General Assembly, CHCA now stocks unlicensed Epinephrine in each building for emergency use during the regular school day while students are on campus. The availability of stock Epinephrine pens is not intended to replace a student's own prescription. The primary use of the unlicensed Epinephrine is to treat first time, previously undiagnosed anaphylaxis.
- Provide safe snacks for classroom breaks, field trips, class parties and any extra-curricular or athletic events.
- Communicate with all extra-curricular, after-school care, and coaching staff about your student's plan of care.
- If Epinephrine is administered during the school day, 911 will be called along with parents so the student can be evaluated by a healthcare provider for any further medical treatment.



Access Magnus Health by logging into your Veracross Account and clicking the gold Magnus Health (PK-12 Medical/Other Forms) Link. The [Medical Forms webpage](#) has more information and Veracross links.

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2.2.8. Tuberculosis Policy

All students new to CHCA from outside the Continental USA and from a TB prone area should be tested prior to their first day of school at CHCA. Current students who spend 30 days or

more in travel out of the country in TB prone areas need to be tested prior to returning to CHCA. Contact the building nurse if you are unsure if you need to test. **All test results should be given to the building nurse prior to the first day of school or the student's first day back at school after traveling.**

Last modified: 12 June 2024

2.2.9. COVID-19 Information

CHCA will continue to follow the guidelines set forth by the Ohio Department of Health and the Hamilton County Public Health Department regarding COVID- 19 protocols.

2.3.5. Emergency Drills

Emergency drills such as fire, tornado, shelter in place, and lockdown/active shooter are held annually according to state guidelines. All students, teachers, staff, parents, and visitors in the building at the time of the emergency drill are expected to participate.

If a tornado warning siren goes off at dismissal time, students will be sent to the designated tornado areas of the building and cannot leave the building, even if a parent has come to get them, until the warning has passed. At notice of the warning, if parents want to come into the building for safety, they may do so. Faculty and staff will remain with the students at all times during the duration of the warning. If the students are outside the building in mid-dismissal and a tornado warning siren goes off, all of the students who can be reached will be instructed to go back into the building to a secure area.

If students are on the CHCA athletic fields when a tornado warning siren goes off, they will be directed where to go to seek shelter by the CHCA coach and/or the Athletic Director as they are designated as the final authority in the evacuation of the athletic fields. Spectators are welcome to come in and find shelter, but all regular secure areas should be kept free for students from CHCA and the opposing teams.

Nap Time

Any child enrolled in the program for 5 or more hours will be provided a nap period for a period of 45 minutes to an hour, never to exceed one hour and fifteen minutes in a 24-hour period. All children will be required to begin the nap period by resting on their cot, but no child will be forced to go to sleep. Children who cannot “rest” after a short period of time will be allowed to engage in a quiet activity on their cot. The appropriate child staff ratio will be maintained at all times during the nap period. One childcare staff member for 14 Four Year Old’s, one childcare staff member for 12 Three Year Old’s, and one childcare staff member for 7 Two Year Old’s will be physically present in the room at all times. Naptime preparation will be complete before the nap period begins. No child will be left unsupervised.

Each child will be assigned to a cot. The cots and their cleanliness will meet the requirements of the Ohio Department of Education Preschool Licensing Regulations. If more than one child must use the same cot in any given day, the cot will be cleaned and disinfected between uses. Additionally, cots which become soiled during daily use by, but not limited to, blood, vomitus, toileting accidents, and spills, shall immediately be cleaned thoroughly with soap and water and then disinfected with an appropriate germicidal agent. The Teacher’s Aide will be in charge of this and will keep a log of the cleaning dates. All cots will be cleaned and sanitized weekly unless soiled.

Each student should bring a lightweight blanket labeled with their name for use during naps. In addition, each child can bring one "soft, sleeping buddy" (plush toy) to assist in settling down for the nap period, which too should be labeled with the child's name. Blankets or items brought from home for the nap period will be sent home at the end of each week for washing.

If a child is less than 35” in height, parents will need to sign a “Permission to Nap on a Cot” form. The form is included at the end of this booklet.

Parents

Parent Involvement within CHCA Community

CHCA operates under the supervision of a Board of Trustees (BOT), whose membership is primarily comprised of parent members of the school association and elected by the association membership. The educational program of the school is directed by an administration comprised of professional educators; the administration is responsible to the Board of Trustees.

In addition to its supervisory function with respect to all CHCA activities, the administration provides information to, and serves as a primary means of communication with CHCA parents.

Involvement Opportunities:

Parent Teacher Fellowship

Volunteers

Paid aides working under the direct supervision of the classroom teacher and the administration.

Involvement Guidelines:

School Authority. Despite their personal and unique perspectives, CHCA parents must ultimately recognize their accountability to procedures established by the Board and the Administration.

Respecting Classroom Flow. Parents who exercise their privilege to be part of CHCA must avoid disruption of the educational process.

Respecting Boundaries. While parent views are important and influential upon school policies, it is vital that these views be expressed and carried out appropriately, through constitutionally mandated procedures and, most often, through the established committee structure.

Confidentiality. From time to time, parents may become aware of personal information related to the school, staff, students or other parents. Please keep all information of a personal nature confidential.

Respecting Participation Requests. From time to time, the school administration will ask volunteers to follow guidelines or perform duties as a condition of their involvement (i.e., sign forms, submit to finger printing, sign disclosures, etc.).

Parent Volunteers:

Parent volunteers are welcome in the classroom as needed by the teachers. They will schedule the volunteers and plan for their duties. Each parent volunteer will be oriented to the procedures to be followed while in the classroom and should download and read, from the CHCA website, the Parent Volunteer Handbook. Before the first day of volunteering, the parent must sign the form in the front of the Volunteer booklet stating that they have read, understood, and will follow the procedures set forth by the school. In addition, parents must sign a “Non-Convictions” statement which will be kept on file for the entire school year. Parents who do not follow the procedures or abuse the privilege of being a parent volunteer will be asked to leave their volunteer position.

In an effort to maintain the safest environment for our students, volunteers are required to be fingerprinted PRIOR to the first-time volunteering in any capacity. This includes classroom helpers, party helpers, field trip drivers, and regular visitors to the building, as well as volunteers for events such as Fall Festival and ArtBeat. CHCA has its own digital fingerprinting equipment located in our Business Office. The process is simple; it only takes about 5 minutes, there is no ink involved, and it only needs to be done once every 5 years. So, if you know you will be volunteering in any capacity this upcoming school year, please mark your calendar and make arrangements to get this completed before school starts. Please contact our Judi Davis at judi.davis@chca-oh.org to arrange a time to have fingerprinting completed. If parents are

coming to chapel, a class party or class special event but are not helping during any of those events, they do not have to be fingerprinted.

Each parent or guardian in each class will receive upon request a roster of his child's class. Each parent or guardian must sign a form giving permission for inclusion of their child on **the class roster which will be given only to parents/guardians of students enrolled at the ECLC. Parents/guardians will only receive a roster for the class in which their child is enrolled.**

The Lead Teachers will keep parents informed about classroom projects, happenings and events, through a weekly newsletter.

Parent Teacher Conferences and Progress Reports:

To keep parents apprised of their child's progress, there will be two formal Parent/Teacher Conference days scheduled with the ECLC Teacher (One in October and one in February or March.) Additional conferences with the teacher may be requested by the parents, guardian or teacher and will be scheduled at a mutually convenient time. Telephone conferences may occur more frequently and will take the place of in-person conferences when those are not practical. Parent's may also email their child's teacher when necessary. Children's progress reports will be made available to parents and guardians at the end of each **semester (not quarter)**. If at any time, you have a question or concern, please don't hesitate to ask!

Daily Schedule

Sample Two-Year-Old ELP Daily Schedule

(Actual schedule may vary slightly)

- 8:30 – 8:45 a.m.** Welcome and Free Choice – Children arrive, greeted by Lead Teacher, visual check for children’s wellness, Teacher’s Aide helps child get settled, hang coat, put away any belongings in cubby, then directs child to free play and exploration areas.
- 8:45 – 9:00 a.m.** Diaper changes as needed. Meeting Time: Welcome, plans for day, weather, stories, songs, conversation, theme-based discussions, (children will actively participate – movement is incorporated into this time.)
- 9:10-9:25 a.m.** Specials classes (Art, Music, Spanish, Science Explorers, Story Time with Librarian) Times vary each day but each is 15 minutes in length).
- 9:30- 10:15 a.m.** Learning Centers/Small Group Instruction/Individual Activities. Activities include but are not limited to the following: Block Play, Art Activities, Dramatic Play, Work with manipulatives, Nature/Science Explorations, Math Games, some guided activities in Language Arts, Reading and Christian Studies, Atelier experiences.
- 10:15 –10:45 a.m.** Large Muscle Play/Recess (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)
- 10:45-11:30 a.m.** Free Choice/Closing Meeting/Prepare to go home.
- 11:45 a.m.** Dismissal for Half Day students.
- 11:30-12:30 p.m.** Diaper Changes. Lunch (in the classroom) Both Aide and Lead teacher or Two Aides supervise. The Half Day students are dismissed at 12:00 noon.
- 12:30 – 1:15 p.m.** Nap time. Each child is assigned to his/her own individual cot. No child is forced to sleep but encouraged to rest. Early risers or those who cannot nap will be allowed a quiet activity on his/her cot.
- 1:15 – 1:40 p.m.** Diaper Change. Christian Studies activities
- 1:40 – 2:10 p.m.** Recess
- 2:10 – 2:25 p.m.** Snack
- 2:25 -2:45 p.m.** Learning activities that extend and enrich the Two Year Old Curriculum and projects.

2:45 p.m. Diaper Changes. Closing meeting (some students will be leaving at 3:00 p.m. while others stay for the After-School session.)
Diaper changes will occur periodically throughout the day and as needed in between those designated times.

Sample Three-Year-Old ELP Daily Schedule

(Actual schedule may vary slightly)

8:30 – 8:50 a.m. Welcome and Free Choice – Children arrive, greeted by teacher, visual check for children’s wellness, Teacher’s Aide helps child get settled, hang coat, put away any belongings in cubby, then directs child to free play and exploration areas.

8:50 – 9:05 a.m. Meeting Time: Welcome, plans for day, weather, stories, songs, conversation, theme-based discussions, (children will actively participate – movement is incorporated into this time.)

9:10-9:40 a.m. Specials classes (see below for exact times.)

9:45- 10:15 a.m. Free Choice Learning Centers/Exploration Areas (activities include but are not limited to the following: Block Play, Creative Dramatics, Puppetry, Work with manipulatives, Housekeeping, Dramatic Play, Nature/Science Explorations, some guided activities in Math and Language Arts.)

10:15 –10:45 a.m. Large Muscle Play/Recess (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)

10:45-11:00 a.m. Snack/Story

11:00-11:30 a.m. Meeting Time: Recap morning activities, song, Bible lesson etc.

11:45 a.m. Dismissal for Half Day students

11:30 – 12:30 p.m. Lunch (in the classroom) Both Aide and Lead Teacher or Two Aides supervise. The Half Day students are dismissed at 12:00 noon.

12:30 – 1:15 p.m. Nap time--(All children rest on a cot. No one is forced to sleep but encouraged to rest. Early risers or children who absolutely cannot rest after a good try will be able to engage in a quiet activity on their cot.)

- 12:40 – 1:40 p.m.** Large Muscle Play/Recess (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)
- 2:00 – 2:45 p.m.** Special learning activities that extend and enrich the three year old ECLC – such as project work/explorations
- 2:45 -3:00 p.m.** Prepare to Dismiss. (School Day students leave at 3:00 p.m.) Parents pick up their children at the classroom door. Both Lead Teacher and Aide will supervise dismissal. When there are less than seven students, the Aide may resume other duties such as preparing the room for After School Care. Children enrolled in Eagle’s Nest (3:00 to 6:00 p.m.) transition to that program. The 3’s will combine with the 4’s in the 4’s classroom.
- 5:30 -6:00 p.m.** Children are taken to the Large Motor Room (Piazza) for pickup.

Four-Year-Old AM ELP Daily Schedule

(Actual schedule may vary slightly)

- 8:30 – 8:45 a.m.** Welcome and Free Choice – Children arrive, greeted by Lead Teacher, visual check for children’s wellness, Teacher Aide helps children get settled, hang coats, put away any belongings in cubby, then directs them to free play and exploration areas.
- 8:45 – 9:00 a.m.** Meeting Time: Welcome, plans for day, weather, stories, songs, conversation, theme-based discussions, (children will actively participate – movement is incorporated into this time.)
- 9:10-9:30 a.m.** Specials Classes (Art, Music, Spanish, Science Explorers, Story Time with Librarian) Times vary each day but all are 20 min. each.
- 9:30- 10:15 a.m.** Learning Centers / Small Group Instruction/Individual Activities. Activities include but are not limited to Block play, Art Activities, Dramatic play, work with manipulatives, Nature/Science Explorations, Math Games, some guided activities including activities in Language Arts, Reading and Christian Studies.
- 10:15-10:45 a.m.** Large Muscle Play/Snack (indoors in the Large Motor Room or outdoors on the playground, weather permitting.)
- 10:45 – 11:30 a.m.** Free Choice/Closing Meeting/Prepare to go home.
- 11:45 a.m.** Dismissal Time for Half Day students

- 11:30a.m.-12:30 p.m.** Lunch time. Lunch (in the classroom) Both Aide and Lead Teacher or Two Aides supervise. The Half Day students are dismissed at 12:00 noon.
- 12:30-1:15 p.m.** Nap time. Naptime (each child is assigned to his/her own individual cot.) No child is forced to sleep but encouraged to rest. Early risers or those who cannot nap will be allowed a quiet activity on his/her cot.
- 1:15-1:30 p.m.** Meeting Time/Christian Studies
1:40-2:10 p.m. Recess
- 2:10-2:25 p.m.** Snack
- 1:30-2:00 p.m.** Snack
- 2:00-2:45 p.m.** Learning activities that extend and enrich the Four Year Old curriculum and projects.
- 2:45 p.m.** Closing meeting (some students will be leaving at 3:00 p.m. while others stay for the After-School Session.

Two, Three and Four-Year-Old Before School Care Schedule

(Actual schedule may vary slightly)

7:30 a.m.-8:30 a.m. Children arrive and are either dropped off in the Drop Off area or parents come in with their child and take them to their classroom. They are greeted by the teacher; visual check for children's wellness is completed; Teacher Aide helps children get settled, hang coats, put away any belongings in cubby. Children can choose free choice activity. They are welcome to bring a light breakfast to eat during this period.

8:30 a.m. The school day begins.

ECLC Sample Specials Schedule

(your child's teacher will send you their actual schedule)

Chapel will be 2 x a month on Wednesday's this year as this is the day we have most students.

ECLC Recess:

- **PK2 A.M:** 8:50-9:15 M,T,Th,F W: 9:20-9:40 M-F 2:05-2:25
- **PK3 FD:** 9:25-9:45 M,T,Th,F W: 9:50-10:10 M,T,W,Th,F2:25-2:45
- **PK3 HD A.M:** 9:55-10:15 M,F W: 10:20-10:40
- **PK4 Losey:** 10:25-10:45 M,T,Th,F W: 10:50-11:10 M-F 1:45-2:05
- **PK4 Meyer:** 10:55-11:15 M,T,Th,F W: 11:20-11:40 M,T,W,Th,F 1:25-1:45
- **PK2 P.M:** 1:55-2:15 M,T,W,Th,F

Note: Recess is 20 minutes long. This does not include travel time to get to recess. Playground must be sanitized between use.

Specials:

PK2:

Music: Monday 10:25-10:45
Adventures in Movement: Wednesday 10:25-10:45
Library: Thursday 10:25-10:45
Spanish: Tuesday 10:25-10:45
Science Explorers and Atelier Time TBA

PK3 Half Day

Music: Monday 11:05-11:25
Adventures in Movement: Friday 11:05-11:25
Library: Friday 8:50-9:10
Spanish: Wednesday 11:05-11:25
Science Explorers and Atelier Times TBA

PK3 Full Day Group 1

Music: Wednesday 10:30-10:50
Adventures in Movement: Monday 11:05-11:25
Library: Thursday 11:05-11:25
Spanish: Tuesday 11:05-11:25
Science Explorers and Atelier Times TBA

PK3 Full Day Group 2

Music: Thursday 1:50-2:10
Adventures in Movement: Tuesday 1:50-2:10
Library: Monday 1:50-2:10
Spanish: Wednesday 1:50-2:10
Science Explorers and Atelier Times TBA

PK4 Losey

Music: Wednesday 11:05-11:25

Adventures in Movement: Tuesday 11:05-11:25

Library: Thursday 8:50-9:10

Spanish: Monday 11:05-11:25

Science Explorers and Atelier Times TBA

PK4 Meyer Group 1

Music: Monday 9:35-9:55

Adventures in Movement: Tuesday 9:25-9:45

Library: Thursday 9:25-9:45

Spanish: Wednesday 9:35-9:55

Science Explorers and Atelier Times TBA

PK4 Meyer Group 2

Music: Monday 2:20-2:40

Adventures in Movement: Friday 2:20-2:40

Library: Thursday 2:20-2:40

Spanish: Wednesday 2:20-2:40

Science Explorers and Atelier Times TBA

After School Care (Eagle's Nest)

3:30 – 6:00 p.m. This is a more unstructured time when students have an opportunity to play with friends and participate in a variety of recreational activities. Music, creative art, dramatic play and lots of outdoor and large motor activities are planned to encourage socialization and problem solving skills. Those who are tired and need to rest will be able to do so. The children will have opportunity to participate in mission outreach work on the campus. Parents will pick their child up from their classroom door until 5:30 p.m. From 5:30 p.m. to 6:00 p.m., the children will be picked up in the Piazza. (Please note that until all Two year olds in the class who are in After Care are Three years old, parents need to pick those students up in their classroom.) Should a student's parent, guardian or designated person who transports the child to ECLC be late in picking up the student, the ECLC personnel will discuss the matter with the persons involved to resolve the situation. If the parent is late in picking their child up from the After School Care program, a late fee will be charged to the parent's account as follows:

6:01 p.m. to 6:15 p.m. \$15

6:16 p.m. to 6:30 p.m. \$25

6:31 p.m. to 6:45 p.m. \$35

6:46 p.m. to 7:30 p.m. \$45

Any fees or registrations involving fees, if due from parents, are due at the time stated in any policy put forward by Cincinnati Hills Christian Academy.

School Closing

School Closings/Delays: If the school is closed or delayed for any unplanned reason such as inclement weather, parents will receive a phone call through CHCA’s school messaging system. If the school is closed, the ECLC school is closed. Please note that all after-school activities are cancelled also.

If the message at any time says the Blake Lindner Thompson Early Childhood Learning Center will be on a **delayed opening**, the PK2, PK3 and PK4 students may begin arriving at 9:30 a.m. for care, but classes actually begin at 10:30 a.m.

It is important to plan ahead for all weather-related problems!

Technology Use

FOR THOSE USING CHCA’S COMPUTER NETWORK AND ACCESSING INTERNET THROUGH THE SCHOOL

Cincinnati Hills Christian Academy (“CHCA”) offers access to its students, faculty, staff, administrators or anyone else authorized to use the CHCA resources to interconnected computer systems within CHCA and to the Internet (via school devices and personal devices), which provides both various means of accessing significant educational materials and opportunities and is an excellent research tool for life-long learning. CHCA has established parameters for this use in the spirit of the Christian mission and CHCA’s core values.

So that CHCA can continue to make its computer network and Internet access available, all students, faculty, staff, administrators or anyone else authorized to use the CHCA resources, must take responsibility for appropriate and lawful use of this access. In particular, students must understand that one student’s misuse of the network and Internet access may jeopardize all other students’ ability to enjoy such access. While CHCA’s teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, student cooperation is critical in exercising and promoting responsible use of this access.

Below is CHCA’s Acceptable Use and Internet Safety Policy (“Policy”) and the Data Acquisition Site that provides Internet access to CHCA. Upon the parents’/legal guardians’ reviewing and agreeing to this Policy as part of executing the CHCA Enrollment Contract, each student is bound by the Policy and will be given the opportunity to enjoy Internet access at School. CHCA cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to CHCA as part of executing the CHCA Enrollment Contract.

Listed below are the provisions of your agreement regarding computer network and Internet use. This policy also applies to use of personal devices on a non-school data network while on school property, at a school event or while participating in a school activity such as remote or online learning. Please contact the Director of 21st Century Learning and/or the appropriate Division Administrator (principal, assistant principal) with any questions about these provisions. If any

user violates this Policy, the student will be subject to disciplinary action, including denial of access to the network and/or school devices, or other consequences as deemed appropriate by the school administration.

I. PERSONAL RESPONSIBILITY

By signing your CHCA Enrollment Contract, you have agreed not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the Director of 21st Century Learning and/or the appropriate Division Administrator (principal, assistant principal). Misuse means any violations of this Policy or any other use that is not included in the Policy, but can harm others or their property.

II. TERMS OF THE PERMITTED USE

Students who are enrolled are permitted to have computer network and Internet access while they are actively taking courses only.

III. ACCEPTABLE USES

Educational Purposes Only. CHCA provides equipment and access to its computer networks, the Internet and its online resources for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Director of 21st Century Learning and/or the appropriate division administration to help you decide if a use is appropriate.

IV. UNACCEPTABLE USES

A. Some unacceptable uses that violate this Policy are:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance, the possession or use of which is prohibited by CHCA's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. This includes any live or recorded classes, whether in person or virtual, that CHCA makes available to students online.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using their access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of

programming or vandalism; or participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don’t disclose or share your password with others; or impersonate another user.
4. Unauthorized commercial transactions. Except when conducting school-related activities (i.e. updating lunch cards, purchasing items from Spirit Shop or Leaning Eagle, etc.), you should not give others private information about you or others, including credit card numbers and social security numbers. Unless authorized by faculty for a class activity or other educational purpose, students and others may not use the computer network or devices for online gaming or gambling. If you have any questions regarding what constitutes an unauthorized commercial transaction under the Policy, please contact the Director of 21st Century Learning and/or the appropriate Division Administrator (principal, assistant principal).
5. Uses which violate school fraternization policies or uses which promote undue familiarity between those in a faculty/student or superior/subordinate relationship. For example, students who are currently taking classes with faculty becoming online “friends” with such faculty on a social networking site.
6. Use of any personal devices on campus or while attending or participating in a school- sponsored activity or event which violates any policy (for example, sexting using a personal cell phone).
7. Social Media. Student use of social media during school hours, school-sponsored activities, or while using school computer networks, the Internet, or devices must be authorized by a teacher for an approved educational purpose. Any social media activity of a student while using school computer networks, Internet, or devices or while engaging in a school-sponsored activity are subject to the Policy. Any social media activity that is directed at the CHCA community (including administration, teachers, and students) and violates this CHCA Policy shall result in discipline.
8. Sexting. In keeping with the school's responsibility to provide a safe learning environment for all students, the Board has established the following policy regarding the issue of "sexting." Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, or possessing photos, messages, audio, images, or e-mails that contain sexually explicit or suggestive content, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation may result in school discipline, up to and including

expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator. Students who report such activity and who are determined to have had no other role in the incident will not be subject to punishment.

9. Making an unauthorized recording or sharing publicly any recording of a class or portion of a class, whether in-person or virtual.

B. Netiquette. All users must abide by rules of network etiquette, which include:

1. Remember the “Golden Rule”. Be polite and treat others the way you would like to be treated. Do not send abusive messages to others. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
2. Use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent, or threatening language are prohibited.
3. Avoid language and uses which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion.
4. Don’t assume that the sender of a message gives you their permission to forward or redistribute the message to third parties or to give their information to third parties. This should only be done with permission or when you know that the individual would not object.
5. Be considerate when sending attachments (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient’s system and is in a format that the recipient can open.
6. Sending or forwarding “chain letters” is a misuse of the system and may result in the loss of the user’s account.
7. Curricular use will take precedence over independent use.

V. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. In compliance with Federal and state laws and for our students’ protection, Internet access at CHCA is filtered. However, even using network filters, all users and their parents/guardians are advised that access to CHCA’s network may include the potential for access to materials inappropriate for school-aged pupils. All users must take responsibility for their use of CHCA’s computer network and Internet and stay away from these sites. Parents of minors are the best guides in deciding what materials to avoid. Any student that finds that other

users are visiting offensive or harmful sites should report such use to the person designated by CHCA.

- B. Personal Safety.** Be safe. In using CHCA’s computer network and the Internet, do not reveal personal information such as your full name, date of birth, home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. “Hacking” and Other Illegal Activities.** It is a violation of this Policy to use CHCA’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, without the student’s permission. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers or Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures.** CHCA, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering technologies designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. CHCA will also monitor students’ online activities, through direct observation and/or technological means, to help prevent users from accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects when appropriate.

VI. SCHOOL PROVIDED DEVICES

When using CHCA-provided technology devices, students must responsibly use the devices. Use of school provided devices is a privilege which may be revoked at any time. Violation of these policies will be subject to normal disciplinary action.

- A. Content and Software** – School equipment is to be used for educational purposes.

Music, videos, games and software must be school approved and installed.

- B. Configuration** – Students may not alter the configuration of the device or install passwords on screensavers, BIOS settings menus, or deletion of files or folders. Deletion of some files may also result in a computer failure and may interfere in the ability to complete classwork, directly impacting grades.
- C. Equipment Repairs** – If the computer fails while in use, CHCA will investigate and determine whether the failure was due to the equipment, or due to improper use. If the failure is due to improper use, the student or parent may be held liable for the cost of repairs and/or replacement.
- D. Loss or Damage** – If equipment is issued to the student, and the property is damaged, lost or stolen, the student or parent is responsible for the cost or repair or replacement based upon the fair market value at the date of loss. Loss or theft of property must be reported to CHCA within one business day, and a police report must be filed within 48 hours of the occurrence if applicable.
 - a. If the equipment is stolen:
 - i. File a police report within 48 hours of the occurrence
 - ii. Notify the Principal immediately, or no later than one business day after the theft
 - b. If the equipment is lost:
 - i. The student or parent will be responsible to pay CHCA the total costs associated with replacing the equipment.
 - c. Students or parents will be charged for the equipment’s replacement or repair if the equipment was deliberately damaged or vandalized.

VII. PERSONAL DEVICES

If personal electronic devices are used on CHCA’s network or on school property or at a school event or during a school-sponsored activity (even when the student or staff member is using his or her personal data network), use of the personal device must be consistent with the Policy. Internet access on CHCA’s network is recorded, and misuse of personal devices, on or off CHCA’s network while on school property, will be subject to normal disciplinary action.

“Personal device” includes computers, laptops, tablets (e.g., iPads and similar devices), electronic readers/ “e-readers” (e.g., Kindles and similar devices); cell phones (e.g. mobile/cellular telephones); smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other Web-enabled or cellular network-enabled devices of any type.

- A. Personal Device Use.** Personal devices on campus will be set to “silent” or powered off during class unless they are being used for educational purposes as defined by the instructor. Texting, messaging, surfing the Internet, and other activity during class, whether in person or virtual, is prohibited unless permitted by a teacher as part of an instructional activity. Personal devices must be stored out of sight during the school day. During non-class time, the regulations of the family/student handbook define how personal devices may be used, so long as they are not disruptive and such uses comply with this Policy. Any misuse will be subject to normal disciplinary action. Use of

personal devices on CHCA's campus or network, or on a personal data network while on school property or at a school event or during a school-sponsored activity, must comply with this Policy; misuse will be subject to disciplinary action.

- B. Personal Devices and Student Privacy.** Personal devices, including but not limited to devices with cameras, may not be activated or utilized at any time in any school situation where students have a reasonable expectation of personal privacy. These locations and circumstances include but are not limited to classrooms (whether in person or virtual), gymnasiums (when not in use for events open to the public), locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether at CHCA or at another school where a school activity or athletic event is occurring. The school administration has the authority to make determinations as to other specific locations and situations where use of a personal device is absolutely prohibited. Nothing in this section prevents CHCA from authorizing the recording of classes, whether in person or virtual, for the purpose of making the recordings available to students through CHCA's computer network or internet.
- C. Personal Devices during Extra-Curricular Activities.** Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of personal devices after school hours or on after-school bus trips. Coaches and advisors will set their rules and enforce consequences involving the use and/or misuse of these devices.
- D. Loss and Damage to Personal Devices.** CHCA assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personal devices brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess personal devices at school, to ensure the devices are not left unattended or unsecured.
- E. No Expectation of Privacy.** CHCA reserves the right to monitor, inspect, copy, review and store information contained on students' personal devices while these personal devices are used on school property or at a school event or as part of a school-sponsored activity. Students recognize that they have no expectation of privacy in their own personal devices while on school property.

VIII. PRIVACY

Network and Internet access is provided as a tool for your education. **CHCA reserves the right** to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer, network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain CHCA's property and no user shall have any expectation of privacy regarding such materials or devices.

Specifically, students **shall have no expectation of privacy** in any email, instant message, documents, text message, chat app message, or other electronic communication sent, received, or stored by or through CHCA's computers, computer network, electronic messaging systems, or other devices. Students must not consider these communications to be private or confidential. All student emails, instant messages, documents, text messages, and

other information that is accessed, stored, created, received, or sent by or through any of CHCA's computers, computer network, electronic messaging systems, and other devices that are CHCA's property. Authorized CHCA personnel may view student files, communications, data, or any other electronic communication at any time for any reason.

IX. FAILURE TO FOLLOW POLICY

Use of CHCA's computer network and Internet is a privilege, not a right. Any user who violates this Policy, shall be subject to school discipline as determined by the CHCA administration and may have their access to CHCA's computer network and Internet restricted, suspended, or terminated. A user violates this Policy by their own actions and may in certain circumstances violate the Policy by failing to report violations by other users that come to their attention. Further, a user violates this Policy if they permit another to use their account or password to access CHCA's computer network and Internet, including any user whose access has been denied or terminated. CHCA may also take other disciplinary action in such circumstances.

Any violations of this Policy may also result in other behavioral consequences as listed under behavior/conduct guidelines published in CHCA's Family Handbook. Disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. Violations could result in expulsion.

X. WARRANTIES/INDEMNIFICATION

CHCA makes no warranties of any kind, either express or implied, in connection with providing access to and use of its computer networks and the Internet. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or their parent(s) or guardian(s) arising out of use of its computer networks or the Internet under this Policy. By signing this Policy, users take full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) agree to indemnify and hold harmless CHCA, the Data Acquisition Site that provides the computer and Internet access opportunity to CHCA and all of CHCA's administrators, teachers, and staff from any and all loss, costs, claims or damages resulting from the user's access to CHCA's computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with CHCA if CHCA initiates an investigation of a user's use or access to its computer network and the Internet, whether that use is on a CHCA computer or on another computer outside CHCA's network.

XI. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information, for example, to reflect developments in the law or technology. Such information must be provided by users (or their parents or guardian) if they wish CHCA Registrar to receive such information.

XII. EDUCATION, SUPERVISION AND MONITORING

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.

CHCA's Director of 21st Century Learning, program media specialists, as well as classroom teachers or his designated representatives will provide age-appropriate training for students who use CHCA's Internet facilities. The training provided will be designed to promote CHCA's commitment to:

- The standards and acceptable use of Internet services as set forth in this Policy.
- Student safety regarding: (1) safety on the Internet; (2) appropriate behavior while on online, on social networking Web sites, and in chat rooms; and (3) cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

4847-0938-1723v7

Policy on Students Being Toilet Trained

Although we realize that toilet training happens at various times for each individual child, all PK3 and PK4 students enrolled in the ECLC must be completely toilet trained **by the first day of school** per preschool licensing requirements by the Ohio Dept. of Education. Each family was notified of this policy at their family interview for admission to CHCA. PK2 students do not need to be toilet trained.

For the purposes of enrollment at CHCA a completely toilet trained child is one that:

- Wears regular underpants, (not pull-ups, diapers or training pants)
- Knows when he/she need to use the restroom without prompting
- Knows how to take care of toileting procedures himself/herself including wiping self
- Does not have regular toileting accidents during the school day.

In addition, any child who attends and has three or more accidents in a one-week period will be considered non-toilet trained. (This could include 3 instances of urinating, 3 bowel movements or 3 of a combination of those.) There will be no exceptions to this ruling. At the conclusion of the day of the third accident, the parent(s) will be asked to keep the child out of school until the child is toilet trained. The child may return to school when the toilet training is complete. Upon re-admittance, parents will be asked to sign a form stating that toilet training is complete. If, however, the child returns to school and has three additional accidents in a one week period, parent(s) will be asked to keep the child out of school again until the child is completely toilet trained. This cycle will continue until the child is completely toilet trained. During the time that

a child is not at school due to not being toilet trained, there will be no tuition remission or reduction to the parents. The school will, however, reserve the child's spot in the school for his/her return. These extended absences may result in a student not meeting developmental and academic requirements thereby resulting in the student not progressing on to the next age group the following year. One final note: We do know that children will have occasional accidents at school. We are fully prepared to deal with those occasional accidents.

At the end of this booklet, there is a page to sign that states that your PK3 or PK4 child is toilet trained and that you understand this policy. Also, that you have read the handbook. Please sign the form(s) and return it to your child's teacher by the first day of school.

If a child soils his clothing at school, the clothing will be double bagged in a sealed plastic bag and sent home with the child for cleaning. All students should leave one change of uniform clothes at school in their cubbies for times when there are accidents.

Parent Information for PK2 Parents Concerning Toilet Training

We at CHCA's BLT ECLC, understand that each child will be toilet trained in his/her own timing. When a child is showing interest in using the toilet or when parents communicate that their child is in the process of being toilet trained, our faculty and staff will work cooperatively with them in encouraging children to use the toilet. Maintaining a consistent protocol is key. When the child is unafraid to sit on a toilet seat, our caregivers will take him/her to the toilet regularly in response and help him/her become independent in managing clothing. No child will be rushed or forced to be toilet trained.

Diaper Change Procedures

The two-year old's in the program do not have to be toilet trained. The staff will use the following protocol when changing a child's diaper.

- Parents are asked to send the child in disposable diapers or pull-ups as appropriate. They should send in the amount of diapers they anticipate a child would need during the time he/she is present in the Center. These diapers will be stored in a space that is exclusively assigned for each child's belongings. A clean supply of diapers will be kept in a designated place in the ECLC in case parents forget to send in diapers each week, or the child uses more diapers than the parents sent.
- The changing of diapers for all non-toilet trained children shall occur on the changing table in the Two-Year-old classroom. A hand-washing facility is located right next to the changing table.
- The teacher or aide shall wear disposable gloves whenever they are diapering a child. After the child has been changed, the staff member will dispose of the gloves and wash his/her hands.
- There will always be a separation material between the child and the changing table surface. This material shall be discarded after each change.

- The diaper-changing station shall be disinfected after each diaper change with an appropriate germicidal agent. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- No diaper changing product will be shared between students.
- If a parent requests that topical ointments or creams be used on the child, the parent must send in the ointment or lotion and written instructions from the parent must be included. Such instructions shall include the name of the ointment, cream or lotion; name of the child; birth date of the child, date and parent signature. Written instructions shall be valid for no longer than 3 months. Authorization for the administration of the ointment, cream or lotion may be cancelled by written request of the parent at any time.
- The staff will keep a daily record of each diaper change which will be given to the parent at dismissal. If there are any unusual circumstances regarding the diaper change, those will be noted on the form. (See form on pg. 49-53)
- Any soiled clothing will be sent home daily.
- Clothing soiled with fecal matter and sent home with a child will not be rinsed at the program facility but will be double bagged in a sealed plastic bag and stored away from the rest of the child's belongings and out of reach of the children.
- Soiled disposable diapers shall be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed. (This may need to happen several times a day.)



Child's Name: _____

Date: _____

Today I ate:

Breakfast	All	Most	Half	Very Little	None
Lunch	All	Most	Half	Very Little	None
Snack	All	Most	Half	Very Little	None
Snack	All	Most	Half	Very Little	None

Diapering/toileting (teacher's initials required)

Time					
Dry					
Wet					
BM					
Used Toilet					

I napped:

From:	To:

I did not nap today.

Occurrence Report
 (please see a teacher to sign report)

OOPSI Reason for change of clothes:
 Accident Spill Art
 Other: _____

- Things I need:
- Diapers
 - Wipes
 - Clothes
 - Underwear
 - Other: _____

Additional Notes:

School Day Protocols

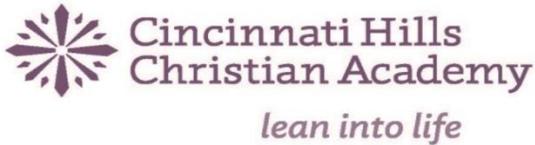
- **Morning Safety Checks.** We are asking that families perform morning wellness checks with their children. We ask that parents focus mainly on fever (temperature 100° or higher), sore throat, cough, limited sense of smell or taste, labored breathing, diarrhea, or upset stomach.
- **Sanitizing.** There is a hand sanitizing station in our front entrance for parents, students, teacher and staff use.
- **General Hygiene & Illness Prevention.** Public health officials recommend these steps to reduce their risk of getting and spreading any viral respiratory infections:
 - Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - Avoid touching eyes, nose, or mouth with unwashed hands.
 - Cover mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash your hands.
 - Clean and disinfect surfaces touched or used frequently.
 - Get plenty of sleep and eat a well-balanced diet.
 - Avoid close contact with people who are sick.
 - Stay at home and away from others if you are feeling ill.
- **Reporting.** If a student or staff member has tested positive for COVID-19, they should immediately contact their local Health Dept. and the school. The Health Dept. will communicate quarantine or isolation procedures.
- **Closing School.** If, at any time, the number of cases or any illness in the school reaches a level where closing seems prudent, we will consult with the Hamilton County Health Department and follow their recommendation(s).

Important ECLC Dates

Date	Activity
August 14	New Parent Orientation 6:30 – 8:30 p.m.
August 21	ECLC Orientation Day – Students will come to school at a designated time to visit their classroom. Your teacher will let you know the time you should bring your child.
August 22	First day of ECLC—regular schedule
September 13	New Family Tailgate Party MSL Campus from 6-7pm
August 29	Meet the Teacher Night - Parents Only PK 2, PK 3, PK4 parents 6:30-7:15 p.m. or 7:30-8:15 p.m.
September 2	Labor Day: No School
September 11,12	ECLC Fall Picture Day
September 17	Board of Trustees Semi-Annual Business Meeting 7-8:30p.m. MSL Lindner Theater All Parents Welcome
September 27	CHCA Homecoming Festival Dismissal Early Dismissal 2:15p.m. All classes dismiss at 2:15p.m. No Eagles Nest Provided.
October 11	End of First Quarter
October 16 & 17	ECLC Fall Re-takes Picture Day
October 18	ECLC & EBL Grandparent Day Early Dismissal at 11:30 a.m. No Eagles Nest Provided.
October 21	No School for Students Faculty In-Service
October 30	PK2, PK3, PK4 Parent-Teacher Conferences 4:00 to 8:30 p.m. (Regular Eagles Nest-After School Care- open to 6:00 p.m.)
October 31	Parent-Teacher Conferences 8:00 a.m. to 3:00 p.m. for PK2, PK3 and PK4. No school for students.
November 1	NO School Fall Break
November 4	NO School Fall Break
November 5	School Resumes
November 12	PTF Faculty/Staff Appreciation Day

November 27, 28, 29	Thanksgiving Holiday: No School for Students.
Week of December 16-20	ECLC Christmas Program and Party times to be announced by your classroom teachers.
December 20	End of Second Quarter, Early Dismissal 11:30 a.m.
December 21 – January 5	Christmas Vacation—No School.
January 6	School resumes
January 9	Progress Reports distributed for PK2, PK3, PK4.
January 20	MLK Jr. Day-- No school.
January 23	PK – Grade 3 Learning Fair – 3:40-6:30p.m. in the EBL Gym
January 24	PK-Grade 3 rd Learning Fair in EBL Gym 8 a.m.-2:00 p.m.
February – 13,14	Parent Teacher Conferences
February 13,14	Faculty In-Service—No School for Students. Possible snow make-up days.
February 17	Presidents Day—No School
March 1	Celebration Auction – All School -Parents only function.
March 10	Faculty In-Service Day No School for Students
March 12,13	ECLC Spring Picture Day No Uniforms Required
March 21	End of Third Quarter
March 22-March 30	Spring Break Begins—No school.
March 30	School Resumes
April 12	ArtBeat at CHCA MSL High School 10:00 a.m. – 5:00 p.m. – All ECLC families are welcome!
April 14-18	Spiritual Life Emphasis Week
April 18	Good Friday. No School.
April 21	Easter Monday. No School.
May 1	National Day of Prayer
May 12	ECLC and EBL Campus Recitals for those in private music lessons at CHCA
May 5-9	“Week Around the World”
May 19	Board of Trustees Semi Annual Meeting 7:30 pm—Lindner Theater at CHCA MSL High School All Parents welcome
May 26	Memorial Day—No School.

May 29	Last Day of ECLC—Regular Dismissal Times for All Programs
May 30	End of 4 th Quarter
June 13	ECLC Report cards will be distributed.



For Parents of Three and Four-Year-Old Students ONLY!

Dear Parents, Your signature is required on this page and must be returned to your child's teacher by the first day your child attends the program. Thank you.

The CHCA Administration Thank You.

My child is currently enrolled in the CHCA BLT Early Childhood Learning Center and I have received and have read the copy to the CHCA BLT ECLC Family Handbook.

_____ Parent Printed Name	_____ Child's Name
_____ Parent Signature	
_____ Date	

Yes, my child is completely toilet trained.

I understand the CHCA policy on toilet trained children as stated in this handbook and understand that my child may not attend the program if he/she is not toilet trained.

_____ Parent Signature
_____ Date

**Please return this form to your child's teacher by the first day of school.
Thank you!**



For Parents of Two-Year-Old Students ONLY!

Dear Parents:

Your signature is required on this page and must be returned to your child's teacher during the first week your child attends the ECLC.

Thank You,
The CHCA Administration

_____ **I have read the CHCA BLT ECLC Family Handbook.**

Parent Printed Name

Child's Name

Parent Signature

Date



Permission for Child to Rest on a Cot

My Child, _____, is under 35" tall but I give permission for CHCA's Blake Lindner Thompson Early Childhood Learning Center to provide a cot on which her/she can nap/rest each day.

Parent Name (printed) _____

Parent Signature _____

Date _____

Your signature is required on this page and must be returned to your child's teacher during the first week your child attends the ECLC