

Northside Christian
Pre-School
Grades K3 & K4

Parent Handbook

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Dear Parents,

Welcome to the Northside Christian Preschool. We are pleased that you have enrolled your child in our program. We ask that you look over this parent handbook and then keep it for future reference. Please have all of your children's caregivers (e.g. extended family, nannies, etc.) review the handbook as well.

The purpose of this Parent Handbook is to provide information specifically related to ways that the school will partner with families to ensure a high quality experience for all. The school has established a number of policies concerning program and classroom practices. These guidelines have been developed to communicate Northside's high standards of faith, practice and academics and also to reflect input from the administration, teachers and parents. The policies and procedures described in this booklet are written to provide a clear description of what parents may expect of Northside grades K3 and K4, and what Northside expects of parents. Our goal is to provide exemplary early childhood services for our families.

We hope that your experience at Northside will enrich your lives in all areas and provide the resources that you need as parents to disciple your child to know and love Jesus Christ. We want you to be confident and secure in the fact that your child is loved and well cared for. We invite each parent and family to become actively involved in all aspects of our program. At Northside, we believe that a parent is their child's first teacher, and we want to be partners with you. Thank you for letting us travel on this journey with you and your child!

We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ. For this purpose also I labor, striving according to His power, which mightily works within me.

Colossians 1:28 & 29

Let Us Introduce Ourselves

Northside Christian School was established in 1971 to provide Christian children with an education of high academic quality in a thoroughly Christian atmosphere. The school has grown steadily since that time.

NCS is a ministry of Calvary Bible Church. Each member of the faculty is a born-again Christian, dedicated to serving the Lord through the ministry of teaching young people. Our faculty is well qualified, both spiritually and academically. Please pray for them daily.

The school consists of pre-school, kindergarten, elementary, junior and senior high levels. NCS is registered annually with the state of Ohio under the copy Rule of 3301-35-08, which provides that NCS is a non-chartered, non-tax supported school. A letter informing school families of this status is sent each year.

Our Purpose and Philosophy

Northside Christian School was established to provide high quality education in a thoroughly Christian atmosphere. The scriptural admonition that NCS has adopted as their guide is:

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

In addition to teaching the basic skills and concepts, the school will teach about God and the world from a Christian viewpoint. Subjects will be taught with guidance from the standards prescribed by the State of Ohio, and the curriculum will be integrated with teachings of principles, truth, and ideals established in the Holy Bible.

The training of a child is regarded as the joint responsibility of the home, the church, and the school. Having these three units working together in a fully integrated effort is the most logical method by which to develop positive Christian personalities that are prepared to take their place in the home, in the church, and in society.

A primary purpose of Northside Christian School is to emphasize that all existing knowledge has been revealed to man by God and that it is a vital necessity for each person to have a personal relationship with Christ as Savior. To accomplish this task, all instruction must be from a viewpoint that is definitely Christian.

Northside Christian School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

PURPOSE AND PHILOSOPHY OF EARLY CHILDHOOD EDUCATION

The Northside Christian School philosophy of early childhood is to build a foundation that will support and facilitate the learning process of the whole child so that they may develop in all areas—mentally, physically, spiritually, socially and emotionally.

And Jesus increased in wisdom and stature, and in favour with God and man. Luke 2:52

We Believe:

- That an early childhood curriculum should encompass readiness skills acquisition, academic instruction and learning skills development.
- That an early childhood curriculum should be balanced between a Christ-centered, learner-oriented, content-based, teacher-directed, developmentally appropriate program.
- That holistic learning occurs when the home, church, and school work together so the student finds their identity, the meaning of their life, and the purpose of their life.
- That children progress through certain developmental stages, mastering the tasks of one level before moving on to the next stage.
- That children are motivated by achievement, success, self-improvement, and a sense of accomplishment while pleasing God.
- That children have unique and individual learning styles.
- That an unmanageable child is an unteachable child. That a prerequisite to learning in every domain is an obedient spirit and a teachable heart.
- That children learn Christian behavior and Biblical values as modeled by their adult leaders.
- Those values are formed when choices are made; therefore, Biblical instruction and application are given to the consequences of each choice.
- That God has created each person a whole being (mind, will and emotions), with individuality, uniqueness, dignity and potential. That God's goal for mankind is to be conformed to the image of Christ. This change begins with salvation and progresses through the work of sanctification.
- That God has ordained the home and the church to educate and nurture through discipleship.

Admission Requirements

Students are accepted at Northside Christian Preschool on the basis of administrative interviews with each family and the school board designee. Parents desiring to enroll a student should:

1. Visit the school for a get-acquainted tour and question/answer time.
2. Obtain an application and admissions packet of information.
3. Set up an observation time for the parent to observe a classroom in session and talk with the teacher when possible.
4. Fill out the application form and submit it along with the application fee to the school office.
5. After these initial steps, an appointment time will be set up for the Parent Interview with the administrator.

For all new students, a probationary period of six school weeks will be required for final acceptance and appointment to grade level. Parents will be notified of any intended change in grade placement within the six weeks period.

Enrollment Requirements

3-year-old class – Northside accepts children at the start of and during the school year up through May 1st who are 3 years old. The student must also be potty trained; no diapers, no pull-ups.

4-year-old class - The child must be 4 years old by September 30 to enroll in our K4.

The following must be completed and turned in for the child to be enrolled and before their first day of school:

- ❖ **Enrollment Fee**
- ❖ **Signed/Initialed Child Enrollment and Health Information Form**
- ❖ **Child Medical Statement signed by the child's physician**
- ❖ **NCS Database Form**
- ❖ **NCS Emergency Medical Form**
- ❖ **NCS Medicine Permission/Allergy Information Form**
- ❖ **NCS Emergency Pickup/Transportation Form**

Please note the Child Medical Statement is valid for one year from the date of their last well exam and must be updated annually. Any change to this information must be communicated to the school office immediately so that current information is always on file. This is for the safety of your child.

Withdrawal Policy

Parents may withdraw their child from the school at anytime. To withdraw a student, the parent is required to do so in writing prior to the 10th of the month. There will be no penalty; however, those who withdraw after the 10th of the month will be assessed the full month's tuition.

Waitlist Policies

Northside Christian Preschool reserves the right to prioritize applications based on the following criteria: siblings of currently enrolled families, families attending Calvary Bible Church, children of staff members, and all others. Within these groups enrollment is offered according to the date the applications are received and the availability of age-related openings.

When an opening becomes available, the family will be notified and given three business days to respond. If the family fails to respond or the offer is declined, we will move to the next family on the list. If the offer is accepted, the family will have one week to complete all necessary paperwork and pay all applicable fees.

Reenrollment

Reenrollment begins in January and includes an annual reenrollment fee.

Disenrollment

Disenrollment from the preschool may occur in the following situations:

- Tuition is not paid by the 30th of the next billing month
- A behavior management plan has been unsuccessful or parents are not willing to work together with the school to resolve behavior issues.
- A parent or guardian does not comply with the signed "Parent Agreement."

Annual Tuition

Those choosing to pay tuition on an annual basis are entitled to a 2% discount if the full amount is paid by August 1st. Families who enroll after August 1st are entitled to the 2% discount if the full amount is paid within 10 days of acceptance.

Monthly Payments

The annual tuition is divided into ten or twelve equal monthly payment. The first payment is due on June 1st (12 month plan) or August 1st (ten month plan) and the final payment is due on May 1st. In order to elect the twelve-month payment plan for the following year, enrollment forms must be received in the business office by April 30.

Fees

Application fee: An application fee is charged for each child at the time of application. This fee is non-refundable.

Registration Fee: An annual, non-refundable fee is due initially after the parent interview to be officially enrolled and annually upon reenrollment.

Activity/Food Supplement/Snack Fee: This fee is due by the first day of school, payable to Northside Christian School and is to be turned in to the school office.

Payment Options

The parent will indicate on their application/re-enrollment form which payment option they would like. Payments may be made by cash, check, MasterCard, Visa, or Discover; electronic withdrawal or automatic bill pay. Payments may be mailed to the school or paid in the school office.

Payment Policy

All payments are due on the 1st of each month. Any account not paid on or before the 10th of the month is considered past due and will be assessed a \$35 late fee. If at the end of two months a payment is still due, and, unless prior arrangements have been made, the students will be denied attendance at NCS until the account is settled. Any curriculum fees and fines are due as they occur during the school year. Report cards and school records will be withheld if required payments are not made in full or if payment arrangements have not been approved by the financial administration. Our tax ID number is available upon request.

Returned Check Policy

Any bank charges imposed on NCS for returned checks will be charged to the student account.

Late Pick-up Charges

A phone call is requested if a parent realizes that circumstances beyond their control are going to delay pick-up. The child, while waiting to be picked up will be supervised by a staff member in the after school Latchkey program. There is a charge, due the next school day, for Latchkey to cover school personnel costs.

Hours and Days of Operation

Northside K3 and K4 will follow the Northside Christian School schedule. Latchkey care for 3 and 4 year olds will be available Monday – Friday from 3:30 - 6:00 p.m. (Wednesday to 5:30). A late fee will be charged if a child is not picked up by closing time.

A child who is not picked up by 3:30 will be supervised in Latchkey care and charged according to the rate in the latchkey information.

The preschool will be closed to observe the following holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Spring Break, Memorial Day, Labor Day, Thanksgiving /Thanksgiving break, and Christmas/Christmas break.

Supervision Policy

Children will be supervised at all times. The adult-child ratio will depend upon the children's ages, behavior, abilities, and activities. Children will be within sight and hearing distance of a staff member. This policy applies to indoor/outdoor play times, naptime and meal times. When a child is sick, they will be isolated in an unused section of the classroom or office, but still within sight and hearing distance of a staff member.

Class Transitioning

Northside allows children to transition from K3 to K4 at the beginning of the new school year in August; the child must be 4 years old by September 30th. Therefore, for a child to transition from the K4 into our K5, they will be observed by the classroom teacher and tested by our school evaluator. The test results will be reviewed with the parents and at that time grade placement will be determined.

Curriculum Goals

The early years in a child's life set the time for future learning. Our curriculum is created to provide an overall framework for learning in all developmental areas. It focuses on providing each child with instruction and activities that are the pre-requisite for all learning, especially in the core subjects—Bible, reading, writing and math.

Our curriculum is intended to address all developmental domains in an integrated and cohesive manner and prepare our students to engage in Northside Christian School's rigorous academic program. Our preschool classes primarily use a Christian-based curriculum for K3 and K4.

K3 Curriculum & Program Overview

1. **Circle Time Discussion** – Heritage Studies and science topics, receptive (listening) and expressive (speaking) language skills, discussion skills, vocabulary expansion, picture reading, and interpersonal relationships.
2. **Action Rhymes and Poems** – Language expression, auditory discrimination in rhyming words.
3. **English Skills**– receptive and expressive language skills, visual and auditory discrimination, language-experience activities for print awareness (e.g., labeling, experience charts), dramatizations, creative movement, imitative play, and stories.
4. **Premath** – counting, number and numeral recognition, sorting, classification and sequencing.
5. **Art and Crafts** – creative expression, observation skills, eye-hand coordination, and prewriting.
6. **Cooking** – sensory and language experiences, print awareness in “reading” labels and recipes, vocabulary expansion such as hot, cold, empty, full, and terms of measurement.
7. **Motor** – locomotor, axial, manipulative, and fine-motor skills; vocabulary expansion in directional terms such as *up* and *down*, *top* and *bottom*.
8. **Music** – singing, listening, moving, and playing.
9. **Literature** – listening, print awareness, picture reading, and appreciation of good Literature.
10. **Behavior** - classroom and playground, interactions and relationships.

Additionally, K3 students will be able to enjoy other special classes such as:

- Music
- Library

Other events may include:

- Thanksgiving—Friendship Feast
- Christmas
- Valentines
- Field Day

K3 Program Schedule

The daily schedule may include, but not be limited to:

7:50 – 8:25	Arrival
	Restroom/Walk to K3 Room
	Table Activity
	Circle Time (Calendar, weather, Bible, Shapes, Colors, Letters)
	Centers
	Restroom
	Recess (Movement/Gross Motor)
	Restroom Break
	Snack
	Special Classes—Music or Library
	Story Time, Special Projects, Center Play in Classroom/Gym/On playground
12:00 – 12:10	Cleanup/Restroom
12:10 – 12:20	Dismissal of Half-Day Students
12:10 – 12:40	Lunch for Full-Day Students
	Prepare for Nap/Naps
	Restroom/Cleanup
3:05 - 3:15	Students to Morning Latchkey Room
3:15 – 3:30	Dismiss to Cars from K3/K4 Door

K4 Program Schedule

The daily schedule may include, but not be limited to:

7:50 – 8:25	Arrival
	Table Time Activity
	Calendar and Bible Time
	Restroom Break
	Circle Time (Heritage Studies, Science, Phonics and/or Math)
	Thursday – 9:15 – 9:55 – Chapel
	Outdoor Play/Gross Motor
	Restroom Break
	Snack
	Art, Music or Library
	Center Play/Special Projects
12:00 –12:10	Cleanup/Restroom
12:10 – 12:20	Dismissal of Half-Day Students
12:10 –12:40	Lunch for Full-Day Students
	Free Play
	Restroom Break
	Story Time
	Nap
	Restroom/Nap Things Away
3:05 – 3:15	Students to Morning Latchkey Room
3:15 – 3:30	Dismissal to Cars from the Morning K3/K4 Door

K4 Curriculum & Program Overview

Throughout the year, your child will be bringing home activity pages designed to strengthen foundation skills for future learning. Our core curriculum includes:

- Bible – Bible stories from Genesis and creation through the ascension of Jesus
- Heritage Studies – Pilgrims/Indians, Myself/My family, Our nation, Holidays, Friendship
- Science- Weather, Water & Air, Animals, Insects, Day & Night, Seasons, Colors
- Phonics - Discussion skills, rhyming words, story sequencing, letters – tracing, recognition, isolating and producing the sound, listening and following directions
- Math Readiness – Numbers 0 – 20, Shapes, money values, telling time, measurement

Additionally, K-4 students are able to enjoy other special classes such as:

- Music
- Art
- Library
- Chapel

As well as other events, which may include:

- Fall Hike
- Thanksgiving – Friendship Feast
- Christmas
- Henry the Hand (hand washing and staying healthy)
- 100 Days of School
- Valentines
- Peter Rabbit Day
- Field Day
- Field Trips

If you wish to help with one of these events, please let the teacher know.

Portfolios for K4 Progress Assessment

The portfolio will contain a sampling of your child's work. This collection of work, along with a teacher's assessment, will give you an overview of your child's abilities and help to determine strengths and weaknesses. Work will be collected throughout the year and sent home at the end of the year.

Child Management/Guidance Methods

At Northside we teach children to respect themselves, respect authority, and consider others more important than themselves. The children are given the opportunity to practice self-control and to accept responsibility for choices and actions, and to understand that there are consequences. We help children learn to use toys and materials properly by setting clear limits and modeling the desired behavior.

In guiding and disciplining young children, God must be our example. He always lovingly, patiently, but firmly guides us and disciplines us. The teacher, with the help of the parent, must understand the individual differences of each child and then choose appropriate practices. The home and school must work hand in hand, helping each other understand the child and reinforce, as well as negate, certain behaviors, making early education a pleasant experience. It is against our policy to use physical punishment or verbal abuse.

The following may be utilized as the situation warrants (all staff follow these practices):

1. Reinforcement and praise of good behavior
2. Reviewing expectations
3. Redirecting (verbally/physically)
4. Discussing consequences
5. Reflection (separating from the group as in time out)
6. Removal of privileges (closing an activity)
7. Relocation and/or restraining* if safety of others is an issue
8. Parental conferences (phone and/or in person)
9. Requesting parental discipline and/or removal of child from school for a specified number of days (suspension)
10. Dis-enrolling the child from the school

*If a child is consistently engaging in behavior that could hurt him or others, it may become necessary to dis-enroll the child. Before disenrollment, every attempt will be made to work together with the child's family to negate the behavior. This may include the use of a behavior management plan. This plan would be developed in conjunction with the child's teacher, the administrator and the parents.

Parent/Teacher Conferences

Teachers will arrange and conduct a conference with the parents of each student at least twice a year (fall and spring). The office staff will assist the teachers and parents in arranging such conferences. Teachers should arrange and conduct parent/teacher conferences with the parents of any student experiencing academic difficulties on an as-needed basis.

Custody Agreements

Northside treats each parent of our children fairly. If there is any legal reason why we are not permitted to send your child home with their non-residential parent, a copy of the official legal document must be kept on file in the school office.

Child Abuse

All school employees are required under Section 2151.421 of the Ohio Revised Code to report any suspicion of child abuse or neglect.

Preschool Dress Guidelines

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow:

- Modesty (I Tim. 2:9, II Tim. 2:22)
- Identification with the Lord and not with the world (I Tim. 4:12, Rom. 12:1-2, I John 2:15-16)

Our goals are to:

- Please the Lord.
- Provide a setting free from harm and distractions.
- Establish an environment that suggests a readiness for learning.
- Be a testimony in our community.
- Be as “parent-friendly” as we can.

General Guidelines

Preschool children are not required to wear the school uniform. Please dress your child in comfortable clothing that is modest and neat in appearance. We teach independence in K3 and K4, so please send your child to school in clothing that he/she can manipulate on his/her own. The children play outside on a mulch-covered playground for recess. Please send your child to school in closed-toed shoes –not sandals, flip-flops or Crocs.

K3 – K4

BOYS	ITEM	GIRLS
Long sleeve or short sleeve polo shirts, oxford, turtleneck, tee-shirt with an appropriate logo may be worn.	Shirts & Blouses	Long sleeve or short sleeve oxford, turtleneck, tee-shirt with appropriate logo. No tank tops or halter tops.
Proper fitting pants that are khaki, corduroy, denim blue jeans, and sweat suit type pants may be worn. Shorts may be worn in hot weather.	Pants, Slacks, Capris, Shorts (No more than 2” above the knee)	Properly fitting pants that are khaki, corduroy, denim blue jeans, and sweat suit. Shorts no more than 2” above the knee.
Sweatshirts with an appropriate logo may be worn (no pop culture).	Sweaters and Sweatshirts	Sweatshirts with an appropriate logo may be worn (no pop culture.)
	Jumpers and Skirts (No more than 2” above the knee)	Please wear shorts under dresses or skirts.
Closed-toe shoes with socks.	Footwear (No shoes with shoe laces, please)	Closed-toe shoes with socks.
If your child wears a belt, please make sure he can easily manage it on his own.	Belts	If your child wears a belt, please make sure she can easily manage it on her own.

Nutrition Meals and Snacks

Northside provides a morning snack between 10:00 – 10:45 a.m. A nutritious snack, which includes two foods from the four basic food groups, will be provided. Teachers will post the snack menu for your information. The school encourages parents to not send candy and soft drinks.

Lunch

Parents of full-day students are expected to provide a lunch for their child. The school does not provide lunches.

Food Storage

All food items must be stored in an insulated box/bag clearly marked with your child's name. The K3 lunches will be stored in the K3 classroom. The K4 lunches will be stored in the cubbies of the A.M. Latchkey Room. Please be sure to include ice packs in your child's lunch if certain foods need to be kept cold.

Nutrition Suggestions

Minimum portion sizes for 3 – 6 year olds should consist of nutritional food from the following food groups:

Meat/Meat Equivalents	Meat	1 ½ oz.		
	Cheese	1 ½ oz		
	Eggs	1 large		
	Peanut Butter	3 tbsp.		
	Cottage Cheese	3 oz.		
Grains	Bread	1 slice		
	Crackers	2 to 3 small		
	Bun/Bagel	½ regular size		
Vegetable or Fruit (4 oz.)	Oranges	Peaches	Carrots	
	Tangerines	Apricots	Tomato juice	
	Prunes	Pumpkin	Green veg.	
	Cantaloupes	Apple	Mixed veg.	
	Strawberries	Banana	100% juice	
Dairy	Milk	6 oz.		
	Cheese	¾ oz.		

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not have outside recess when the temperature (wind chill and heat index factored in) drop below 26 degrees or rise above 90 degrees. If the situation requires, we will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities in our gymnasium. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside including a hats and mittens in the wintertime.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at Northside. Parents are asked to schedule their participation with the classroom teacher ahead of time. When arriving to participate, parents are required to sign in at the school office first. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers can be available to discuss a child's progress or needs. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Administrator
3. School Board Member
4. Pastor/Elders of Calvary Bible Church

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The staff fully realizes that you are entrusting us with your little ones and we want our relationship to be a good one.

You may obtain contact information from the school office for other school parents at Northside.

Field Trips/Transportation Policy

Northside will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

We may take periodic field trips. The students will be transported either in a school bus with a trained staff member on board or in parents' vehicles. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, the school will obtain written permission from the parent or guardian.

Arrival and Departure Procedures

When the child is brought to Northside in the morning, the child must be physically walked into the building and signed in by the accompanying adult. Our staff is trained to make a visual check of each student upon arrival to our school. After escorting the child to their cubby, the parent will then sign the child in with the teacher. Our staff keeps very close supervision of the children at all times of the day, as well as when each child arrives and departs. Please pick up the child from the school car-line in front of the morning latchkey door. Children will be walked to the car and placed in the car by a child-care staff member. If someone other than the parent or guardian will be picking up a child it is imperative that we have written or verbal consent from the parent on or before that day. If we are not familiar with the person picking up a child, we may call the parent for confirmation before we allow the child to leave the school. NCS reserves the right to request an ID of any person attempting to pick up a child from our school.

If a parent plans to stay in the building longer than 15 minutes in the morning, they must sign in and out at the office. All visitors throughout the day must stop in the school office to sign in and receive a visitor's badge, and then sign out when leaving.

Attendance/Absence Policy

Our preschool curriculum instruction begins at 8:30 a.m. We ask that all students be here by this time so they will receive the full benefit of instruction and also will not disrupt the class by a late arrival. Any child who is brought to school late (8:30 a.m. or later) must be walked into the school office and signed in by the parent and then walked to their classroom by the parent. If your child is absent, you are requested to call the school office and report their absence to us by 9:00 a.m. If we do not receive a call from you, we will attempt to contact you by phone to ascertain your child's whereabouts.

Management of Illnesses

Northside provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the school. If your child comes to school sick, we will call and request that someone come and pick them up. Please plan ahead and have a back up care plan in place if you are not able to take time off to pick up and care for your child.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- **Temperature of 100 degrees F – in combination with any other signs of illness**
- **Diarrhea (more than three abnormally loose stools within 24 hour period)**
- **Severe coughing (causing the child to become red in the face or to make a whooping sound)**
- **Difficult or rapid breathing**
- **Yellowish skin or eyes**
- **Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain**
- **Untreated skin patches, unusual spots or rashes**
- **Unusually dark urine or grey or white stools**
- **Stiff neck with an elevated temperature**
- **Evidence of untreated lice, scabies or parasitic infestation**
- **Vomiting more than once or when accompanied by any other sign of illness**
- **Sore throat or difficulty swallowing**
- **Or other symptoms of contagious illness or injury**

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in the school activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications

The school will administer medications to a child only after the parent or guardian completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in child's cubby or book bag. Students should not bring cough drops, ointments, or lotions to school.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form.

Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details.

Accidents/Emergencies

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct fire drills and tornado drills as required by the state. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, our emergency destination is the gymnasium (Deubner Center - building 2645). If the immediate area must be evacuated we will evacuate to Westerville Bible Church, north parking lot. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/CPR and Communicable Diseases. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff members may not use their personal vehicles to transport a child to the hospital. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid: the child receives a bump or blow to the head: the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the

safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

School Delay and Closing Policies and Procedures

Family safety is our greatest concern when there are adverse weather conditions. Northside Christian School has students from a large geographical portion of Central Ohio with many variations in the weather. Students will be excused anytime parents deem it unsafe to drive during adverse weather conditions in their particular area.

In determining whether to delay (two hours) or close school we will consider recommendations of highway and safety forces, road conditions, weather forecast, rush hour traffic and what other area schools are doing.

Please have back-up day care and transportation plans at the beginning of the school year.

1. The following local TV/Radio stations will be notified:
WSYX TV Channel 6
WBNS TV Channel 10
WCMH TV Channel 4
WTVN 610 Radio
2. We will post it on our website www.ncslions.org
3. Start the faculty and staff phone chain
4. Check each TV station to see if listing is posted accurately
5. School delay or closing status will be posted the evening before when possible.
6. We will make a decision on school delay or full day closure by 6:00 a.m. Should it become necessary to change a delay to closed we will make a decision by 7:30 a.m.

The school day will begin two hours after the normal start. There will be no morning Latchkey.

1. Students are not to arrive to school any earlier than 9:50. (Supervision will not be available).
2. Students arriving prior to 10:10 will wait in the lunchroom. Elementary students will be dismissed by a teacher to their classrooms.
3. High School students will go to their lockers at 10:10 and report to their first period class by 10:15.
4. A school delay may be changed to school closing in the morning (between 6:00 – 7:30 a.m.). If a delay is posted the evening before, please continue to check the next morning for a change of status.

Latchkey Program Schedule

3:15 p.m. – 6:00 p.m.

3:15-3:40 Students arrive in the lunchroom, hang up their backpacks, wash hands, and then sit down to eat snack

Daily schedule may include, but not be limited to:

- Eating snacks and cleaning up after snacks (staff members will sanitize tables)
- Story Time
- Restroom and washing hands as needed
- Outside play (weather permitting) –before 5:00
- Students will put away any outside toys and wash their hands after outside play
- Free Time
- Homework and study time (older students)
- Once a week a specific craft/art activity may be offered to all of the students.