

Emmanuel Christian Academy
Parent/Student Handbook
2019-2020
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Welcome to Emmanuel Christian Academy! This handbook is a guide for parents and guardians of children enrolled at Emmanuel Christian Academy. This guide contains the academy's educational philosophy, educational objectives, procedures, regulations, expectations, and activities. The policies and procedures contained in this guide are the result of a concerted effort on the part of the faculty and the Board of Trustees.

This guide is inclusive of all policies, procedures and guidelines for the Emmanuel Christian Academy, the Emmanuel Christian Academy Early Education Program, School Age Program, and Summer Enrichment Program. All rules and policies apply to all programs unless otherwise stated.

While not all members of the Emmanuel Christian Academy community will agree with every handbook policy, parents and students are:

- 1) Expected to comply with the policies in a positive spirit of cooperation.
- 2) Responsible for the procedures and rules outlined herein.

Please read this guide carefully and keep it for future reference. If you have any questions that are not answered in this guide regarding policies or procedures, please contact the Academy at (330) 836-7182.

As part of the mandated Reset- Restart, we have outlined several changes that will be effective immediately. We understand that some of these changes seem very impersonal and it will definitely take time and patience for everyone to adapt. We have every confidence that if we work together, we can make the transition to these new regulations smoothly.

As an organization and as your partner in Education we are looking at new ways to keep in touch with you and make your child's experience at Emmanuel as personal and "family-like" as it always has been.

We want you to feel comfortable in knowing that we have spent a lot of time researching "Best Practices" regarding the health and safety of the children in our care. We take this very seriously and promise that we will continue to research and stay on top of any new information that becomes available.

It is important to note that expected health practices will require new learned behaviors by students. Which will be ongoing to reinforce the importance of handwashing, physical distancing, appropriate use of face masks, cough and sneeze etiquette and the importance of staying home when sick or displaying symptoms.

Printed materials are displayed throughout the building promoting infection control strategies. Appropriate behavior expectations will be incorporated into Positive Behavioral Interventions and Supports instruction..

As well as education and training for all employees also is essential which include how to properly put on, use, take off and dispose of personal protective equipment; appropriate handwashing; physical distancing; use of face masks, in line with requirements; identifying symptoms; staying home when sick; and strategies to reinforce these concepts with students and parents. Adequate education is provided for all school personnel to know and recognize the most likely symptoms of COVID-19 and how to protect employees and students from infection.

Finally, visitations will be by appointment only and be limited to those enrolling new students or for emergency situations.

Thank you for trusting us to care for your child. We do not take the responsibility lightly and will continue to love, educate, and nurture your child every day. If you have any questions, please feel free to email me.

Educational Philosophy

As servants of Christ we promise to work as your partner and do the best that we can in providing a Christ centered approach to traditional instruction.

We believe that education is a guide to every aspect of life. Proverbs 22:6 tells us to “Train up a child in the way he should go, even when he is old he will not depart from it.”

We purpose by the power of the Holy Spirit is to provide instruction in God’s Word and conventional instruction that meets or exceeds state standards for all who desire a Biblical foundation.

We believe that parents have the primary responsibility for the education of a child. We also believe that cooperation between the home, church, and school is essential in the development of a child’s life. We believe that each provides an immediate and direct influence on their social, academic, and moral standards. Emmanuel Christian Academy is an important ministry, nurturing children in the Christian faith and reaching out to bring them and their families to a greater knowledge of Christ. We consider Emmanuel Christian Academy an extension of the home and the parents as *partners* in education.

Admission and Enrollment

Admission to Emmanuel Christian Academy is based upon the completion of and compliance with all enrollment procedures. Admissions requirements are as follows:

1. New Parent Orientation
2. Copies of current school academic records including current test scores, disciplinary reports, suspensions, or expulsions from current school.
3. Completion of all Emmanuel Christian Academy enrollment forms.
4. Completion of Kindergarten admission test.
5. Proof of Immunization.
6. Birth certificate, social security card, physician’s statement.
7. Registration, Activity, and Technology fees.
8. Signed statement of acceptance of the Emmanuel Christian Academy covenant, and Policies and Procedures.

Annual registration in January of the preceding school year is suggested to secure placement in our program. Registrations can be made in person or online. A letter of admission from the principal and payment of the registration fee guarantees your child a reservation in the program. The registration fee is non- refundable.

Tuition

Families may pay tuition by any of the following methods:

- ✓ 11 monthly payments (8/1-6/1)
- ✓ 10 monthly payments (8/1- 5/1)
- ✓ 2 semester payments (8/1 and 1/1)
- ✓ 1 yearly payment (8/1)
- ✓ Ohio Education Choice (OEC)
- ✓ Jon Peterson Special Need Scholarship (JPSN)
- ✓ Autism Scholarship Program (ASP)
- ✓ Title XX (Early Childhood Center only)

All families utilizing the monthly payment plan require FACTS forms. ***Emmanuel accepts Title XX eligible preschoolers.*** (All tuition paid yearly or bi-yearly must be paid by check, cashier's check, or money order.)

Title XX Authorizations must be in place and received by our office prior to your child starting school.

Tuition Assistance

We strongly feel that according to God's Word, all Christian children belong in an educational system where Jesus is pre-eminent (Colossians 1:18), and where they are taught to love the Lord their God with all their heart (Deuteronomy 6:5-7). Emmanuel Christian Academy provides a ***Tuition Assistance*** program so that no one is denied a Christian education due to lack of finances. Tuition assistance is available and awarded based on need and available funds. Request a Tuition Assistance Packet from the Office. The application deadline is June 1, for returning students.

Criteria for Tuition Assistance

- All families requesting Tuition Assistance must be enrolled in Emmanuel Christian Academy. **All students are required to pay some tuition.**
- Students receiving aid are required to meet the standards set by the school.
- Tuition Assistance is awarded on an annual basis. – The award amount may vary from year to year.
- Financial aid forms must be complete and mailed to the School and Student Services as soon as possible. We must receive your information from the financial service by June 30th.
- Please put in writing any special circumstances surrounding your request for Tuition Assistance. Send your request to the Emmanuel office in a sealed envelope marked *Tuition Assistance*.
- Students receiving tuition assistance and paying through FACTS will lose their assistance if they do not make their semester or monthly commitment, and will be subject to dismissal for non-payment.
- Tuition Assistance is awarded the last week of June—all forms received after that time will be handled on a funds available basis.

In keeping with this commitment that no one is denied a Christian education due to lack of funds, to receive full tuition assistance, parents/guardians will be required to **participate in all fund raising activities, including the concert ad book and programs** here at Emmanuel. The fundraising efforts are designed to benefit your children predominantly and we need your help to raise the finances. To track participation, Tuition Assistance will not be applied up front as in the past, **but will be posted to your account in two equal payments (first half and second half of the school year).**

Other Fees:

FACTS Agreement yearly start-up fee (if applicable) is deducted from your checking/savings account
Technology fees, Activity fees, return check fees, etc...will be applied to your tuition billing statement as needed.

Payment Policies

1. FACTS forms are required by all families utilizing the monthly payment plan.
2. If circumstances should prevent payment by the 10th of the month, parents should contact the EMMANUEL Office Manager to make suitable arrangements for payments.
3. Accounts delinquent over 30 days will be notified and charged a 2% interest per month on delinquent balances at the beginning of each subsequent month. Families with delinquent accounts must make arrangements through the school's business office for payment. Delinquent accounts are reported to the administrator and School Board.
4. Continued delinquency could result in the student being dismissed from school. EMMANUEL will not forward records or report cards if there is an unpaid balance at the end of the school year or at the time of transfer.
5. A \$35.00 charge will be assessed for each check returned for insufficient funds. This is our bank charge.
6. If a student is withdrawn or expelled from the school, the tuition due will be based on the calculation of days attended divided by 178 of the annual rate for each day of attendance.
7. Emmanuel students will not enter a new school year with an unpaid balance.

Emmanuel will consider all unpaid balances from past years still due and payable. Collection will be pursued, as the Board deems appropriate.

Emmanuel is a tuition based program, parents are responsible for payment for the year whether or not the child is in attendance.

We understand that every now and then something unexpected comes up and your tuition payments need to be placed on hold. While this is understandable, please remember that this is a school whose financial stability depends heavily on the receipt of tuition payments. Therefore, any tuition account that is placed on hold will be assessed a \$20.00 fee that will need to be brought into the office BEFORE that account can be placed on hold. Each time the account needs to be placed on hold the fee will increase by \$15.00. This means that the second time an agreement is placed on hold the fee will be \$35.00, the third time, \$50.00, etc... This fee is paid to the school and will not be applied to the tuition balance.

Ohio School Choice Programs

Ohio Educational Choice Scholarship (OEC)

Parents who utilize the Ohio Educational Choice Grant Program will have your tuition charges billed to the Ohio Department of Education three times a year. Payments will be sent directly to EMMANUEL. The school and the parent/guardian's name will be on the check which means that both the school and the parent will be required to sign the check. You will be notified when the check comes in the office. Please note that the registration fee and other fees are not included in the grant and must be paid to the school separately.

Jon Peterson Special Need Scholarship (JPSN)

Parents who utilize the JPSN Scholarship; Emmanuel Christian Academy will submit a report of services provided to Akron Public Schools. Your services and tuition charges will be billed to the Ohio Department of Education three times a year. Payments will be sent directly to Emmanuel. The school and the parent/guardian's name will be on the check which means that both the school and the parent will be required to sign the check. You will be notified when the check comes in the office. Registration fee and other fees are not included in the scholarship and must be paid to the school separately. *Please note that services and costs vary and are based on wages, the needs of the individual student and services required by Individualized Educational Plan. Parents are responsible for cost of services that exceeds funding.

Title XX Program

This program is designed for childcare only. Eligibility for this program is determined by the Ohio Department of Job and Family Services (ODJFS). Infants, toddlers and preschool parents must maintain an average attendance of 25 hours weekly to attend Emmanuel. Parents are required to sign in and out as well as swipe the Electronic Child Care Card (ECC). Charges will be billed to the ODJFS weekly. Payments will be sent directly to EMMANUEL. The parent/guardian is responsible for payment of any family fees/deductibles owed to the school. *Please note that the registration fee and other school fees are not included and must be paid to the school separately.

Placement

Age, current academic performance, test scores, and pre-placement tests determine grade level placement. The school reserves the right to place students in the grade level deemed most appropriate for the child according to the information gathered. The school is not an alternative to placement and promotion policies of other school systems.

Conduct Standards

In order to form a community, a group must agree upon certain standards that will be maintained.

At Emmanuel Christian Academy we base our behavioral standards on God's Word. Our objective is to create an atmosphere that promotes the development of Christian maturity. This section establishes specific areas that we believe are important in creating such an atmosphere.

Respect for school authority is a fundamental principle in Emmanuel Christian Academy. Students are expected to demonstrate a positive and respectful attitude toward all members of the administration, faculty, and staff. Particular care should be taken to honor those involved in the sacred trust of teaching. Therefore, disruptions caused by unnecessary talking or other distractions will not be tolerated.

When God created Adam, He gave him responsibility over His world. God made humankind stewards of His creation. The Academy and its property have been dedicated to the Lord and to His service. We are striving to be faithful stewards of this responsibility. Students become stewards with us when they join the Academy. We expect students to accept that responsibility; therefore, any action that damages or defaces the property will lead to disciplinary action.

Scripture is clear in its teaching concerning God's expectations of personal holiness. We believe that the Bible teaches directly and/or in principle that some behaviors are not conducive to the Christian life. Therefore, theft, lying, dishonesty, gossip, slander, backbiting, profanity, occult practices, the use of tobacco, alcoholic beverages or controlled substances in any form, are strictly forbidden on or off campus.

There are many scriptural principles incorporated in the mission of Emmanuel Christian Academy. Certainly at the heart of all these principles is a desire to set godly standards for all its activities.

Racial Non-discriminatory Policies

The Emmanuel Christian Academy's governing board adopted the following racial non-discriminatory policies:

"The Emmanuel Christian Academy recruits and admits students of any race, color, or national origin, religion (creed), lifestyle or disability to all rights, privileges, programs and activities. In addition, the academy will not discriminate on the basis of race, color, or national origin, religion (creed), lifestyle or disability, in administration of its education policies, scholarships, loans, fee waivers, educational programs, athletics, and extracurricular activities. In addition, the Academy is not intended to be an alternative to court or administrative agency orders, or public school districts initiated desegregation."

Philosophy of Education

Philosophy of Education for (Early Education 6 weeks-5 years)

- Emmanuel Christian Academy recognizes the family as the most important part of a child's life, and we encourage parent involvement to create a bond between the home and the school.
- Emmanuel Christian Academy will provide the child with opportunities for development of wholesome social relationships and appropriate play experiences that contribute to the individual needs of your child.
- We will provide an environment that encompasses multi-cultural learning activities through which they will develop an understanding of differences and similarities of others and the world around them.
- Our Early Childhood program has adopted the Creative Curriculum which is designed to provide a full day program with developmentally appropriate activities, learning environment and approaches which meets the individualized needs of children and is aligned to the Early Learning Content Standards adopted by the State Board of Education. The program also incorporates ABEKA curriculum as part of our spiritual component of education. Individualized instruction is based on a needs assessment of each child by staff and parents. The staff then implements the curriculum based on the assessed needs. The implementation of individualized plans is accomplished through attendance, long and short-range plans, small group and individual instruction, parent visits, open house, referrals, follow-up recommendations, and placement by staff and special service personnel (i.e. speech therapist).
- We will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility

Philosophy of Education Kindergarten – Eighth Grade

- Emmanuel Christian Academy is concerned with meeting the spiritual, intellectual, physical, and social emotional needs of each student. These needs must be satisfied so that the student may live as a free responsible person in Christ. Methods of instructions are adjusted for individual differences and various stages of growth and development.
- Emmanuel Christian Academy recognizes that certain conditions exist in every child. When these conditions such as individual differences, readiness, motivation, purpose, and interest are met, the student can learn. Each student at Emmanuel is treated with respect and Christian love. Our program is geared to incorporate activities relevant to his or her individual needs.
- We will offer Biblical Studies, Reading, Language Arts, Mathematics, Science, Social Studies, Computer Education Skills, Financial Literacy/ Entrepreneurship Program, Music, Art, Health, Physical Education, Library Skills, and Multicultural studies.
- The following services are available for students in grade K-8th at Emmanuel Christian Academy:
Speech and Language Services Counseling Services
Social Skills Intervention Reading and Math tutors
Intervention Specialist
- Students must meet certain criteria before he/she can receive these particular services. Contact the office if you would like your child to receive any of these services.

Parent School Relations

Parent Involvement/Volunteers (VIP)

We invite parents to participate fully in their child's educational experience. As part of our commitment to home and school working together, parents of children enrolled at Emmanuel are required to volunteer a minimum of fifteen (15) hours per year. Parents are strongly encouraged to participate in any school and all fundraisers and activities sponsored by our parent councils. We will begin to have our parent meetings virtually to encourage participation in the school.

Documentation of hours

- a. Parent volunteers will sign the volunteer log located in the office or virtual. Make sure to include the date and time. A reminder letter will be sent out in February to inform you of your time remaining in volunteer hours. Required volunteer hours are to be completed and documented by the first week in May or the parent will be assessed a \$50.00 fee. The fee will be assessed at the beginning of the school year and credited once the 15 hours requirement has been met.
- b. To ensure that parents have an active role in the school's program and design, we are open to input regarding all aspects of our program. We are especially interested in those ideas that would enhance the cooperation between home and school.

Parents Entering the Building:

- All parents are encouraged to take care of all school business over the phone.
- Parents will not be permitted to be in the building during the school day unless (unless taking care of school business by appointment).
- If need to come into the building, parents will call (330-836-7182) the school office upon their arrival, parents will wait in the conference room until the child(ren) is released or brought to them by a designation staff member
- Everyone who enters the building will be required to sanitize their hands and do temperature check at the door. A staff member will be checking temperatures before entering the building and giving hand sanitizer and foot covers daily.
- If any individual has a fever of 100 degrees or higher, they may not enter school.
- Parents or caretakers should, when safe to do so, wear a mask for pick-up and drop-off.
- Parents will be required to wear a mask during any times of interaction.

Parent Conferences via Zoom:

Parent conferences are scheduled twice each academic year. During these conferences, parents speak one on one with their child's teacher to discuss the child's academic and social development. The teacher, principal, or parent may schedule additional parent conferences if a need arises. Emmanuel Christian Academy staff invites parents to actively participate in all phases of their child's education.

Appointments with Teachers via Zoom

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. Teachers are available before and after school for this purpose. To facilitate conferences parents are asked to call the school office or email the teacher directly to confirm availability of the teacher they wish to see. Parents who desire a telephone conference may leave a message with the office, and the teacher will be asked to return their call at his/her earliest convenience.

School Communications

The school is committed to effective communication. All households are required to have internet access to ensure effective communication takes place. If a parent needs further information concerning school activities, please call the school office. Notices of special events, activities school closings, holidays, time changes will be texted via parent alerts, emailed, posted on social media, school website or sent by students during the school year. Parents are asked to always read the notices sent home. Emmanuel uses important news.

Classroom Visitation

- a) Parent(s) or guardian(s) will not be permitted to visit the classrooms at any time.
- b) You may request to observe a virtual in class teaching session provided the arrangements are made in advance with the teacher and approved by the principal.

Complaint or Problem Procedures:

Emmanuel Christian Academy has as its mission, quality education and child development. We realize however, that we do not have all the answers and that some needs may not be addressed to the satisfaction of parents. Occasionally during the course of the year, misunderstandings or problems will arise between the teacher and student, teacher and parent, parent and school, or one of several other possible areas. Such misunderstandings often result from a lack of communication between those involved.

Students must always conduct themselves in a manner becoming of a Christian. Gripping is not tolerated! If student comes home complaining about a discipline policy-

Parents should follow this procedure:

- a) Give Emmanuel Christian Academy the benefit of the doubt.
- b) Realize that your child's reporting is emotional, and may not contain all of the relevant information.
- c) Realize that we have reasons for all rules, and that we enforce them without favor.
- d) Support the administration and call us for all of the facts.

The administration has adopted a set policy for these situations, and complaints or problems will be handled in the way prescribed. (Matthew 18: 15-17)

1. All questions, problems or complaints should be brought directly to the teacher first, before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact (and 95 percent are!), the problem should be brought to the principal for final resolution.

Abuse Reporting Requirement

Ohio Law mandates that Emmanuel Christian Academy personnel must report any case of suspected, real or alleged child abuse to the proper authorities. This law also provides immunity for personnel against any legal ramifications arising from such reported incidents.

Discipline

Discipline Policy – Proverbs 19:18 Discipline your child while there is hope, and do not desire his death.

It is important that students conduct themselves responsibly. The following are school wide in nature, with the clear understanding that all students know what is expected of them. The established rules are:

- Respect teachers, staff, and other students
- Conduct yourself properly at all times
- Take care of academy property
- Do not hit, shove, or hurt others

It is also understood that students will conduct themselves in the same responsible manner while traveling to and from the academy. Infractions of academy rules are subject to an immediate conference with the student, parent, and the principal. Emmanuel understands that with guidance and correction children will learn how to respect themselves and others. Rules and behavior guidelines are set to provide a safe and nurturing learning environment for all students. Students are therefore required to obey the rules and regulations set forth by the administration at Emmanuel. For the most part, teachers will handle their own rewards and discipline situations according to their own methods and abilities as well as school policies.

Reward actions that may be used include, but are not limited to:

- 1) Phone calls to Parents
- 2) Verbal Praise
- 3) “You’ve Earned It” Fridays
- 4) Extra Recess
- 5) Star Rewards
- 6) Special Treats or Activities
- 7) Special Privileges
- 8) Special Field Trips
- 9) Homework Passes etc...

Discipline actions that may be used include:

- 1) Name on board
- 2) Time out/Separation (appropriate to child’s age and development ability)
- 3) Disciplinary note to parents or phone calls to parents
- 4) Formal verbal apology for actions and/ or writing assignment
- 5) After school and Lunch detentions, or loss of recess.
- 6) Loss of privileges such as attending or participating in extracurricular activities.
- 7) Physical exercises such as (jumping jacks, running laps, etc...)
- 8) Parent conferences
- 9) Corporal discipline
- 10) Emergency removal
- 11) Suspension
- 12) Expulsion

Emmanuel Christian Academy will not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the early education program and school age program. The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh or any unusual punishment such as, and not limited to punching, pinching, shaking, or biting.
2. No discipline will be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents
7. Discipline shall not include withholding food, rest or toilet use.
8. Techniques of discipline are not intended to humiliate, shame, or frighten a child.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

However, please note that corporal discipline (paddling) is a form of correction at Emmanuel (*with the exception of early education/preschool*). Corporal discipline is used infrequently and as a last resort. ***Corporal discipline is only administered by the parent, or the school's administrative staff***, with another staff person present. Please submit in writing, if the parents/guardians prefer the child not be paddled. The parent will be called to come to the school to pick up the child. However, if the parent cannot be reached or the parent(s) refusing to come to the school will cause the child to receive an automatic **two-day suspension** effective immediately. Suspended students will not be allowed to make up any class work missed during the suspension.

Reasons for immediate corporal discipline, suspension or expulsion are:

1. Habitual disorderly and inappropriate behavior, which has been reported to parents.
2. Fighting, hitting, scratching, pulling hair, biting, or spitting on another student.
3. Horseplay that causes harm to a person and/or property.
4. Deliberate destruction of or damage to school or private property.
5. Use of profanity, use of fighting words or actions to provoke a fight.
6. Belligerent, defiant, or disrespectful attitude toward staff,
7. Skipping class, stealing, cheating and gambling.
8. Recording, posting or sharing (via social media, email, texts, et al.) of any action or occurrence contrary to Emmanuel's policy and/or procedures.

Corporal discipline or suspension may also be administered in the case of verbal, physical, or sexual harassment of students and staff. The principal will determine the length of suspension. The principal shall consider the nature of the offense and the previous discipline record of the child.

Middle School Discipline Procedures and Order for Habitual Disorderly Behavior in the Classroom

- 1) Warning
- 2) Parent notification and Detentions with Teacher/Writing Assignments
- 3) Parent notification and 1 Day Suspension
- 4) Parent notification and 3 Days Suspension
- 5) Parent notification and 5 Days Suspension
- 6) Parent notification and 10 Days Suspension
- 7) Parent notification and Expulsion

*Please note that Emmanuel does not have in-school suspensions. Discipline can be administered by each one of your child's teacher's daily, making the rise in order of discipline consequences increase rapidly in some instances.

Blatant disobedience in regards to discipline procedures will move the student to immediate suspension. Students are unable to participate in extracurricular activities or events when suspended.

In our continued effort to provide a safe and secure learning environment for our entire student body and to maintain a structured and disciplined learning environment, we must enforce the following rules in regards to school violence and horseplay that leads to unintentional injuries to persons or properties. .

1. First offense - 3 days out of school, Second offense - 5 days out of school, Third offense - 10 days out of school, Fourth offense - expulsion.
2. If your child is in a physical altercation with a staff member that is cause for immediate expulsion.
3. If your child is in a verbal altercation and threatens another student or staff member discipline will be administered at the principals discretion.
4. If your child brings any item that can be constituted as a weapon they will receive a 10 day out of school suspension or expulsion depending on the item and the severity of the situation.
(administrator's discretion)
5. If your child is found/proven to be an instigator to an altercation they will receive 1 day out of school suspension.
6. In regards to attendance, if a student has 3 or more unexcused absences in a week they will not be allowed to participate in school field trips and extracurricular activities for that week.

No work can be made up that is given while a child is out on suspension

Parents may appeal suspensions or expulsions from the academy by submitting their appeal in writing to the principal within three days of the action. An appeal committee will review the appeal.

Items not allowed at school

(Students Middle School, Elementary, and Early Education are not permitted to bring any items into the building from home to prevent cross contamination.) Certain items have no place at school and should be left at home. Toy weapons, collectible and/ or sport cards, large amounts of candy and money, electronic games, toys, slime, cell phones, wireless headphones, radio's, iPods, knives, fireworks, or any kind of weapon (including mace) are not permitted. Also non-prescription drugs are not allowed. Such items will be taken from the student and the appropriate disciplinary measure taken. Repeated offenses in bringing these items to school will result in a 2-day suspension. Any student bringing or carrying any weapon to school is subject to expulsion.

Dismissal Policy

Dismissal refers to disciplinary action taken by the administration to remove a child from the school. The administration does not easily or lightly resort to dismissal, but uses it only as a last step for students and parents who do not adhere to the rules of the school. What we do not accept from students we will not accept from the parents.

The dismissal of a student is totally the prerogative of the school administration and does not require the student or parents to agree that the action is warranted. A notice of dismissal will always be accompanied by a reason for the dismissal. Some of the reasons for dismissal are:

- 1) For the safety of your child, other students and staff
- 2) Failure to accept and abide by the policies and procedures of the Academy by the student or parent.
- 3) Disparaging remarks made against the school, its staff and/or policies, by student and/or parent(s) via Social Media, in public spaces within the school or in the presence of Emmanuel staff.
- 4) Failure to meet your financial commitment.
- 5) Refusal to accept academic requirements/standards.

In summary, the administration reserves the right to deal with any and all actions not covered by these policies and procedures.

Re-admission or continued enrollment

Any student expelled from school will normally not be allowed to apply for readmission. Requests for re-admission should be made in writing to the Chief Administrator. The school reserves the right to deny admission, re-admission, or continued enrollment to any student/parent whose actions demonstrate that it is not in the school's best interest for that student to remain a part of our educational program.

Furthermore, if a parent withdraws its student from Emmanuel that disagrees with the structure, programs, policies and procedures of the Academy. The student is not eligible for readmission into the Academy at any time and will be unable to participate in any of its special programs.



Akron Public Schools Transportation Rules of Conduct

Transportation for Emmanuel students is provided by Akron Public Schools Transportation Department.

In Response to COVID 19, physical transportation service may be limited by the district. Students that qualify for transportation but are not transported may receive payments in lieu of physical transportation from the Ohio Department of Education. Transportation is a privilege and should not be abused. Safe, efficient transportation service requires teamwork from parents, students, bus drivers, school staff members and administrators. Without such teamwork, there exists an increased risk of injury or death.

Bus stops

- Stops are established according to state laws and regulations and are approved by the Board of Education. A bus stop is where students wait for the bus; the bus does not wait for the students.
- Students should be at their bus stops, ready to load, not waiting in vehicles, **5 minutes before pick-up time and waiting 10 minutes after the bus pick-up time for the bus.**
- **Buses will only pick up students standing at designated bus stops.**
- Inclement weather, ice and snow, and traffic tie-ups can delay the bus arrival time at stops.
- Once the bus door is closed and the bus is in motion, the bus will **not** stop for students who are late.
- Parents are responsible for supervising students at bus stops.
- Students are picked up and returned to the **same** bus stop to ensure their safety.
- Parents should accompany kindergarten and first-grade students to the bus stop in the morning and meet them in the afternoon. If an adult does not meet the afternoon bus, students will be transported back to school.
- At the beginning of the school year, young students should wear name tags pinned to their clothing - with their name, address, phone number and school - to ensure they are dropped off at the correct location.
- We recommend you know your child's school, bus number and bus driver's name. For the safety of students on the bus, adults are not permitted to board the bus.

Bus Conduct/Rules

- Safety of students is the first concern of the driver. Students **must** obey the driver's instructions at all times.
- Students will locate their seat and remain seated for the entire ride.
- State law prohibits any food or beverage being consumed on the bus at any time.
- **Cell phone use on the bus is strictly prohibited. Pupil behavior that distracts the driver is a hazard and jeopardizes the safety and welfare of all passengers.**
- To ensure that a student understands that bus rules have been violated, the bus driver will first issue a verbal warning to the misbehaving student.
- Continued misbehavior will be written on a School Bus Incident Report and given to the school principal. Schools will notify parents of a student's misconduct and disciplinary action.
- Misbehavior or irresponsible actions are sufficient reasons to suspend transportation services to those students.
- If a student's transportation is suspended, the student is still expected to attend school. (ORC 3327.014 and BOE Policy 8630)
- Buses may return to school if students cannot control their behavior. (2 days suspension off bus)
- See [Akron Public School Code of Student Behavior](#) for details information

Bullying and Other Forms of Aggressive Behavior Policy

“There are six things that the Lord hates, seven that are an abomination to him: haughty eyes, a lying tongue, and hands that shed innocent blood, a heart that devises wicked plans, feet that make haste to run to evil, a false witness who breathes out lies, and one who sows discord among brothers.” Proverbs 6:16-19

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Emmanuel and the Board of Trustees will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the school, including activities on school property or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Appropriate Sexuality and Relationships

“It is God’s will that you should be sanctified: that you should avoid sexual immorality; 4 that each of you should learn to control your own body in a way that is holy and honorable, 5 not in passionate lust like the pagans, who do not know God;”
1 Thessalonians 4:3-5

Christ-honoring relationships are imperative for servants of Christ. At Emmanuel Christian Academy (Emmanuel) we honor Christ in our relationships by submitting ourselves to His plan and purposes. We strongly desire to build upon a biblically-based foundation for students in the area of personal relationships. We encourage parental guidance and counsel in these matters to encourage proper conduct as Emmanuel upholds these guidelines:

In the area of sexual relationships, Emmanuel recognizes and upholds God’s directive that sex be reserved exclusively for a man and a woman and only within the bond of marriage (Gen. 2:21-25; Hebrews 13:4). God’s Word forbids sexual activity outside of marriage which includes adultery, pre-marital sex, homosexual acts, sexual exploitation (which includes pornography), incest, and any other sexual behavior deviating from God’s established pattern (Ex. 20:14; Lev. 18:22-24; 20:13-16; Matt. 5:28; Rom. 1:24-32; 1 Cor. 6:9-11; Gal. 5:19).

While we seek to love the LGBT community, this does include, but is not limited to, engaging in a relationship which is homosexual in commitment or expression, even if that relationship has not become sexual in practice.

Students and parents agree that it is not acceptable to demonstrate support in any way for any of the behaviors noted above.

Since we believe that the Scriptures clearly teach that man was created by a special, immediate, formative act of God, and in the image of God, as male and female, determined biologically at conception, students are also expected to dress in accordance with Student Appearance Standards pertaining to their biological gender and to use only the restrooms, locker rooms, and changing facilities conforming with their biological gender.

In accordance, students are expected to refrain from inappropriate public displays of affection; inappropriate play or physical contact which may be interpreted as sexual in nature; inappropriate practices that Scripture forbids, such as sexual relationships outside of marriage.

Emmanuel looks to encourage the development of appropriate relationships and to cultivate; by God’s grace, purity of mind and heart, discretion, and self-control. We also desires that its students be wholesome and God-glorifying. It is important that student’s friendships/companionship be broad enough to enable them to have a variety of social contacts with many students. For this reason, we encourage frequent social times of fun, recreation, and fellowship.

Emmanuel has a zero tolerance for inappropriate sexual behavior among students. Should improper relationship develop, the students involved will be counseled and their parents will be immediately notified. In addition, a student that engages in inappropriate sexual behavior or misconduct (i.e. engaging in sexual activity; possession or distribution of pornographic materials, etc...), may be subject to expulsion, suspension, or a lesser penalty, based on the severity of the sexual misconduct. This will be at the sole discretion of Emmanuel’s administration.

Finally, a student should avoid any activity that tempts them toward sexual behavior or that gives an appearance of immorality. Emmanuel expects all students to adhere to scriptural standards of morality. (1 Thessalonians 4:3–7; Roman 12:1-2, I Corinthian 9-13)

Attendance

Students who attend school and preschool regularly are more likely to achieve educational success, develop habits of punctuality, self-discipline, and responsibility. They will also achieve a greater sense of community and increase their career options. We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for absences from class. Work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance and it is acceptable only under the condition described below.

Attendance is required during all scheduled periods including classes, study hall, homeroom and mandatory programs. Excessive absences may result in dismissal from the program.

The Attendance policy also applies in remote learning that students are required to make virtual appearances by 9:00 a.m. each day or as designated by the instructor. The students need to be sitting up in specific areas dedicated to learning. (not bedrooms) The student will engage in a lesson with their teacher each day. The students will be assigned different assignments that are due by 3:00p.m. each day.

When a student is absent, a parent/guardian should call the school by 8:30 a.m. Parents/guardians may call the school office and leave a message either with the secretary or on the answering machine. If no phone call is made, the school will attempt to contact the parent/guardian. If no phone contact is made between the parent/guardian and the school, the absence will be considered unexcused. The attendance secretary will attempt to contact a parent/guardian concerning unconfirmed absences.

Absences

Due to access to remote learning these absences are no longer consider excused absences:

1. Illness or injury prohibiting a child from coming to school
2. Quarantine for contagious disease (e.g. COVID 19 exposure, chicken pox, measles, etc.)
3. Student participation in school sponsored activities during the school day
4. Pre-arranged family trips
5. Except in unusual circumstances, a student will not be excused immediately preceding or following a vacation date (i.e., Christmas vacation, Easter holidays, etc.)
6. Business Trips where both parents and legal guardians are required to be out of town and the children are too young or have no place to stay.
7. Educational trips, extended weekend vacations or other such trips will normally not be considered excused.

Excused Absences

1. Acts of God
2. Serious illness or Death in the family
3. Dental or medical appointments when prior arrangements have been made.
4. Occasionally, special situations may develop where a student may have an opportunity to represent his church, a scout troop, a civic organization or some other group.
5. Decisions to excuse special situation absences or other appropriate requests will be made after prior consultation with the principal by parents and the student. Such things as the student's grades and the amount of time already missed will be considered in making the decision. Again, a written request must be made in advance, and the principal will make the final decision
6. Help at the home of an emergency nature will also be given consideration.

Other Unexcused Absences

Absences are unexcused for:

- 1) Oversleeping
- 2) Car problems
- 3) Ordinary weather hazards
- 4) Staying home to care for younger children
- 5) Visiting friends or relatives without advanced notice
- 6) Minor aches and pains (persistence may indicate a more serious problem)
- 7) Child did not want to come to school or log in.

Any of the above listed excused or unavoidable absences that were not requested in writing, and approved in advance.

- Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, Parent notes without either any explanation or an excusable reason (as defined above.)
- Preschoolers/toddlers/infants who have more than ten (10) days of unexcused absences in a fiscal year will subject the family to termination of services.

Work Requirements for Excused and Unexcused Absences

- a) Students with excused absences will be permitted to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time will result in an automatic zero.
- b) Students with unexcused absences will not be permitted to make up missed work. If a student is absent from school immediately prior to or following any school activity, the absence may be interpreted as unexcused. This applies specifically to any student in the morning following participation in any activity that evening.

Procedure for re-entering school after an Absence (Excused or Unexcused)

A signed note must be taken directly to the classroom teacher, who in turn will send to the school office. The principal has the final authority to excuse an absence.

Make Up of Missed Work

It will be necessary for missed work, including tests, to be made up. Sometimes a student who has been approved for an absence will request to take or turn in homework before the absence. This matter is left to the discretion of the teacher. If a test is already available, it is advantageous to both the student and the teacher for the student to take the test early rather than late.

It is the parent/student's responsibility to schedule a time for make-up work or ask the student's teacher for missed assignments immediately upon returning to school. All work missed must be made up within the same number of days the student was absent.

If the homework or test was assigned prior to the absence, the student is responsible for the homework or test upon returning to school.

In cases of an illness, the parent should request assignments by phone or a note for their child if the illness extends beyond two (2) days. If the office is notified by 8:30 am, the assignments should be ready by the end of the school day.

Failure for the Year Due to Absences

- a) For a student to receive credit or be promoted to next grade absences may not exceed ten (10) days, per semester and yearly absences may not exceed twenty (20) days.
- b) Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the principal.

Signing Students Out of School

- A. Students may be signed out only under the following conditions:
 - 1. Their absence would fall under one of the reasons defined as excused in the Student Handbook.
 - 2. If the reason is illness, the student must:
 - a) Have a fever as determined by the school nurse
 - b) Be obviously ill, as determined by the best judgment of the school officials
 - c) Establish phone contact between the school and parent or legal guardian, and have a member of the office staff verify permission for the students to leave campus. Students must wait in the area designated by the school for a parent or legal guardian to arrive.
- B. Detailed records for students will be kept in the office regarding the signing of them in and out of school. Students showing an excessive number of sign-outs or sign-ins, will be reviewed in a conference between the parents or legal guardian and principal.
- C. Students may not leave the building during the school day without telephone contact, or personal appearance of, the parents or legal guardian to the school office. Notes from home requesting that a student be dismissed at a particular time will not be accepted without proper telephone or personal contact from the parents or legal guardian. Students are to be released only to the student's parent (s)/legal guardian, or to an authorized person whose names appear on the emergency card, except in extreme cases where the principal has made an exception.
- D. If one parent has been awarded custody of the student in a divorce settlement, the parent in custody as defined in statute (R.C. 3313.64) shall inform the school of any limitation in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

Tardiness

1. Students will be not allowed to enter the building after 9:00am

Excused

1. Public transportation delay or breakdown
2. Parent automobile delays or breakdown en route to school
3. Detainment by the office or another teacher
4. Pre-schedule Doctor appointments
5. Unavoidable reasonable circumstances

Unexcused

1. Oversleeping, or arriving late for any reason not in keeping with reasonable prudence.
2. Any lateness in getting to classes during the day

Penalties

1. Students who arrive at school after 8:01am (middle school) and 8:31 (Elementary) will be considered tardy.
2. Exception may be granted under excused tardiness. Students leaving after 2:00 pm will not have a day of absence counted against them.
3. Any student who is tardy to school more than five (5) times in a grading period will be contacted by the Administrative office and will result in a one-day suspension. Continued tardiness will necessitate a conference. Five (5) tardies during a nine (9)-week grading period is equivalent to one (1) unexcused absence. Continued tardiness will lead to suspension or other disciplinary action by the administrator.

Elementary/Middle School Hours

School hours are Monday through Friday from 8:30 am to 3:00pm for Kindergarten-3rd grade and 8:00am-3:00pm for 4th -8th grade. Students are to arrive at school with ample time to organize their books and supplies, and be seated in class by 8:25am for Kindergarten-3rd and 7:55am for 4th-8th grades.

1. Students are to be in school EVERY DAY with the necessary books, materials, and supplies; except in case of serious illness.
2. Students must be picked up within fifteen (15) minutes at the end of the day. There will be a charge of a \$1.00 per minute after 3:30pm for children who have not been picked up.
3. Students (K-3rd) are not permitted to enter the building before 8:00am and middle school students (4th-8th grade) before 7:30am.
4. In effort to reduce cross contamination and undue exposure to ***COVID 19*** Extended Day services will no longer be provided

Drop off and Pick up Parents will not be permitted to be in the building during drop off and pick up

1. We will conduct “curbside” pickup and drop-off for all children
2. Child(ren) will be dropped off and picked up at the same door daily. **Middle School (4th -8th)- Door 6, Elementary (K-3rd) -Door 2, Early Education (Infants to Prekindergarten (Door 1)**
3. Sibling of different age groups must enter through individual grade assign doors
4. If possible, the same parent or caretaker should conduct pick-up and drop-off each day for familiarity
5. Parents who are required to sign their child in or out, will park their vehicles and use their phones to sign student in and out
6. Parents will call (330-836-7182) the school office upon their arrival, parents will wait in the car until the child (ren) is released or brought to them by a designation staff member.
7. Children must wash their hands prior to departure

School Age Student Entering the Building

1. All students who enter the building will be required to sanitize their hands and do temperature check at the door. A staff member will be checking temperatures before entering the building and giving hand sanitizer daily.
2. If any individual has a fever of 100 degrees or higher, they may not enter school.
3. We will not admit children, parents, staff, and others who have a fever or signs of illness (including cough or shortness of breath)
4. All students will eat breakfast in their classrooms

Indoor Shoes Policy:

1. Due to the amount of germs carried indoors on the soles of shoes, we are asking that you please send a new (not yet worn outside) pair of shoes to be kept at school.
2. We will change their shoes upon arrival and change them again before they leave for the day. They will wear their shoes from home when we play outside on the playground.
3. If you are unable to provide your child with a pair of indoor shoes, please email me or your child's teacher (privately) ASAP.

Mask Policy:

1. All students must have a mask on to when entering and exiting the building.
2. Mask will be worn during all transitions and while interacting in groups inside and outside
3. Mask is worn when talking to teacher and classmates less than 6 feet way
4. Masks will not be required in the classrooms when working at a desk.

Early Education Center

School Hours

1. EEC hours of operation are Monday through Friday from 7:30 am to 4:30pm. Formal instruction starts at 8:30am.
2. Students/parents are to arrive at school with ample time to organize their books, diaper bags, supplies, etc. and be in class by 8:25am (including infant and toddlers.)
3. No child will be permitted to enter the building after 9:00am.

Arrival and Departure (See Early Education Handbook for details)

Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Our normal procedure is to release the child to his/her parents, or someone else the parents designate on the authorize Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

Sign in and Out

It is required by state law that all parents sign their child in and out each day. Remote sign in and out has on Kinderconnect and Emmanuel Google sign in. In addition if the remote do not work the Electronic Child Care Card (ECC) are still located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.



Dress Code –Students

Emmanuel Christian Academy students have a uniform dress policy as designed in the uniform handbook. PLEASE NOTE: ***Kids Closet*** has been designated as our exclusive uniform store. Students are to be in full uniform each day, unless otherwise by school administration. Any form of dress or grooming that attracts undue attention or disrupts the educational process is unacceptable.

Monday, Tuesday and Thursday Uniform:

PreSchool/Elementary Boys (PK3-3rd)

- Emmanuel Mask (provided by the school)
- Grey uniform pants w/ belt (no jeans)
- Grey uniform shorts w/belt (only during August/September and May/June)
- Monogrammed white, grey, maroon, & pink polo shirts or white only oxford shirts with monogram.
- Solid Black leather shoes, (no sneakers, Sperry that are not solid black or patent leather, tennis shoes, sandals, work boot, snow boots, Timberland boots, Nike, or Airwalk suede street shoes)
- Solid Black or white socks
- Solid Black Belt
- Monogrammed maroon or Grey uniform pullover, sweater, vest, or cardigan
- EMMANUEL sanctioned uniform plaid tie/Bowtie (K-8th grade only)
- No coats, jackets or hoodies worn in the classroom

Middle School Boys (4th-8th)

- Emmanuel Mask (provided by the school)
- Grey or black uniform pants w/ belt (no jeans)
- Grey or black uniform shorts w/belt (only during August/September and May/June)
- Monogrammed white, Grey, Maroon, pink or black polo shirts or white only oxford shirts with monogram.
- Solid Black leather dress shoes, (no sneakers, Sperry, Ugg slippers, tennis shoes, sandals, work boot, snow boots, Timberland boots, Nike, or Airwalk suede street shoes)
- Solid Black or white socks
- Solid Black Belt
- Monogrammed maroon or Grey uniform pullover, sweater, vest, or cardigan
- Black or grey uniforms pants w/belt
- EMMANUEL sanctioned uniform plaid tie/bowtie
- No coats, jackets or hoodies worn in the classroom

Male students attending the Academy are not allowed to droop (wear pants below waist), wear earrings, rings, bracelets, or necklaces. Additionally, male students are not allowed to wear designs cut in their hair, braids, twisties, mohawks or ponytails. Hair is to be natural color (no dyes). However, afros will be permitted if kept cut neatly and combed. Afros are not to exceed 1½ inch, neat and comb. In addition dreadlocks are permitted only if a child enrolls with established dreadlocks. Locks must be pulled back behind the ear in a ponytail; neatly groomed and well kept. (at discretion of the School Administrator). If failure to follow hair guidelines, a uniform notice will be sent home and students will be required to cut hair, remove locks or be removed from the school for not adhering to school policy Boys are not permitted to wear fanny packs/belted bags.

Pre-School/Elementary Girls (PK3 - 3rd)

- Emmanuel Mask (provided by the school)
- White and pink blouses with peter pan collars. *to be worn only under a monogrammed vest or jumper*
- Monogrammed white, grey, maroon, or pink polo shirts or white oxford shirts with monogram
- Maroon/grey plaid jumpers or dress with monograms
- Grey uniform pants w/ black belt
- Grey uniform shorts w/ black belt and skorts (only during August/September and May/June)
- Black leather shoes (no patent leather, no athletic looking shoes, snow boots, work boots, Timberland boots, knee high boots or sandals.) Must be flats, closed heel and toe.
- Solid Black Belt
- Uniform Knee highs or anklets socks (solid colored maroon, grey, pink, white)
- Hose/Tights (solid colored Maroon, white)
- EMMANUEL sanctioned uniform plaid tie/cross tie (worn with pants)
- Monogrammed maroon or Grey uniform pullover, sweater, vest, or cardigan

Middle School Girls (4th-8th)

- Emmanuel Mask (provided by the school)
- White, Grey, Maroon, & pink polo's or white or pink oxford shirts with monogram
- Maroon/grey plaid skirts/skorts
- Grey or black uniform pants w/ belt
- Grey or black uniform shorts w/belt and skorts (only during August/September and May/June)
- Black leather shoes (no patent leather, no athletic looking shoes, snow boots, work boots, Timberland boots, knee high boots or sandals.) Must be flats, closed heel and toe.
- Solid Black Belt
- Uniform Knee highs or anklets socks (solid colored maroon, grey, white, pink or black)
- Tights (solid colored maroon, white, pink, white, or grey)
- Maroon/grey plaid skirts, black or plaid kilts; black or grey pants
- Emmanuel sanctioned uniform plaid cross tie/tie
- Monogrammed maroon or Grey uniform pullover, sweater, vest, or cardigan

Female students are allowed one ring on ring finger only and small earrings (no larger than a quarter). Only clear nail polish may be worn on natural fingernails. Fingernails must be at a reasonable length (Principal discretion). Female students' are not permitted to wear fake eyelashes or fake nails. Hair must be combed and styled neatly. No extreme up-dos, weaves, wigs, unnatural hair color, unnatural length braided extensions/crochet braids or other styles past the student's shoulder blades. If styled past shoulder blades, hair must put up in a bun while at school. Streaks or highlights are not permitted. All hair ornaments are limited to the school colors (maroon, grey, white, pink) and may not be excessive. (Principal's discretion) Middle school girls are allowed to wear small purses. If a student is found carrying prohibited items in their purse, they may lose the privilege to carry a bag and the findings are subject to appropriate discipline, as prescribed by our discipline policies.

Friday Uniform: Plain blue denim pants or shorts (SOLID BLUE ONLY, no rips, tears, distressed, acid/stone washed or frayed denim). Emmanuel grey T-shirts, hoodies or sweatshirt and gym shoes. The Friday uniforms are also required for field trips unless notified otherwise.

Chapel/Wednesday and Special events Uniform: (K-8th): Elementary and Middle School boys will wear white long sleeve (short sleeves in May/June and August/September) oxford (button down, collared dress shirt), Emmanuel uniform plaid tie/bowtie, and uniform vest. Boys will wear uniform pants. **Elementary school (K-3rd) girls** will wear uniform jumpers with white peter pan collards .and Emmanuel plaid cross tie (optional) **4th-8th girls** will wear Emmanuel plaid skirts with white long sleeve (short sleeves in May/June and August/September) oxford (button down, collared dress shirt), Emmanuel uniform plaid cross tie/tie, and uniform vest. **Shorts are not permitted on Chapel Wednesdays.**

Black school shoes should be left at the school in the lockers to change into when entering building

Uniform dress (hair) code will be strictly observed. Students who violate the dress code will receive a suspension for the following day.

Remote Learning Dresscode

- The students are expected to be fully dressed when logging on for school (no pajamas)
- Emmanuel t shirt or Sweatshirt should be worn daily when on remote learning.
- Face should be washed and hair should be neatly groomed and combed as

*If the student continues to arrive at school or logs on out of uniform, the student will be sent home for the rest of the day or logged out for each infraction until he/she can adhere to the uniform policy. **Students are not permitted to make up any work missed due to suspension.***

Early Education Center (Preschool)

Boys

- Grey uniform pants w/ belt (no jeans)
- Grey uniform shorts w/belt (only during August/September and May/June)
- White, Grey, Maroon, & pink polo's or white oxford shirts with monogram.
- Solid Black leather shoes, (no sneakers, Sperry, tennis shoes, sandals, work boot, snow boots, Nike, or Air walk suede street shoes)
- Solid Black or white socks
- Solid Black Belt
- Maroon or Grey pull over uniform sweaters, vest, or cardigan monogram

Girls

- White and Pink blouses with peter pan collars. *to be worn only under a monogrammed vest or jumper*
- White, Grey, Maroon, & pink polo's or white or pink oxford shirts with monogram
- Maroon /grey plaid jumpers or dress with monograms (prek-3rd)
- Grey uniform pants w/ belt
- Grey uniform shorts w/belt (only during August/September and May/June)
- Black leather shoes (no patent leather, no athletic looking shoes, snow boots, work boots, knee high boots or sandals.) Must be flats, closed heel and toe.
- Solid Black Belt
- Uniform Knee highs or anklets socks (solid colored maroon, white)
- Hose/Tights (solid colored Maroon, white)
- Maroon or Grey pull over uniform sweaters, vest, or cardigan with monogram

Female students' hair must be combed and styled neatly. No extreme updo, unnatural hair color, unnatural extremely long extensions or fake hair, crochet braids. Streaks or highlights are not permitted. Hair ornaments are limited to the school colors and may not be excessive.

0-24 months infants are not permitted to wear hair beads or jewelry, for safety and health reasons.

Infants/Toddlers (6 weeks-36 months): Uniforms are optional (*See Kids Kloset Uniform Store*)

Program Instruction

1. Homework

Homework properly planned, prepared and monitored by the teacher and parent, is valuable to students. Homework enriches out of school time and encourages effective study skills and attitudes. It helps children to develop self-reliance, resourcefulness, and responsibility.

To assist students with the task of completing homework effectively, the teacher will send home a virtual homework slip each day or require the student to write homework assignments in their assignment planners each day. The student, supervised by the teacher will write assignments in their assignment planner each day and **parents will be required to sign the homework slip or assignment planner**, acknowledging that their child has completed the assigned work.

Some homework assignments are an extension of the classroom instruction and are necessary for the student to maintain academic competence. Because education is a lifetime process, it is important for parents to promote independence and responsibility for their students through the completion of assigned work. The following suggestions are offered for assisting students with homework:

1. Take an interest in your child's work. Ask what assignments they have and if they need help in understanding what to do.
2. Set aside a specific time each day after school for them to do their work.
3. Make sure they have all the supplies needed to complete assignments.
4. Provide a comfortable area at a table or desk.
5. The area should be quiet and free of distraction.

Each teacher may require her own particular format in homework. Spelling, grammar, and proper penmanship must meet the required standards. Homework done poorly or carelessly will be returned to be re-done.

Teachers expect all students to turn in assignments completed and on time. No teacher will allow an assignment required of all students to remain undone by a single student. If an assignment is not done, the following procedures may be used:

- a. The student will use his/her recess time to make up the assignment.
- b. Failure to complete the assignments on time will result in a penalty of points taken off the grade or an extra assignment.
- c. Chronic failure to complete homework will be brought to the attention of the parent or guardian and the principal.
- d. Parent phone calls or emails will be used to report poorly done or late assignments to parents

2. Report Cards and Grading Procedures

- a. Please see the school calendar for the end of the nine weeks grading periods. Parents/guardians must attend all conferences. If the parent is unable to attend at the designated time, he/she must call the school to arrange an alternative time.
- b. Students will receive progress reports every nine (9) weeks. There are four (4) grading periods that are approximately nine weeks for the school year. Report cards are issued one week after the close of the grading period. Mid-term reports are provided for students halfway through each grading period and are available in the Family Portal.

First Semester
Grading period 1
Grading period 2

Second Semester
Grading period 3
Grading period 4

- c. All entries made by the teacher on a student’s report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report card with your child carefully. Remember, however, that grades should be guides to learning rather than goals for learning. They are merely indications of present achievement and not indications of one’s overall ability to learn.
- d. Each teacher will assign student grades on the basis of written assignments, homework, tests, and class participation. Achievement grades for grades K-8th will be given in letter grades as follows:

<i>Letter grade</i>		<i>Numerical Points K – 8th</i>
A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Failure	59 and below

- e. In addition to standard grades, marks indicating effort and conduct will be given.
- f. Any student who does not make up missed work is given an “F” (59) or his own failing grade average for the grading period.

3. Extracurricular Activities

A vital part of school life is its extra curricular activity program. In today's world, the opportunity that the school provides for social activities outside the normal school day plays an important role in the growth and development of students. Emmanuel Christian Academy is concerned not only with the intellectual dimension of our students, but also with the growth and development spiritually, socially, and physically.

a. Field Trips

- Field trips will be conducted in relation to classroom learning activities. They are not intended simply as a break from school. Rather, field trips will be used to enhance the educational and social development of the student. Field trips and excursions will be limited to the state guidelines for gathering, staff student ratio and to the extent possible prevent groups from mixing. All field trips will be done during school hours.
- A permission slip is required to take your child on a field trip off the Academy premises. A parent is not to bring his/her child to the field trip; the child must leave the Academy with staff. Parents are informed of field trips ahead of time and should make sure all required forms are signed.
- Field trips are supervised by at least two adult staff members, one of whom is trained in first aid. A first-aid kit, Emergency Authorization forms and special health records will be taken on all trips. No child will be left unsupervised and all staff are familiar with emergency procedures.
- A **special swimming permission form** is necessary before a child may go swimming. The written permission form from the parent/guardian shall be signed and dated. The form shall indicate whether the child is a swimmer or non-swimmer. Local authorities must approve swimming sites. Lifeguards or water safety instructors by the American Red Cross or equivalent are present while children are in the water. Staff ratios will be met at all times.

b. Special Programs and Assemblies

From time to time, speakers, films, or programs of significant academic or cultural value will be presented.

c. Chapel

Teachers will plan weekly Chapel topics with input from the students. Parents and guardians are invited and encouraged to attend chapel.

d. Bookmobile

Students will be given opportunities to make use of the bookmobile that visits the school bi-weekly. Each student is required to have a library card to check out books. Parents and guardians are urged to help the school by seeing that the books borrowed from the bookmobile are properly cared for and returned on time, and that all penalties and fines are paid.

f. Recess

Pre-K (K4) through fourth grades participates in recess. The rules for recess are made and enforced for the benefit of the students. Most of the rules concern the student's safety. However, some of the rules were made to meet their educational needs. It is a school policy that all children go outside during recess. If there is some reason (health) that your child cannot participate in recess, please send a written note explaining why the child is not to participate, to the child's teacher. We have indoors recess when it is raining or extremely cold (below 30 degrees Fahrenheit).

Office Policy and Procedures

1. Student records:

The school maintains a permanent cumulative file on all Emmanuel Christian Academy students. Records of health, grades, standardized test scores, reports on parent conferences, and reports on disciplinary action make up most of the content.

2. Release of records/Child Privacy Act

- a. All records will be kept confidential. Emmanuel Christian Academy will release student grades, standardized test scores, and medical information upon the written request of another school system when such request contains both the signature of an authorized school official and the signature of at least one (1) parent or legal guardian on a form to be supplied by the receiving school. No information will be released without proper authorization.
- b. Records and transcripts will not be released if a student's account is delinquent during the school year or if their tuition and/or fees account is not "paid in full" by the end of the school year.
- c. Requests for student records will be processed in 3 - 5 business days, after verifying the family account is cleared for such release.

3. School Phone

Students may use the office telephone with the permission of a staff member, when it is needed and available.

*Calls to students during school hours are not permitted, either by office/school phone or personal device (i.e. cellular phone).

4. Lost and Found

Parents should label all garments; the school is not responsible for unlabeled garments.

Clothing, books, and personal articles will be collected by the school custodial staff each day, and placed in a central location. Students and their parents or guardians are asked to check and reclaim articles as soon as possible. The school assumes no responsibility for articles left lying about the building or improperly stored.

Unclaimed garments will be given to a charitable organization after 30 days. Staff in the school office can advise students and parents about the location of "found items."

5. Textbooks and Supplies

Each student purchases the required assignment books. The hardbound books are the property of Emmanuel Christian Academy and must be properly cared for, including the use of appropriate protective coverings. Deliberate mutilation, defacing, or loss of any of these hardbound books will result in the parents or legal guardian being assessed the full replacement cost.

6. School Closing

Emergencies sometimes arise that necessitate closing school after students have arrived at the school. Parents will be notified of the emergency and should make arrangements to pick up the child or send an authorized person to pick up the child. It is the policy of the Academy to remain open except during the most severe weather conditions.

Should we have bad weather, please listen to radio stations WCRF 103.3 FM and WAKR 1590 AM. Television stations WKYC-Channel 3, WOIO/WUAB-Channels 19/43 and WJW-Channel 8. Closing notifications will also be sent via text or posted on the school website. We will close generally when Akron Public Schools close, but please look for our school name: Emmanuel Christian Academy.

Nutrition Program

Emmanuel Christian Academy participates in the Ohio Department of Education Child Nutrition Program for Breakfast and Lunch program. Our Wellness Policy will be posted in our Kitchen area. Breakfast is free and served from 7:30am to 8:30am. All children will receive meals at no cost to the families. In our efforts to provide and promote healthy food choices/practices for our children. We have adopted the following food policy-

- No outside Breakfast permitted in the building . Students are to eat breakfast at home or at eat the school’s breakfast
- The school will not knowingly serve or sell any food products containing high concentration of Red Dye #40 as it has been found to be harmful to our children. According to the Center for Science in the Public Interest the Red #40 is made from petroleum and possesses a “rainbow of risks to children.” Those risks include hyperactivity in children, cancer (in animal studies), and allergic reactions.
- Students are permitted to bring lunch from home but will not be permitted to eat foods containing high concentration or Red Dye #40 on school grounds.
- The student will only be permitted to drink or purchase beverages provided by the school. No outside drinks including water will not be allowed for consumption on school premises.
- Exception will be made for Special occasions (e.g. Birthday parties.)

All parents will be required to fill out the USDA Eligibility Form regardless of eligibility to help determine the school socioeconomic makeup. Additional copies are available in the school office.

A complete application is required. Households, which currently receive food stamps or OWF funds for a child, must provide the child’s name, the food stamp or OWF case number, and signature of an adult household member on the application. Households which do not receive food stamps or OWF funds must provide the names of all household members, the Social Security Number of the adult signing the application or state “none” if the adult does not have a number, the amount and source of income received by each household member, (state the monthly come) and the signature of an adult household member. If any of this information is missing, the school cannot process the application.

NATIONAL INCOME ELIGIBILITY GUIDELINES

2018-2019

HOUSEHOLD SIZE	ANNUAL		MONTHLY		TWICE PER MONTH		EVERY TWO WEEKS		WEEKLY	
	Free	Reduced Price	Free	Reduced Price	Free	Reduced Price	Free	Reduced Price	Free	Reduced Price
1	14,521	20,665	1,211	1,723	606	862	559	795	280	398
2	19,669	27,991	1,640	2,333	820	1,167	757	1,077	379	539
3	24,817	35,317	2,069	2,944	1,035	1,472	955	1,359	478	680
4	29,965	42,643	2,498	3,554	1,249	1,777	1,153	1,641	577	821
5	35,113	49,969	2,927	4,165	1,464	2,083	1,351	1,922	676	961
6	40,261	57,295	3,356	4,775	1,678	2,388	1,549	2,204	775	1,102
7	45,409	64,621	3,785	5,386	1,893	2,693	1,747	2,486	874	1,243
For each additional 1 household member										
Add:	5,148	7,326	429	611	215	306	198	282	99	141

Food is to be eaten only in the cafeteria or designated classroom. No student is allowed to eat anywhere else in the building. Food is never to be wasted, and garbage is to be disposed of properly. Throwing and playing with food will not be allowed. Students should always be orderly in the cafeteria. Also, we welcome and encourage our parents/guardians who would like to eat lunch at school with their children. We only ask that you make arrangements with the child’s teacher in advance. These guidelines will help insure smooth operation of our daily schedule.

Emmanuel Early Education Center

The program shall be in compliance with sections 3313.81 and 3313.813 of the Revised Code.

The program shall provide meals and snacks in accordance with all of the following:

- (1) Meals and snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. department of agriculture meal patterns (www.usda.gov).
- (2) A food source of vitamin C shall be served daily and a food source of vitamin A shall be served three times per week either with the meal required by this rule.
- (3) 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.
- (4) Lunch will be served to a preschool child who is in attendance entirely through the hours of eleven a.m. and one-thirty p.m., inclusively.
- (5) The snack shall be served during the longest period between meals for children attending four hours or longer.
- (6) A choice from two of the groups listed below must be served for snacks:
 - (a) Meat/meat-equivalent group;
 - (b) Bread/bread-alternatives group;
 - (c) Milk group; or
 - (d) Fruit/vegetable group.
- (7) Parents providing snacks shall be provided information on nutritious snack choices.

Programs shall provide food and/or formula for infants in accordance with all of the following:

- (1) Infant food and/or formula provided by the parent shall be labeled with the child's name, date of preparation, and immediately refrigerated, except for unopened commercially prepared canned food or formula.
- (2) Breast milk or formula provided by the parent shall be labeled with the child's name, the date of receipt, and immediately refrigerated. Breast milk or formula shall not be stored for more than twenty-four hours. The unused portion of formula, breast milk, or food remaining in the container from which the infant has been directly fed shall not be reheated or served a second
- (3) Infant food and formula shall be prepared, stored, and served in a manner appropriate to the equipment use and the needs of each individual child according to his stage of development and in conformity with written instructions from the parent or physician in charge of the child.
- (4) Formula shall not be heated in a microwave oven.
- (5) Infants shall be held for all bottle feedings.

Health and Safety

In accordance with state laws, each student must have an up to date physical records and required immunizations.

1. Physical Examination

Emmanuel Christian Academy EEC requires that each student attending the school be examined by a licensed physician within thirty days of admission and annually thereafter. Forms are provided for this purpose. It is up to the parent to keep these forms up-to date.

2. Parents' Emergency Phone Number Required

- a. PrEmmanuelutions are taken to insure the safety for both children and adults, however, should an accident occur, the emergency squad may be called or your child may be taken to the nearest hospital if necessary.
- b. All students are required to have any EMERGENCY CARD on file. We request that at least one emergency phone number be on file in the school office. In addition, to the home phone numbers, the school requires a work phone number or the numbers of at least three (3) people (friends, close relatives, neighbors) who can be contacted in the event of a serious problem, sickness or accident. Please contact the school if your phone number changes during the school year.
- c. ALL signed EMERGENCY MEDICAL AUTHORIZATION forms are requested to be on file in the Academy's office on the first day of attendance. If the authorization is not completed, your child will not be able to attend school.

3. Medical Release Form Required

- a. The school must have a medical release form for each student. The form allows a physician to perform emergency treatment in the event that it is impossible to reach a parent or guardian. Few hospitals or doctors will treat a patient under the age of eighteen (18) without parental consent and in a serious emergency a medical release could save a life! Only a school official will use the form when a parent or guardian cannot be reached. In any event, effort will be made to reach the parent or guardians, and school officials will follow their instructions.
- b. Due to conditions set forth in the Emmanuel Christian Academy Policy book, it is policy to refuse enrollment to the children whose parents do not consent to transportation for emergency medical treatment.
- c. If a child is in need of emergency assistance at a source away from the Academy (field trip) and the school has obtained consent from the parent or guardian to transport the child, the child's record as required will be transported with the child as a source of emergency assistance
- d. When an administrator or staff member accompanies a child to a source of emergency care, the administrator or staff member shall remain with the child until the child's parent or guardian assumes responsibility for the child's care.

4. Accident/Incident reporting

When an accident or injury or any other incident necessitates administration of Syrup of ipEmmanuelc as prescribed in rule 5101:2-12-51 of the Administrative Code or the emergency transportation of a child as prescribed in this rule, the Academy shall prepare a report on a form provided by the administrator with the following information: The report shall be given to the parent/guardian on the day of the incident. Copies of the reports shall be retained on file at the Academy for one year and are available for review upon request.

- 1) Name and address of the Academy
- 2) Name and birth date of child
- 3) Date and time incident occurred
- 4) The name(s) of staff member(s) responsible for the child at the time of the incident
- 5) Summary of circumstances surrounding the incident
- 6) Name of any witnesses to the incident
- 7) Action(s) taken by the Academy
- 8) Signature of the person who completed the form.

5. First Aid

First Aid kits are located in the office and in the K4 classrooms. The children's files for medical or emergency consent are located in the office in the student file.

Emmanuel Christian Academy staff will administer routine First-Aid. First aid consists of applying ice, washing wounds, stopping bleeding, and applying bandages. Parents or another designated adult will be notified as soon as possible in case of illness or serious injury.

6. Management of Communicable Disease

The staff is trained by the school nurse at the beginning (first two weeks) of each academic year in the methods of how to control communicable disease, i.e. hand washing, food handling, and disinfection procedures. The staff will adhere to the outlined procedures to manage communicable diseases. Newly hired staff members are trained within two weeks of their employment in the control of communicable diseases.

7. Immunization Requirements

- a. Sections 3313.671 and 3701.13 of the Ohio Revised Code requires that an immunization record be kept on file for all pupils in public and non public schools showing proof that they have been immunized against diphtheria, tetanus, pertussis, polio, measles, and rubella, hepatitis B and chickenpox.
- b. All new students to the school (infants-8th) have 14 days to present written evidence that they are in compliance with the State School Immunization Law. Those who fail to do so are excluded from school on the 15th day after admission until evidence of compliance is submitted.

8. Additional Medication Requirements

Vision, Hearing, Dental and Lead Poisoning screening are required for students in the Early Education program

Emmanuel and the Early Education Center will not enroll children whose families desire immunization exemption for religious or personal reasons even though Ohio Code permits exemptions.

**Immunization Summary for Child Care, Head Start, Pre-School
for School Attendance**

Vaccines	Fall 2019 IMMUNIZATION FOR PRESCHOOL ATTENDANCE	Fall 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DTP/DT Tdap/Td Diphtheria Tetanus Pertussis	4 doses of DTaP, DTP, or DT or any combination	Kindergarten Four (4) doses of DTaP, DTP, or DT, or any combination, if the 4 th dose was administered prior to the 4 th birthday. A 5 th dose is not required. Grades 1-12 Four (4) or more doses of DTaP, DTP, DT or Td or any combination. Three doses of TD or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grade 7 1 dose of Tdap, or Td vaccine must be administered prior to entry
POLIO	3 doses of OPV or IPV or any combination of OPV or IPV	K-2 Three (3) or more doses of IPV; the FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.*** Grades 3-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles Mumps Rubella	1 dose of MMR administered on or after the 1 st birthday	K – 12 2 doses of MMR, 1 st dose must be administered on or after 1 st birthday. The 2 nd must be administered at least 28 days after 1 st dose.
Hib <i>Haemophilus Influenza Type B</i>	3 or 4 doses depending on the vaccine type, the age when the child began the 1 st dose and the last dose must be after 12 months or 1 dose if given on or after 15 months of age	NONE
HEP B Hepatitis B	3 doses of Hepatitis B	K – 12 3 doses of Hepatitis B. The 2 nd dose must be administered at least 28 days after the 1 st dose. The 3 rd dose must be given at least 16 weeks after the 1 st dose and at least 8 weeks after the 2 nd dose. The last dose in the series (3 rd or 4 th dose) must not be administered before age 24 weeks.
Varicella (Chickenpox)	None	K-2 2 doses of varicella vaccine must be administered prior to entry. Grade 3-6 1 dose of varicella vaccine must be administered on or after the 1 st birthday

NOTES

The 4 day grace period applies to all age and interval minimums. If MMR and Varicella have not been given on the same day they must be separated by at least 28 days with no grace period.

The Hepatitis B, Tdap and Varicella requirements will be progressive.

One full dose of vaccine using proper intervals shall be counted as valid dose.

For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for pre-school and the Ohio Revised Code .3313.67 and 3313.671 for school attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.

Please contact the Ohio Department of Health Immunization Program at (800)282-0456 pr (614)466-4643 with questions or concerns.

8. Policy Concerning Attendance of Sick Children

- 1) The school cannot care for sick children. It is impossible for us to maintain sick and injured children in the office for long periods of time; therefore, it is the parent's responsibility to arrange pick-up for their child as soon possible.
- 2) The parent must pick up children within an hour and a half of contact or send an emergency authorized person to pick up the child.
- 3) Students should stay home for at least 24 hours after the fever is gone without having used fever-reducing medicines.
 - Temperature of greater than 100°F with or without symptoms.
 - Any vomiting due to illness.
 - Any undiagnosed skin rash.
 - Two or more episodes of diarrhea.

9. Illness

For the well being of your child and the other children, if or when your child has a fever or contagious disease, he/she should be kept at home or other arrangements made. If a child becomes ill during the day, he/she will be isolated in the office with a staff person and the parent will be notified to make arrangements to pick up the child.

The following precautions are taken for children suspected of having a communicable disease:

- 1) The school will immediately notify parents or a guardian of child's observed condition.
- 2) A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to parent or guardian:
 - ✓ Diarrhea (more than one loose stool within a 24 hour period) if reported.
 - ✓ Severe coughing, causing a child to become red/blue in the face, or make a whooping sound.
 - ✓ Difficult or rapid breathing
 - ✓ Yellowish skin or eyes
 - ✓ Conjunctivitis (pink eye)
 - ✓ Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other symptoms.
 - ✓ Untreated infected skin patch(es)
 - ✓ Unusually dark urine and/or gray or white stool, if reported.
 - ✓ Unusual spots or rashes

- ✓ Sore throat or difficulty in swallowing
- ✓ Vomiting
- ✓ Stiff neck; or
- ✓ Evidence of lice, scabies, or other parasitic infestation

The Administrator and the parent or guardian shall determine decisions regarding whether the child should be discharged immediately or at some other time during the day. The school will follow the Ohio Department of Health “Communicable Disease Chart” for appropriate management of suspected illness.

A child isolated due to suspected communicable disease would be:

- Cared for in a room or portion of a room not being used for other types of programming.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot/mat. All linens and blankets used by the ill child will be laundered and cot/mat will be disinfected with an appropriate germicidal agent.
- Observed carefully for worsening conditions.
- Discharged to parents, guardian, or designated person as soon as practicable.

10. Mildly Ill Child

A mildly ill child is defined as a child experiencing minor common cold symptoms, but who is not exhibiting any of the signs or symptoms specified in preceding paragraphs.

11. Re-admittance of Ill Children

Re-admittance to the school is allowed after 48 hours of a normal temperature, or a doctor’s statement. In the case of parasitic infestation a child is readmitted when all evidence of infestation is done. In the case of communicable diseases children are readmitted after 48 hours on medication and a note from the doctor authorizing return.

We request that all communicable diseases be reported to the school so that other parents/guardians can be notified of exposure. A flyer or letter is sent home to notify parents when exposure to a communicable disease has occurred.

12. Doctor and Dental Appointments

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardians should notify teachers to be affected in advance of the student’s absence, and the note should they be presented to the office for verification and sign-out before a student may leave school. Generally, appointments during school hours will be considered excused absences.

13. Staff Illness

When a staff person becomes ill, a substitute will replace the staff person to maintain the staff ratio and to prohibit interruption in the learning process.

Response to COVID 19 Illnesses

1. As new regulations set forth by the CDC (and our licensing agent ODE) require, we will be enforcing a very strict policy on sickness. We have purchased 6 new infrared (no touch) thermometers and have had them properly calibrated.
2. Parents are to be on alert for signs of illness in their children and to keep them home when they are sick. (coughing, congestion, fever, headaches, dizziness and/or diarrhea)
3. All children and staff will be screened upon arrival. (visual and temperature checked by a health Aide)
4. If your child has a fever of 100.0 degrees or higher, they will not be permitted to attend and/or will be immediately sent home. The child will not be permitted to attend for 48 hours after the fever returns to normal (unmedicated).
5. If other symptoms are present a doctor's excuse may be required to return to care. Your child will not be permitted to return sooner than the 48-hour window even with a doctor's excuse.
6. If anyone in the home is sick (including a sibling in the center) your child should not be in care until the person is fever free for 48 hours without medication.
7. Any children and staff that have signs and symptoms, will be immediately isolated from others, and sent home as soon as possible.
8. We will have a designated isolation room that can be used to isolate a sick child. We may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
9. We will close the contaminated room at the end of the day. The room will stay vacant for 24 hours. The next day, the classroom will be thoroughly sanitized, and class will resume the following day.
10. We are required to immediately notify the Department of Job and Family Services in writing of any confirmed cases of COVID-19 among children or staff.
11. We will follow CDC's guidance on how to disinfect your building or facility if someone is sick.
12. If a child or staff member is confirmed to have COVID-19, we will immediately notify the Health Department which will help determine a course of action, including how long the facility should be closed for a public health assessment and cleaning and disinfecting.
13. For the child and/or staff to return to the Center, the parent must show proof of negative testing.

14. Students and staff who were in direct contact with the person will likely be dismissed for two to five days and possibly longer if needed to stop or slow further spread of COVID-19.

14. Medication – Administration to Students

While we believe that generally when a child is on medication he needs to be at home, we realize that some medicine must be given over a specific number of days, even though the child's illness has improved. According to state law "No medication, vitamins, or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician, and are prescribed for a specific child." The office provides the necessary forms that must be completed by the physicians, parents and staff who administer medication. No medicine, vitamins, or diet can be administered without this completed form.

The school will give medication only to children who have an illness or disease that their daily life's function depends on medication. Parents will need to follow the guidelines set forth in the preceding paragraph. The school maintains the right to make decisions to whom it will or will not administer medication. Non-prescription medication may not be brought to school (i.e., aspirin, Tylenol, Motrin, Pamprin, cough medicine, etc.). Except in cases of emergency, parents shall give the first dose of any newly prescribed medication so that you may personally observe the child's reaction.

Rules for medication:

1. All medications must be administered by the school nurse or office personnel
2. All prescription medicine must be current within the twelve months, kept in its original container and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist.
3. Any special handling such as refrigeration, dilution, etc. must be put in writing.
4. No medication will be dispensed in our before/after school program.
5. All medication is kept inaccessible to children and kept under lock and key.
6. Time will be provided in the child's schedule to come to the office to receive medication.
7. A written medical log is kept for all medications.

Diapering

The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- (1) The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility.
- (2) The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing. (3) If an infant's diapers are to be changed in his crib or at a central changing station, there shall be some separation material between the infant and the changing surface. The material shall be discarded and replaced after each change.
- (3) The central diaper-changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with manufacturer guidelines. 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.
- (4) Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- (5) For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

Storing of clean diapers shall be handled in accordance with the following methods:

- (1) A clean supply of diapers stored in a specifically designated area shall be available at all times.
- (2) Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. soiled clothing and/or diapers shall be sent home daily.

Storage and laundering of soiled diapers shall be handled in accordance with the following methods:

- (1) Diapers or clothing soiled with fecemmanuell matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
- (2) Soiled diapers to be disposed of or cleaned by the program 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. diapers to be laundered at the program facility should be stored in an appropriate germicidal solution until laundered.
- (3) Soiled diapers to be commercially laundered shall be held for pickup for laundering for no longer than seven days. Diapers to be laundered at home or by the program shall be held for laundering for no longer than one day.

(4) Soiled disposable diapers shall be discarded daily

Toilet Training

1. When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness.
2. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process.
3. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.
4. Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).
5. During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

Posted Documents

The following documents will be posted in the Academy's office:

- ✓ Emergency evacuation plans/weather band radio
- ✓ Listing of emergency phone numbers: 911, Children Hospital, Poison Control, Ask a Nurse, Child Abuse, Fire non emergency, Police non emergency, and Parent Ombudsman contact number.
- ✓ Emergency Medical and Dental plans.
- ✓ Daily, current attendance
- ✓ Chart of communicable diseases

A childcare staff member in charge of a child or group of children shall be responsible for their safety. No child shall be left alone or unsupervised. All staff are kept informed of emergency procedures and has immediate access to a telephone at all times. Spray aerosols are prohibited when children are in attendance.

15. **Emergency Plan**

Emmanuel Christian Academy has an emergency plan and all staff have had training and annual reviews of the emergency plan. The plan includes medical, dental, and general emergencies. General emergencies include any threats to the safety of children due to environmental conditions or threats of violence, and natural disasters such as fire, tornado, flood, loss of power, heat, or water.

We are required by state law to do one fire drill per month at each location. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees or above 85 degrees. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area..

Medical Emergencies Procedures

- 1) Summon appropriate building assistance (e.g. school nurse, or other with advanced first aid training)
- 2) Determine injuries and provide first aid, as necessary.
- 3) Notify Emergency Assistance by call 911
- 4) Obtain emergency medical card and medical authorization forms
- 5) Call child's physician
- 6) Notify parent or guardian
- 7) Child care staff member will go to hospital with an injured child
- 8) Emmanuel staff will remain with the child until a parent or guardian arrives.
- 9) Notify administrator: *Veronica R. Suber (EMMANUEL) 330-836-7182 or (Home) 330-990-3706*
- 10) Restore calm by having students stay in class. All staff members will remain with their group. Children will not be left unsupervised.
- 11) Assess extent of situation and make incident report.
- 12) Follow emergency procedures for communication with staff and students and media plan.

Fire & Tornado Drills Procedures

Instructions and procedures for fire, tornado, and civil defense drills are posted in each room of the building. Students should be aware that setting off false fire alarms or tampering with fire extinguishers is considered serious offenses that will result in a suspension, and could include a recommendation for expulsion.

Emmanuel Christian Academy has monthly fire/tornado/emergency dismissal drills as specified by the fire codes of Ohio. Documentation of these drills is located in the office.

Chemical/Toxic Fume or Spill Procedures

The spilling of hazardous material near the school could pose a serious threat to the safety of students and staff. Immediate communication with local disaster preparedness, fire and police is necessary

Signals:

- Tell students/staff what is occurring and why; or
- Send a note to all staff outlining and explaining the emergency and whether school is to continue as usual or people are to evacuate to another location if necessary.

Step of Action:

- Identify threat to school
- Notify fire department
- Communicate with Board Chairman
- Principal works with local authorities and the Emmanuel Board Chairman to determine whether to maintain school or evacuate the building. If evacuation is necessary, parents will be notified.

Tornado, Severe Thunderstorms Procedures

Tornadoes and severe thunderstorms can occur rather suddenly therefore the following prEmmanuelutions and procedures should be used.

Tornado Watch:

- Conditions are favorable for tornado or service weather. Make staff aware, but take no action.

Tornado Warning:

- Tornado has been sighted-take shelter immediately.

Signals:

- Tornado watches and warnings will be indicated to the school building over the tone alert radio in the school office. Radio must be left on at all times.

Step of Action:

- Tornado bell will be rung
- Students/Staff will move to the lowest level of the building or an inside hallway.
- Student/Staff will protect face and head from flying debris with arms, coats, etc...
- Stay in this position until all clear signal has been given
- Await further instructions
- Principal works with local authorities and the Emmanuel Board Chairman to determine whether to maintain school or evacuate the building. If students need to move to an alternate safe area, the teacher will be notified. Injuries and damage should be reported to local authorities by calling 911. If possible, parents will be notified.

Unwanted Intruder

Persons who have no business on the school premises.

General procedures: Staff are to stop strangers and inquire as to their business in the building. Contact the office to be sure they have registered. All authorized visitors should have signed into the office and be wearing a “visitor pass”.

Signals:

- All staff please implement lock down procedures
- If an intruder is in the hall, staff calls office or escort stranger to office
- If in the classroom, the teacher should use telephone in classroom
- If shots are fired, the intercom system will be used to evacuate students to the safest position away from intruders.
-

Step of Action:

- Identify intruder, if possible.
- Ask unwanted intruder to leave the campus
- If the intruder is hostile, threatening, or violent call police (initiate lockdown or evacuate building)
- Maintain surveillance of intruder while he/she is on campus.
- Only evacuate building if directed by designated authority
- If evacuation is necessary, parents will be notified.

Note: The term “lock down procedures” is meant to imply that all staff remains in the confines of their appropriate room with the doors and windows locked if possible until such time as the principal or his/her designee gives notice.

Utility Emergency Procedures

Signals:

- Should the building need to be evacuated, follow fire drill procedures with a verbal announcement on the school intercom system followed by manually tripping the fire alarm. In the event of electrical failure, heat or water loss and evacuation is needed, a verbal announcement on the intercom will be given and visual check of all school areas would be conducted by principal, custodian, and other designated adult. If an evacuation is necessary, parents will be notified.

Step of Action: *Only where threats to life or safety are listed below.*

Gas Line Break:

- Contact fire department and gas company
- Evacuate building. Send staff and students to designated safe area (parent will be notified)
- Shut off gas, if possible
- Notify Maintenance Coordinator
- Notify Emmanuel Board Chairman

Electrical Power Failure

- Clear immediate area (evacuate building if necessary)
- Notify Maintenance coordinator
- Notify Emmanuel Board Chairman
- Notify Ohio Edison

School Age (Child Care)

Position Statement:

Emmanuel Christian Academy's child care program is a place to build self-esteem and enjoy successes. The program offers an environment that encourages friendships and helps in building social skills. The program is not designed as a babysitting service and is not an extension of the school day.

Goals:

The School Age program goals are:

Encourage development of self-esteem

Encourage children to be responsible for their actions.

Encourage development of good decision-making skills.

To promote acceptance of personal differences and appreciation of the efforts of others

School Age Curriculum

The program has developed a curriculum with programming for grades pre-k (K4) through eighth. Program areas include choice of activities, games, leisure pursuits, work projects, motor skills, and art.

A staffed quiet place is reserved for homework and other quiet activities such as reading and writing.

Resources such as pencils, pens, notebook paper, and reference books are provided. The staff person is available to assist with homework for grades pre-K (K4) through eighth.

School Age schedule

The program is open only on the days that the school is in session. The program opens at 7:30 am and closes at 4:30 pm. All students are provided an afternoon snack before dismissal. Students are not allowed to bring in snacks. Parents/Guardians may donate nutritious snack items to the program.

Parents should label all garments; the school is not responsible for unlabeled garments. Unclaimed garments will be given to a charitable organization after 30 days.

School Age program Enrollment and Tuition policies

Tuition is charged on a weekly basis, there are no provisions for drop-in services. If your child attends our childcare program for one day you will be charged for the entire week. Exceptions will be made for emergency situations. The service is designed to help parents who cannot pick their children up by 4:30pm due to their work schedules.

Parents are billed on a bi-weekly basis. Payment must be made by the Monday of the following week. All parents who make partial payment in accordance with the Department of Human Services must pay by the first Monday of each new month. Once the child is enrolled, there are no refunds. Accounts are credited for over billing or mistakes. ***All payments must be made by check or money order.***

The cost of childcare can also be included in your FACTS agreements. For those of you, who have elected to pay as you go for child care, please submit your payments monthly **in the office so that you do not end up with a large balance at the end of the school year.**

Late Fees/overtime NSF charges

No client can be more than \$50.00 in past due payments. If this occurs and the bill is not satisfied the child may be dismissed from the program.

Overtime fees are charged at a rate of \$15.00 for the first 15 minutes and \$5.00 for every 15 minutes thereafter if the child is left after closing hours (5:30 pm). **Payment is due at the time the child is picked up.**

A charge of \$20.00 is assessed to accounts for any returned checks. If more than two checks are returned in a calendar year, payment by money order is required for the remainder of the year.

If you are going to be late, call the school and inform the director. Also make arrangements to have someone on your child's pick up list to pick up your child. If the director is not informed of your whereabouts after 5:30 pm your child may be considered abandoned and is subject to being taken to the Children's Home.

School Age Rules

- 1) When the teacher talks the children are to listen and follow instructions.
- 2) Keep hands feet and other objects to yourself
- 3) Use walking legs and inside voices
- 4) Speak kindly to others
- 5) Try to work out problems on your own. Try to listen and understand each other.
- 6) Respect and the personal property of others, if something does not belong to you ask before using it
- 7) Get an adult to help in dangerous or serious situation safety is of primary importance

Discipline for Broken Rules (School Age Program)

The following are progressive steps of discipline administered by the before and after school care supervisor.

- 1) Verbal warning
- 2) Name on the Board
- 3) Time out
- 4) Five minutes per increment taken from play (outdoors activities).
- 5) Notify parents (by note, phone, or face to face).
- 6) Dismissal from program

Licensing information

Licensing information Statement

Emmanuel Christian Academy is licensed by the Ohio Department of Education and operates consistently with any applicable federal, state or local regulations regarding group size, child/staff ratio, pace etc.

Licensing Record Statement

- a. A copy of the law and rules for licensing Preschool programs and School Age programs is available in the school office.
- b. The appropriate licenses are posted on the parent information board and documents the number of children authorized per age group.
- c. The school's licensing records, including compliance report forms and evaluation forms from health, building and fire departments are available upon request for the Ohio Department of Human Services.
- d. The Ohio Department of Education toll –free number is available for any person to use to report a suspected violation by the school.

Group size

Maximum group size at any one time during the day will not exceed twice the maximum number of children allowed per childcare staff. When ages are combined, the youngest child within the group will govern the maximum group size.

Child/Staff Ratio

6 weeks to 18 months	1:4 or 2:6
18 months to 24 months	1:4 or 2:6
2 years preschool	1:6
3 year preschool	1:9
4-5 year preschool	1:9
5 years less than 11 years	1:9
11 years less than 15 years	1:9

Supervision plan

Preschool children shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space. School Age children may not run errands inside the building or use the restrooms singly or in groups of not more than six without adult supervision. The children are to be within hearing distance of a program staff member and the staff member must check within three minutes on the child or children until their return.

One group of no more than six children in fourth grade or older may be without a program staff member inside the building as long as:

- 1) The program staff member is within hearing of the children, in a safe, lighted, and well ventilated space.
- 2) The program staff member checks every three minutes on the children.
- 3) The children are engaged in activities which pose no physical risk to the children involved.
- 4) The program staff member can adequately maintain supervision of all children under his/her direction.

Maximum numbers of children per program staff member requirements are maintained at all times while children are using the outdoor play area, including going and coming from the play area to the classroom area. When a group of children are outdoors, the program staff member(s) are to be able to summon another adult without leaving the group alone or unsupervised. A school child, fourth grade and or older may leave the group to summon an adult as outlined in this rule.

School Age Lost Child Policy

Staff responsible for school age program will follow the outlined procedures:

- 1) Check office to see if child has been signed out
- 2) Check child's classroom and with child's teacher to see if the child has been seen
- 3) Notify principal
- 4) School age supervisor will contact the parent at work
- 5) The principal will call the police

Staff Assignments

A regular staff member is assigned to each classroom to insure the students have continuity of care. Additional staff or volunteers are used to assist the program assistants with projects and activities.

Emmanuel Christian Academy School Age Child Care Staff

Staff is recruited, employed, assigned, and evaluated without discrimination on the basis of age, color national origin, race, gender or disability.

Job Description & Responsibilities:

Position: ***Program Coordinator***

Staff: Veronica R. Suber

Hours: 7:30am –4:30 pm

The Program Coordinator is responsible for:

- 1) The overall program design, implementation, long-range planning, fiscal management and evaluation.
- 2) Assuring the program is in compliance with the state mandated policies and procedures for school age programs
- 3) Recruitment, management and supervision of staff and auxiliary personnel.
- 4) Maintenance of program and coordination of parent participation.
- 5) Monthly reports to Emmanuel Christian Academy's Board of Directors regarding program functioning.
- 6) Assuring proper staffing of program
- 7) Training and evaluation of staff.
- 8) Enforcing discipline policies

Position: *Program Team Leader*

Hours: 7:30am –4:30pm

The Program Team leader is responsible for:

- 1) Reports to the Program Coordinator all issues pertinent to program administration.
- 2) Responsible for Title XX, (billing and maintaining signature pages)
- 3) Follow-up with parents concerning non-payments and making payment arrangements per approval of Administration.
- 4) Assuring that staff are functioning according to guidelines set by State Department Education (ODE) and Summit County Department of Jobs and Family Service (SCDJFS)
- 5) Recruitment, management and supervision of staff and auxiliary personnel.
- 6) Maintenance of program and coordination of parent participation.
- 7) Monthly reports to Program Coordinator regarding program functioning.
- 8) Assuring proper staffing of program
- 9) Training and evaluation of staff.
- 10) Enforcing discipline policies
- 11) Designing the program environment
- 12) Communicating with parents.
- 13) Maintenance of program and coordination of parent participation.
- 14) Assisting staff in the implementation of learning and play activities.
- 15) Ordering supplies for school age programs and activities.
- 16) Development of centers and theme activities.
- 17) Supervising Children

Position: **Program Assistants**

Hours: **7:00 am – 4:00 pm or 8:00am –5:00pm**

The Program Assistants responsibilities include:

- 1) Planning daily activities
- 2) Direct supervision of children.
- 3) Assist children with homework and other activities.
- 4) Serve snacks.
- 5) Write up incident reports involving students
- 6) Submit lesson plans weekly for activity in classroom.
- 7) Take daily attendance for students in before and after school care program.
- 8) Secure parents authorized individual signature for student release.
- 9) Clean up after student activities in classrooms (food, dishes, etc.)
- 10) Other duties as assigned by Program Coordinator.
- 11) Assure that all policies and procedures set forth in the Academy manual are in effect.

School Age Cleaning Schedule

Area/Item	Method	Frequency/Comments
Tables/ windowsills / door and cabinet handle	Clean with neutral detergent, warm water, and clean cloth	Daily during every transition out of the room. Immediately if soiled i.e. if soiled with blood or body fluids, Following cleaning, disinfect, rinse and dry
Dining tables	Clean with neutral detergent, warm water, and clean cloth and dry with disposable paper towels	Before and after use
Washable floor covering	Wash with detergent, warm water and clean utensils Vacuum clean to remove dirt when children are not present.	
Carpets	Clean with an approved carpet cleaning method Vacuum	Clean carpets only when children will not be present to ensure the carpet is dry before next use Clean carpets at least monthly in all areas. Immediately when soiled Twice Daily
Small rugs L	Launder	Weekly
Walls/ Ceilings	Clean with warm water and general-purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Weekly cleaning required especially in areas of frequent hand contact, such as lower wall/door

Waste bins	Empty Clean with neutral detergent and warm water	Daily and immediately if soiled
Mops and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried Reusable cloths must be laundered daily on a hot wash cycle (at least 60o C) in a washing machine and then tumble dried	After daily use
Wash hand basins, taps, surrounding counters, soap dispensers	Clean with detergent and warm water.	Daily after each transition out of restroom and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Both sides of toilet seat, toilet handles, doorknobs, or cubicle handles.	Clean with detergent and warm water.	Daily after each transition out of restroom and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturer's instructions.	Daily and immediately if soiled.



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