



SCA PRESCHOOL PARENT HANDBOOK

Welcome to Salem Christian Academy Preschool! We are so pleased that you have chosen SCAP to partner together with you in the nurturing of your precious child. It is a privilege to serve you and your little one, and hope to create many warm and wonderful memories that will last a lifetime. It is our prayer that the Lord is glorified in and through this ministry and each day we will all grow closer to the Lord.

ORGANIZATION

Salem Christian Academy Preschool is proud to offer a faith-based educational program for 3, 4, and 5 year olds in a safe and loving environment. With Scripture as its guide, this preschool has focused on kindergarten readiness for over 40 years. Learning is a creative process. Using a work/play model with a stimulating phonics-based curriculum, our program promotes the overall success of each child. SCA Preschool prepares your child for a smooth transition to Salem Christian Academy's K-6th grade program located on the 2nd floor of our facility.

OUR PROGRAM

Our Mission Statement is, "Equipping Young Leader's Hearts and Minds for Christ."

Salem Christian Academy Preschool strives to promote a positive, Christ-centered atmosphere that teaches children to think and act responsibly while functioning independently and learning skills that promote group cooperation. Enrollment is open to any child provided we are able to service them. Our goal is to help develop students academically, spiritually, emotionally, socially, and physically while also enriching preschoolers in the areas of art, music, and movement. This will be accomplished in a stimulating environment, which is characterized by acceptance of the individual student and meeting his or her needs. Children develop at their own pace, and through careful planning, have an opportunity to thrive as their skills and creativity grow.

Our program is arranged by sessions, beginning with the morning only session option, and our options that can extend the day to 3:30 or 5:00. We make use of our campus by enjoying our playground, taking walks, going to the gym, fellowship hall, rainbow room, and other fun opportunities. Extended day students transition within the preschool between early arrival, morning class, lunch, and nap or enrichment according to their session.

SCAP is a ten month program running August through May from 7:30 am to 5:00 pm, Monday through Friday. Full-time and part-time preschool programs are available. You will be asked to designate your child's session at the time of enrollment. A school calendar is available online and includes scheduled closings and holidays. Our Federal Tax ID number is 20-5891147.

EDUCATIONAL GOALS

- **Social:** Helping children to integrate well into their social environment while developing friendship skills, emphasizing kindness, courtesy, and respect for others.
- **Emotional:** Helping children have a healthy self-esteem and self-image, based on the concept that God created them as special and unique individuals who are loved by Him.
- **Cognitive (academic):** Providing age-appropriate, developmentally-based activities aimed at letters readiness (pre-reading), numbers readiness, and writing readiness. Also emphasized are good listening skills and following instructions.
- **Physical:** Providing sensorimotor activities to promote hand-eye and foot-eye coordination, depth perception, distance judgement, balance, and control, as well as good body management skills.
- **Spiritual:** Helping children to understand that God is real and loves them, and that He created them to have a personal relationship with Him through Jesus Christ, His Son. Bible lessons, scripture memory, and prayer are incorporated in lessons along with weekly chapel to build character. Positive character training is based on God's Word, *The Bible*.

• **Special Enrichment:**

- Music and Movement: We incorporate energizing music that promotes praise, worship, exercise, skill development, body awareness and well being.
- Art: Providing many creative "hands-on" art experiences using varied media and materials.

STUDENT RECORDS

Each child enrolled in SCAP must have current school records of all ODJFS and SCAP required forms, including health and immunization records. Parents must review emergency contact information at least every 12 months for accuracy. Medical records are required to be updated annually, or whenever the child's immunization status changes. Student files are confidential and will be shared with other staff members only as required to meet the needs of the child.

GENERAL DAILY SCHEDULE (time blocks may vary according to age level)

- 7:30 am - 8:30 am: Early Arrivals, activities, centers
- 8:30 am - 9:00 am: Arrival, activities, centers
- 9:00 am - 10:00 am: Bible, curriculum covering all learning goals, according to age level in 15-20 minute blocks
- 10:00 am - 10:20 am: Snack
- 10:20 am - 11:30 am: Curriculum covering all learning goals, according to age level in 15-20 minute blocks
- 11:30 am or 12:15 pm: Morning preschool ends
- 11:30 am - 12:30 pm: Lunch
- 12:30 pm - 2:30 pm: Rest or Extended Enrichment
- 2:30 pm - 5:00 pm: Extended Enrichment, art, music, gym/outdoor play, story, snack

STATE STAFF/STUDENT RATIOS:

Age	Staff/Student Ratios	Max Group Sizes
3's	1:12	16
4's	1:14	18
5's	1:14	20

ATTENDANCE

As class starts promptly at 9:00, parent should notify the preschool office by 9:00 at 937-832-2711 or via email scapreschool1978@gmail.com whenever a child will not be attending on a scheduled day, or is sick. This enables our staff to track any illnesses which may occur at the school.

PARENT ACCESS

A parent of a child enrolled in SCAP shall be permitted unlimited access to the facility whenever the child is in attendance for the purpose of contacting their children, evaluating school programs, and/or evaluating the premises. In cases where a court or other legal entity has established visitation or custody rights, a copy of the order must be provided to the school. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing.

Daily, parents are asked to say goodbye to their students at the classroom door. Visitors, other than parents, are asked to schedule appointments and are only allowed in school areas at the discretion of the administrator. A staff member shall accompany visitors.

ARRIVAL

During school hours, SCAP is accessible only through door #9. Children need to arrive at the appropriate session time for all preschool classes. Children are required by law to be under adult supervision at all times. Parents/Guardians must accompany all children to their classroom, where a supervising staff member will greet and assist them. After 8:55am, use the SCA Preschool intercom button located to the right of door #9 to gain entrance.

Parent parking is located at the back of the building. The speed limit through the parking lot is 10 mph. Children should be held by the hand while walking in parking areas. For each child's safety, parents must not park along the curbed area of the building.

DEPARTURE

Since the safety of children is our utmost concern, SCAP maintains a strict policy regarding their release. The Permission to Pick-Up form is required to be completed before an individual can be authorized to pick up a child. At least two individuals to whom the child may be released must be specified on this form.

In the case of an emergency, the administrator may be notified as to the name, and phone number of the person picking up the child. When this individual arrives at the school, a staff member will verify the individual's identity by reviewing a photo identification before the child is released.

At the end of the session, children must be picked up on time, as late fees will be assessed. Staff members will release children to their parents or a designated adult. Once a child is removed from the supervising staff member, it becomes the responsibility of the person picking up the child to provide supervision. All children must be supervised at all times. Please practice safety and help reinforce the rules of no running in the halls, and children must stay with their guardian.

Vehicles may never be left unattended in the curbside lane. The only time vehicles may be in the curbside lane is during our designated morning session dismissals. All vehicles must be parked in a designated parking space before entering the building, Maintain the 10mph speed limit in the parking lot at all times, remain in line, and exit around the perimeter of the parking lot.

- ***Morning Session Dismissal:*** Parents or approved guardians should pull their cars up to the church's main entrance, door 2, and wait until his/her child has been released. MWF morning dismissal begins at 11:20. T/TH morning dismissal begins at 12:05. SCAP will provide student name pick-up cards for parents/approved guardians, and any replacement cards will incur a charge. Families will attach the pick-up card to their passenger side visor. Dropping down the visor will display the pick-up card clearly through the windshield. Staff members will verify unfamiliar adults, or persons without their pick-up card, with their photo ID.
- ***Extended Session Dismissal:*** For students with a pick up by 3:30 or 5:00 session time, parents or approved guardians should ring the intercom button on the wall to the right of Door # 9 and pick their child up from the designated classroom.

Please notify the administrator if a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child. A copy of the court documents must be included in the child's school record. This information will remain confidential and will be shared with other staff only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified by phone. If the administrator is unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized person become uncooperative with the school's policies on release of a child, local police will be called. SCAP will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol.

In the event of a funeral at our facility that requires shifting dismissal to door # 9, parents may be notified by signage at drop off, text alert, and/or email. For door # 9 dismissal, enter the front parking lot, drive around the perimeter on the left to the back of the building, and line up along the grass and sidewalk area near door # 9. Students will be dismissed to you as per our normal procedures.

WITHDRAWAL

Please notify the administrator in writing at least two weeks prior to withdrawal. Appropriate tuition may be due or refunded dependent upon withdrawal date.

TUITION PAYMENT AND FEES

An annual registration/materials fee is due at enrollment. Tuition is paid on a monthly basis. Monthly tuition is due on or before the predetermined 1st/15th of each month. Tuition payments may be EFT, check, cash or money order, payable in the school office or placed in the mailbox/lockbox in the SCAP office door. Checks should be made payable to ***Salem***

Christian Academy Preschool or SCAP. Monthly Electronic Funds Transfer (EFT) is available on the 1st and/or 15th after completing the EFT Payment Form.

A late fee of \$10.00 will be charged when payment is 5 days past due. Please contact the administrator if payment difficulties are anticipated so that alternative arrangements may be made. There is a \$30 returned check fee. After one returned check, cash-only or EFT payments will be accepted. SCAP cannot carry past-due balances. There is no tuition credit for absences, emergency or scheduled school closings.

Late fees are assessed when children are not picked up at the end of their scheduled session. After the morning and 3:30 pm session, the charge is \$2.00 per 5 minutes. After the 5:00 pm session, the charge is \$1.00 per minute. For your child's comfort level, please be prompt at dismissal times. Unpaid late fees can/will be charged to your account.

WELLNESS POLICY

The health of the children is very important to the staff at SCAP. By monitoring each child's health status, teachers are able to maintain a safe environment for the entire class. Children who are ill cannot participate fully in school activities and should not attend class. SCAP staff appreciates how difficult it can be to make arrangements for an ill child and regrets such inconveniences. However, cooperation in keeping a child home when he or she is showing symptoms of illness is essential to maintaining the health of an entire class of children. By establishing and maintaining a healthy environment and reasonable health policies, all of our children will benefit. If a child arrives in the morning showing symptoms of ill health, the school staff will determine if SCAP is able to accept the child for the day.

Health symptoms that require exclusion from the program include, but are not limited to:

- Persistent symptoms
- Temperature of one hundred degrees Fahrenheit or higher
- Diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, or itching
- Untreated infected skin patches, unusual spots, or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty swallowing
- Vomiting

Contagious Diseases included, but not limited to:

- Pink eye
- Ringworm
- Chicken Pox
- Lice
- Roseola
- Impetigo
- COVID

If a child becomes ill during the day, a parent will be advised immediately. The child will be cared for in an area apart from other children, if necessary, and within sight and hearing of an adult at all times, until a designated person arrives. If the child cannot be picked up within 1 hour, an emergency contact person will be called.

Children who are sent home due to an illness will not be readmitted to the center until he/she is symptom-free without medication for a period of 24 hours, and/or until a physician's written permission verifies that the child is no longer contagious.

Children who are not feeling well and are not exhibiting any of the above symptoms are considered "mildly ill." These children are cared for and observed for further signs of illness. If a child cannot participate in the daily activities of the center, or has persistent symptoms, the parent/guardian will be notified, and the child should be picked up within one hour.

In cases of certain communicable diseases, SCAP is required to file a report with the Department of Health within 24 hours so that control measures can be used. Please notify us if your child has contracted a communicable disease. All SCAP parents will be informed in writing if a communicable disease is reported.

Children with medically contraindicated immunizations or by parent choice may be enrolled with proper documentation recorded on the Child Medical Statement for Child Care form JFS 01305. In the event a communicable disease is reported, interrupted attendance will be enacted for unvaccinated children. Children who present evidence of a communicable disease may return to class when they are free of contagious symptoms. A doctor's written permission to return may be required.

Regular cleaning, disinfecting and hand washing are an integral part of maintaining a healthy environment and as per state and SCAP regulations, are diligently practiced.

MEDICATIONS

SCAP does not administer food supplements or medications except in the event of a life saving emergency (i.e. inhaler, EpiPen, with completed forms 01234, 01217, 01236) which will prompt the notification of the parent and 911.

Emergency medications must remain at school. We are unable to enroll families who are unwilling to authorize 911 Emergency services to transport their child to the hospital in the event of an emergency (on page 3 of Child Enrollment and Health Information For Child Care form 01234). SCAP does not transport children.

DRESS CODE

We recognize that many young children don't yet know the difference between reality and fantasy, are easily distracted and use cues for play and conversation from what they see and hear ('If I see it, I want to be it'). Our dress code serves as a tool in fostering the academic and character development of the students as they participate in their learning environment. We strive to honor our Lord Jesus Christ, to not be distracting and to be as 'parent friendly' as possible.

Dress Code: Applies to all items (i.e. lunch box, back pack, coats/jackets, clothing, etc.)

- Appropriate outdoor apparel is needed daily as every effort is made to have some outdoor play time, even in cooler weather
- No magical, mythical, fantasy or violent images, characters, verbiage, etc. (i.e. Disney, unicorns, TV/movie personalities/cartoons/themes/promotions, etc.)
- Only real representations (i.e. animal, sports/teams, fire truck, flower, etc.)
- Easily laundered (allow for children to be messy)
- Comfortable, modest, neat, clean, a proper fit, appropriately sized (i.e. when seated, bottoms must be covered)
- Girls shall wear modesty shorts under skirts/dresses
- Words/messages/logos that are appropriate for a Christian preschool environment
- Items easily manipulated by child on his/her own and appropriate for play
- Items labeled with child's name
- No hats except for special activities (i.e. hat week, cold weather play)
- Only rubber soled, closed toed shoes that are good for running (i.e. no flip flops, sandals, slippers, Crocs, heels, etc.)

Keep a weather appropriate, complete, plain outfit in a gallon size baggie in your child's backpack in the event they need to change clothes.

SCAP reserves the right to amend the dress code and retains the final authority to determine, in its discretion, compliance.

EVENT AND HOLIDAY CELEBRATIONS

We love to celebrate special events and holidays, and it's a memorable piece of each child's preschool and pre-kindergarten journey. Our holiday celebrations focus on Jesus, therefore character images may not be present on event and holiday-related materials.

- We celebrate Fall Harvest in recognition of God's bountiful blessings (plain pumpkins are acceptable).
- No Halloween related images (i.e. witches, bats, jack-o-lanterns, etc.)
- Christmas is celebration of the birthday of Jesus (i.e. no Santa, elves, Rudolph, etc.)

- Easter is the celebration of the resurrection of Jesus (i.e. no Easter bunny)

Birthday Celebrations - Please check with your child's teacher to coordinate non-food item birthday items.

** Allergy students provide their own celebration snacks (check party sign-up sheet to mirror party foods if desired).

We reserve the right to exclude other materials that may not be in keeping with the Christian school setting.

ITEMS TO BRING TO SCHOOL (Label all items)

All Sessions:

- A weather appropriate, complete, plain, labeled outfit in a gallon size baggie is to be kept in your child's backpack in the event they need to change clothes
- A labeled plastic pocket folder (not a binder) to transport school papers, to be kept inside the student's backpack
- A labeled backpack large enough to accommodate a pocket folder, change of clothes, and lunch box in the main compartment with 2 outside pockets for their labeled water bottle and snack. Practice with your student to ensure the size does not impede their ability to easily retrieve their items daily

Extended Session:

- Two labeled small, thin blankets and a labeled child-sized pillow for nappers (a child-sized cot is provided for nappers)
Blankets are sent home bi-weekly to be laundered
- Labeled lunch, napkin, and utensils

Please do not bring toys or other items to school without permission from the teacher/admin. for a special event.

MEALS AND SNACKS

Snacks: Parents should pack an AM and PM, labeled, healthy snack on a daily basis (depending on session). Snacks are to be selected from two of these USDA basic food groups: Meat or meat alternative, Breads and grains, Fruits and vegetables (juices may be used if 100% and undiluted), and Dairy. Also include a labeled, Contigo style, leak-proof water bottle.

Lunches:

Parents should pack a nutritionally complete lunch for children who stay for Extended Enrichment. Meals are to be selected from the following USDA four basic food groups: Meat or meat alternative, Breads and grains, Fruits and vegetables (juices may be used if 100% and undiluted), and Dairy.

If a child does not bring a lunch or snack to school, a parent will be contacted to bring one. We are unable to supply snacks/lunches for students. Children remaining in the program four hours or more without a snack/lunch must be picked up. Avoid foods that contain excessive amounts of sugar, preservatives, artificial flavorings and colors, and caffeine. Lunches should be ready to serve (fruit peeled, soup in a thermos, etc.), and child friendly/manageable food items and containers. The lunch box must include an ice pack for any perishable items. Please write your child's first and last name on all lunch items including the containers. Utensils and napkins should be included as well. A child will be encouraged to eat the balanced lunch provided; however, if a child refuses certain foods, their choices will be respected.

REST TIME

Children in the afternoon sessions are provided a rest time on their cots for approximately 1½ hours (as indicated by the parent). Children who are complete non-nappers will participate in extended enrichment activities.

OUTDOOR PLAY

The school shall supply daily outdoor play as weather permits for preschool and school-age children who are in attendance for four or more consecutive daylight hours. Please provide appropriate apparel, as we try to include outdoor play even in cooler weather. Children will remain indoors in situations that would threaten their personal safety. If outdoor play is not available, children will be provided with indoor large muscle/motor play.

CHILD BEHAVIOR

It is the policy of SCAP to keep behavior issues minimized and to help children monitor their own behavior. The staff of SCAP present and model age-appropriate behavioral guidelines. The staff encourages self-control, self-direction, responsibility, and cooperation. When this does not occur, logical/natural consequences will be presented to the child. All

consequences are practical and safe; the SCAP staff is trained in the process of positive behavior management. Positive discipline instructs children as to what they should do. This philosophy of behavior management is in accordance with SCAP's belief that children learn best in an environment where love, guidance and encouragement promote the development of good behavior choices.

BATHROOM READINESS

Preschoolers must be completely bathroom independent. Students will be able to: recognize the urge to urinate/defecate; inform the teacher of the need to go to the bathroom; use the toilet appropriately; manage their bathroom needs including clothing and wiping; flush and wash hands after using the restroom.

GUIDANCE AND MANAGEMENT PROCEDURES

In the event that a child's behaviors endanger the health and safety of him/herself or others, disrupts or are incompatible with our program, the following actions may be taken:

- **Parent Conference:** The parents, teacher(s), and/or administrator will meet to discuss the situation and form a plan that is agreeable to all parties in order to change the undesired/unsafe behavior.
- **Early Dismissal:** Undesired/unsafe behavior may result in the parent being called to come pick the child up, and the child sent home for the remainder of that day.
- **Suspension:** Undesired/unsafe behavior may result in the child being suspended from school for a period of time as deemed appropriate by administration.
- **Un-enrollment:** Administration reserves the right to un-enroll a child/family for concerns or behaviors related to, but not limited to: the health and safety of the child or others; learning environment disruptions; attendance; student/family disunity with SCAP; and unpaid tuition/fees/balances.

SCHOOL CLOSINGS AND EMERGENCY PROCEDURES

School Closures:

Emergency closures will be announced on WHIO.com (TV -7). We encourage you to sign up for WHIO.com text alerts for SCA Preschool. SCAP will also send an email and generate its own 'text alert'. Please make sure your email address and cell phone numbers are up-to-date.

Extended session may potentially remain open even when AM classes are not in session. SCAP may follow the elementary's closure pattern for emergencies, but pay careful attention to the **preschool's** announcements. We will make every reasonable attempt to open on time and remain open during inclement weather.

In Case of a General Emergency:

(Defined as any threat to the safety of children due to environmental situations or threats of violence, natural disasters, loss of power, heat, or water.)

- **Threat of violence:** Classrooms will be "locked down."
- **Emergency Evacuation:** Exit through Door #9 (or nearest available door) to the playground area of rear parking lot.
- **Natural Disasters:** Children will be taken to a practiced safety zone.
- **Loss of Power, Heat, Water:** Parent/guardian will be called for child pick-up; the preschool will be shut down.

In the event of an emergency evacuation of the building, teachers are given specific instructions to implement rapid and safe procedures. The staff child ratios will be maintained as is possible, and all children and staff will evacuate to the rear parking lot located behind the school, as noted above. Each staff member will carry emergency medications, contact information and class attendance records.

There is immediate access to a telephone within the building at all times. A monthly fire drill is conducted. Monthly tornado drills are conducted during the tornado season. Emergency/lock down drills are conducted quarterly. Exit and emergency plans are posted in each area. First aid kits are located in Room 101 and Room 114 (Rainbow Room).

ACCIDENTS AND INJURY

An incident/injury report will be completed if there is an accident, an illness, an injury requiring first aid treatment, a bump or blow to the head, or an unusual or unexpected event which jeopardizes the safety of children or staff. If the injury is of a serious nature, the child will be transported via ambulance to the nearest hospital or emergency room facility, and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. (SCAP can only enroll families who give Permission to Transport on the JFS 01234 Child Enrollment and Health Information for Child Care form)

The completed report will be given (as is possible) on the day of the incident/injury to the parent or person picking up the child from school. If a situation requires emergency transportation, the incident/injury report will be available at the

school for the parent or guardian within at least 24 hours following the incident/injury. Copies of the incident/injury report forms shall be kept on file at the school for at least one year.

Serious Incidents, Injuries or Illnesses:

A serious incident, injury, or illness is defined as any situation occurring while a child is in care at the school that requires emergency medical treatment, professional consultation, or transportation for emergency treatment. This includes notification of the parent/guardian.

- Parents/guardians will be contacted.
- Appropriate and immediate first aid will be administered by school personnel.
- Dental Emergency: A lost tooth may be preserved with an appropriate solution located in the first aid kits. The parent/guardian and, if needed, the dentist will be contacted.
- An Incident Report will be furnished to parents/guardians.
- Clayton Emergency Squad will be summoned if needed.

ROUTINE TRIPS:

SCAP does not transport students or have off-campus field trips, however we do take advantage of spaces on campus that the ODJFS considers Routine Trips. Completion of the Routine Trips Permissions For Child Care section is required on the back page of this handbook and turned in at Registration.

SMOKING POLICY

It is our desire that the environment around the children be as safe and healthy as possible at all times. Therefore, SCAP and the entire building are smoke-free. Parents and visitors are asked to comply with this requirement.

PARENT COMMUNICATION

SCAP provides many opportunities for parents to receive information on the progress of their children as well as details on other general activities occurring from time to time. Examples of the types of communication that parents receive include:

Handbook: This handbook provides policy and procedure information and requires a parental acceptance signature on the last page.

Progress Reports: Two times a year students are assessed and parents receive a written developmental report (Progress Report) summarizing the teacher's evaluation. (We do not share assessment information with the ODJFS pursuant to 5101:2-17-02 of the Admin. Code.)

Parent Conferences: Scheduled as needed or requested to summarize a child's progress in detail.

Newsletters/Calendars: Emailed to families monthly.

Daily Feedback: These are the daily communications between staff and parents at drop-off and pick-up to provide updates on the children's health, dispositions, etc. A long dialogue may not be possible at these times as the staff is responsible for supervising all of the children in their care. If you have a concern, a special appointment is advised or a phone conference may be arranged.

PHOTO/VIDEO PERMISSION

Pictures of students are taken by staff to create a Memory Book which is presented to each student at the end of the year. Some pictures may also be displayed in the classroom. Occasionally, a group photo or video snippet of a program may be posted on the SCA website for sharing and promotional purposes. Parental permission is requested on the last page of this handbook.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Parents/families are encouraged to participate in:

- Meet and Greet Orientation (August)
- Family Christmas Celebration (December)
- The Spring Program (May)
- Weekly Chapels each Thursday and Friday

GREIVENCES

Should a concern or issue arise, a dialogue with the involved parties will take place for an appropriate resolution. We practice the Matthew 18 principle: "if you have something against your brother, discuss the situation just between the two of you." Concerns should be addressed with an individual first and, if necessary, with SCAP administration. Forgiveness and honest communication should be part of the 'resolution' formula.

REPORTING SUSPECTED CHILD ABUSE

We are required by the State of Ohio, Section 2151.421 of the Ohio Revised Code, to report any and all instances of suspected child abuse or neglect. When a staff member has information, evidence or suspects child abuse, the Bureau of Children's Services is contacted and given this information.

LICENSING INFORMATION

SCAP is licensed through the Ohio Department of Job and Family Services. The license, which reflects the number of children we can enroll is available for review at the school office. A toll-free number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. A copy of the laws and rules governing schools is also available in the director's office for review upon request. Licensing records, inspection and investigation reports and evaluation forms from the building and fire departments are available for review upon written request from the ODJFS. This school is in compliance with health, fire, and building regulations. (Note: SCAP has never had a complaint investigation. We are required by law to provide this information.)

SCAP admits, and does not discriminate against, students of any race, color, national or ethnic origin, or disability (ADA) to all the rights, privileges, programs and activities generally accorded or made available to students at the school as we are able to accommodate.

SCAP will not accept children into care from outside activities or programs, only from the home. SCA/SCAP is a separate entity from Salem Church and responsible for its own management and fiscal affairs and as such, Salem Church, employees, officers, directors, and members shall not be responsible for SCA/SCAP liabilities or debts.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

**SCA PRESCHOOL
2023-2024 Academic Calendar**

2023

August

Monday	14	Meet & Greet for MWF & M-F Families, 3:00pm-5:15pm
Tuesday	15	Meet & Greet for T/TH & M-F Families, 3:00pm-5:15pm
Thursday	17	<u>1st Day of SCA Preschool</u>

September

Monday	4	<u>Labor Day, SCA Preschool CLOSED</u>
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October

Friday	6	<u>Teacher In-Service, SCA Preschool CLOSED</u>
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November

Friday	10	<u>Teacher In-Service Days, SCA Preschool CLOSED</u>
Thurs.-Fri.	16-17	Progress Reports
Wed.-Fri.	22-24	<u>Thanksgiving Break, SCA Preschool CLOSED</u>
Wed.-Thurs.	29-30	SCA Preschool Family Christmas Celebration, 11:00am

December

Thur.-Fri.	21-1/2	<u>Christmas/New Year's Break SCA Preschool CLOSED</u>
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2024

January

Mon.-Tues.	1-2	New Year's Break, SCA Preschool Closed
Tuesday	3	SCA Preschool Classes Resume
Monday	15	<u>Martin Luther King Jr. Day, SCA Preschool CLOSED</u>

February

Monday	19	<u>Presidents' Day, SCA Preschool CLOSED</u>
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March

Friday	8	<u>Teacher In-Service Days, SCA Preschool CLOSED</u>
Thurs.-Fri.	14-15	Progress Reports
Mon.-Fri.	25-4/1	<u>Spring Break, SCA Preschool CLOSED</u>

April

Monday	1	<u>Easter Monday, SCA Preschool CLOSED</u>
Tuesday	2	SCA Preschool Classes Resume

May

Thurs.- Fri.	9-10	Spring Program, 11:00am
Thursday	23	<u>SCA Preschool LAST DAY of School</u>

Policy and Photo Agreement Form

By signing this Policy Agreement form, I verify that I have read, understand, and agree to comply with the Parent Handbook and I commit to support all SCAP Staff, Administration and policies.

I give permission for my child to be included in a photograph/video to be used for:

Memory Book and classroom ___yes ___no Program video, promotional photo, or snippet ___yes ___no

REQUIRED SIGNATURE

Parent/Guardian Signature _____ Date _____

Ohio Department of Job and Family Services
ROUTINE TRIP PERMISSION FOR CHILD CARE

Routine Trip Information	
Routine Trip Destination(s) May include the gym, Prayer Garden and other on campus locations, excluding the pond area.	
Date of Permission (<i>valid for one year</i>)	
Mode of Transportation (<i>walking, school bus, public transportation, parent vehicles, provider vehicle and driver</i>) Walking	
During this trip children will have access to water that is 18 inches or more in depth. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are water activities planned in water that is 18 inches or more in depth? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, a swimming permission slip is required)	
Child's Information	
Child's Name	
My child is <input type="checkbox"/> not over 4 years and/or 40 lbs <input type="checkbox"/> over 4 years and 40 lbs <input type="checkbox"/> 8 years and/or over 4' 9"	
Signature	
I grant permission for my child to participate in the routine trips described above.	
Parent's Signature	Date