
PHILOSOPHY AND MISSION STATEMENT

Delaware Christian Academy (DCA) is a Preschool/Childcare/Kindergarten center organized for the purpose of ministering to the people of the community and their needs by providing a safe, loving, educational, and Christian environment for their children.

DCA is a faith based, Kindergarten readiness, developmentally appropriate early learning center. Our mission is to provide a rich Christian learning environment where children can learn and develop at their own pace. Qualified teachers bring a vast variety of education and experiences to DCA. Classrooms are planned to stimulate a love for learning through play and structured activities. It is our intention to cultivate community through our commitment to the “The School Family” and provide an environment where children feel safe, nurtured and valued. We want to build self-esteem so that children can focus on learning. Our school slogan is “DCA: Where Every Child Is a Star.” This reflects our value that every child is a precious individual. It is also a reminder to us of our behavior management program Conscious Discipline. A huge focus of this program is to focus on positive behaviors.

DCA Mission Statement

Delaware Christian Academy exists for the purpose of bringing glory to God. Our goal is to partner with families to provide a high standard of excellence in character development, Christian education and academics in a Christ-centered environment. It is our desire and intention to honor children’s different learning styles and build their self esteem by laying a foundation of faith, community and servant-hood, where all children feel valued and can achieve success.

STATE LICENSING INFORMATION

The Ohio Department of Job and Family Services (ODJFS) licenses Delaware Christian Academy. The laws and rules governing child day care facilities are available, upon request to the Administrator. You may request from The Ohio Department of Job and Family Services licensing records, which include compliance report forms from ODJFS and evaluation forms from local health, building, and fire departments. The ODJFS toll free number is located on the last page of this handbook. Any person, at any time has the right to report any suspected violation by any daycare center. Delaware Christian Academy's license is posted at the receptionist's desk. Inspection reports are posted on the parent board in the entry way.

Delaware Christian Academy is comprised of a well-qualified staff that is committed to providing a warm, caring environment.

We are licensed to serve fifteen toddlers, eighty-two preschoolers, and 10 school age children.

ODJFS requires the following adult to child ratios:

- **18 months through 2 ½ years** **1:7**
- **2 ½ years through 3 years** **1:8**
- **3 years** **1:12**
- **4 and 5 years** **1:14**
- **School age** **1:18**

Maximum Group Size With Two Teachers:

- **18 months through 2 ½ years** **2:14**
- **2 ½ years through 3 years** **2:16**
- **3 years** **2:24**
- **4 and 5 years** **2:28**
- **School Age** **2:36**

DCA attempts to follow best practice recommendations in group sizes with two teachers. These are listed below:

- **18 months through 2 ½ years** **2:10**
- **2 ½ years through 3 years** **2:10**
- **3 years** **2:16**
- **4 and 5 years** **2:17**
- **School Age** **2:20**

The maximum group size will never exceed double the allowed ratio. All children will be supervised at all times.

PROGRAM DESCRIPTION

Delaware Christian Academy provides quality care programs for children eighteen months through age 9. We offer a variety of programs to help meet the various needs of each individual family. Listed below is an overview of those programs.

Childcare/Full Time Preschool

This program is designed for children who need care throughout the entire day. The children in this program range in age from eighteen months through five years. This is a full time program.

Summer School Age Childcare

This program is designed for school age children who need care throughout the entire day. The children in this program range in age from 5 years to 9 years. This is a full time program running the months of June, July, and August.

Part-time 3 / 4 Preschool

This program is designed for children who turn age three by September 1st of the enrollment year. The child must be fully toilet trained. A toilet-trained child is defined as a child who is no longer in a diaper or pull-up and uses the restroom on his/her own, without being asked or reminded. The children in this program attend two days per week, for two and a half hours, according to the program schedule. This program runs from September through May.

Part-time 4 / 5 Preschool

This program is designed for children who turn age four by September 1st of the enrollment year. The children in this program attend three days per week, for two and a half hours, according to the program schedule. This program runs from September through May.

Pre-Kindergarten

This program is designed for children who will be attending Kindergarten the following year. It is also beneficial for children who have summer birthdays and are optionally waiting a year to enroll in a kindergarten program. The children in this program attend two hours and forty-five minutes, five days a week. This program runs from September through May.

Full Day Pre-Kindergarten/Preschool

This program is designed for children who turn age four by September 1st of the enrollment year. It is a Pre-Kindergarten enrichment class and includes a lunch and short rest period. Parents may choose either 4/5 am or Pre-K for the morning class. The children in this program attend 6 hours, 3 days a week. This program runs from September through May.

Summer Preschool Camp

This program is designed for children who are age 3 by June 1st of the enrolling summer. Children must be fully toilet trained. A toilet-trained child is defined as a child who is not longer in a diaper or pull-up and uses the restroom on his/her own, without being

asked ore reminded. The children in this program attend three days per week, for 3 hours. This program is available in June and July.

Kindergarten

This program is designed for children who meet the state age guidelines and want to enroll in a full day of Kindergarten. Children must be age 5 by September 1st of the enrollment year (subject to the director’s discretion). The children in this classroom attend 6 hours, 5 days a week. A “Before and After Care Program” is available for children who need care prior to or after the school hours. Lunch is not included in the cost of this program, but may be ordered for the cost of \$2.00 per day. This program runs from September through May (primarily followed the Delaware City Schools schedule).

Before and After Care

This program is designed for children already enrolled in the DCA Kindergarten program. Children may choose to attend in the morning (from 7:00 am to 9:00 am), in the afternoon (from 3:00 pm to 6:00 pm) or may attend both times. This program follows the Kindergarten calendar. Children in this program are able to attend on days when school is not in session, but childcare is open.

<u>Program</u>	<u>Times Open</u>	<u>Days Open</u>	<u>Months Open</u>
Daycare/Preschool	7:00 am to 6:00 pm	Mon-Fri	All Year
Summer School Age	7:00 am to 6:00 pm	Mon-Fri	June, Jul, Aug
3 / 4 AM Preschool	9:00 am to 11:30 am	Tues & Thurs	Sept-May
3 / 4 PM Preschool	12:30 pm to 3:00 pm	Tues & Thurs	Sept-May
4 / 5 AM Preschool	9:00 am to 11:30 am	Mon, Weds, Fri	Sept-May
4 / 5 PM Preschool	12:30 pm to 3:00 pm	Mon, Weds, Fri	Sept-May
AM Pre-Kind.	9:00 am to 11:45 am	Mon-Fri	Sept-May
PM Pre-Kind.	12:15 pm to 3:00 pm	Mon-Fri	Sept-May
Full Day Pre-K/Pres.	9:00 am to 3:00 pm	Mon, Weds, Fri	Sept-May
Kindergarten	9:00 am to 3:00 pm	Mon-Fri	Mid Aug-May
Before Care	7:00 am to 9:00 am	Mon-Fri	Mid Aug-May
After Care	3:00 pm to 6:00 pm	Mon-Fri	Mid Aug-May

Enrollment Procedure

Children can be enrolled at any time during the school year provided that the program has availability and the child meets the age requirement of that program. Available openings will not be held. Enrollment is first come, first served basis.

A non-refundable registration fee is due at the time of your child's enrollment. This fee will not be pro-rated, regardless of when your child enters the program. For children enrolled in the full time childcare/preschool program a yearly registration fee is no longer paid. In lieu of registration, parents pay a yearly activity fee. This fee covers re-enrollment, several Bare Bowl pottery keepsakes, and special visitors and events.

Upon enrollment, you will receive the following paperwork:

Child Enrollment & Health Information Form (DCA requires permission to transport)

Child Release Permission Form

Child Medical Statement (must be signed by a physician within 30 days of admission)

DCA Application

Child's Information Verification

Photo Release Form

You must complete all of the paperwork and return it to the Director **before** your child's start date. This paperwork is mandated by ODJFS and also by Delaware Christian Academy, therefore, if any one piece is not complete, or becomes outdated; your child will not be able to attend the program for which they are enrolled.

Daily Schedule

On the following pages you will find a sample daily schedule for each of our programs.

The daily schedules vary in each classroom and are subject to change.

A daily schedule is posted in each of the classrooms that house the various programs.

Daily activities include each of the following:

CIRCLE TIME

MUSIC

SKILL ACTIVITY

RESTROOM

BIBLE TIME

CENTER

RECESS

LUNCH (full time & Kind)

ART/CRAFT

FREE PLAY

SNACK

NAP (full time only)

Transitioning Policy

A child who is developmentally ready may be transitioned to the next age group, when or if an opening is available. This transition may be initiated by the Administrator or requested by the parent(s). A child's age and readiness will determine when or if a transitional period is needed. A Transitioning Child Agreement form will be completed by the Administrator and given to the parent(s) for approval. This agreement will list the class to which the child will enter as well as a specific transitioning schedule. A specific beginning and ending date will be provided. If the parent(s) agrees to the arrangement they must sign and return the form to the Administrator at which point the child will begin the transitioning process.

Little Angels Daily Schedule

(Full-time Preschool: Children age 18 months to 2 ½ years old)

7:00 am	Arrival/Free Play/Start the Brain Smart Way
7:30 am	Breakfast
8:00 am	Diaper change/Restroom/Handwashing
8:30 am	Free Play
9:00 am	Snack
9:30 am	Circle Time
9:40 am	Art
10:00 am	Diaper Change/Restroom/Handwashing
10:30 am	Recess
11:00 am	Handwashing For Lunch
11:15 am	Lunch
11:45 am	HCHW Activity
12:00 pm	Diaper Change/Restroom/Handwashing
12:30 pm	Nap Time
2:30 pm	Wake Up/Diaper Change/Restroom/Handwashing
3:00 pm	Snack
3:30 pm	Recess
4:00 pm	Music and Movement
4:15 pm	Art
4:30 pm	Diaper change/Restroom/Handwashing
5:00 pm	Free Play
5:30 pm	Story Time
6:00 pm	Departure

Little Lambs Daily Schedule

(Full-time Preschool: Children age 2 to 3 years old)

7:00 am	Arrival/Free Play
7:30 am	Breakfast
8:00 am	Centers
8:30 am	Restroom & Clean Up
9:00 am	Snack (Library Days 9-9:10)
9:20 am	Circle Time/Prayer
9:35 am	Art
10:00 am	Recess
10:30 am	Restroom
10:50 am	Music
11:00 am	Lunch
11:30 am	Teacher Lead Gross Motor
11:45 am	Bible
12:00 pm	Restroom
12:15 pm	Story Time
12:30 pm	Nap
2:30 pm	Restroom and Centers
3:00 pm	Snack
3:15 pm	Music
3:30 pm	Recess
4:00 pm	Art and Skill
4:20 pm	Restroom
4:45 pm	Storytime
5:00 pm	Free Play Centers
6:00 pm	Departure

*This is a sample schedule. It is subject to change according to the needs of children

Shining Stars Daily Schedule
(Full-time Preschool: Children 3 years old)

7:00 am	Arrival / Free Play
7:30 am	Breakfast
8:00 am	Morning Circle Time
8:15 am	Music and Movement
8:30 am	Centers
9:00 am	Table Top Activities
9:25 am	Books and Puzzles/Restroom & Handwashing
9:45 am	Recess
10:15 am	Circle Time
10:30 am	Skill
10:45 am	Restroom & Lunch Prep
11:00 am	Lunch
11:30 am	Art
12:00 pm	Restroom/Handwashing & Nap prep (in gym)
12:30 pm	Nap Time
2:30 pm	Wake-up/Restroom/Handwashing
2:45 pm	Skill and/or Art
3:00 pm	Snack
3:15 pm	Recess
3:45 pm	Music & Movement
4:15 pm	Kids' Choice/Teacher Directed Activity
6:00 pm	Departure

Rainbow Room Daily Schedule
(Full-time Preschool: Children 3 and 4 years old)

7:00 am	Combined Free Play
7:30 am	Breakfast/Table Top Activities
8:00-9:00 am	Table Time/Free Choice
9:00 am	Hand Washing
9:15-9:30 am	Morning Snack
9:30-9:45 am	Morning Circle Time
9:40-10:10 am	Recess
10:20-11:20 am	Verse, Story, Art
11:20-11:30 am	Bathroom/Handwashing
11:30-12:00 pm	Lunch
12:00-12:30 pm	Nap Prep
12:30-2:30 pm	Nap
2:30-3:00 pm	Wake, Bathroom, Snack
3:00-3:30 pm	Circle: Sight Words/Letters
3:30-3:40 pm	Restroom
3:40-4:05 pm	Recess
4:05-4:45 pm	Centers
4:45 pm	Clean Up and Get Ready to Combine
5:00-6:00 pm	Combined Free Play
6:00 pm	Departure

*This is a sample schedule. It is subject to change according to the needs of children

Sunshine Room Schedule

(Full Time Pre-Kindergarten: Children 4 & 5 years old)

7:00 am	Arrival/Free Play
7:30 am	Breakfast
8:00 am	Centers*/Free Choice
9:00 am	Circle Time**
9:30 am	Wash/Snack
9:45 am	Story Time
10:00 am	Bathroom, Wash
10:10 am – 10:40 am	Playground/Gym
10:45 am	Drinks, Wash
11:00 am	Art
11:30 am	Bathroom, Wash, Books for Rest Time
12:00 pm	Lunch
12:30 pm	Bathroom, Wash (Lights Off, Music On)
1:00 pm	Rest Time, Music, Books
2:30 pm	Lights On, Music Off, Cots Away
	Bathroom, Wash
2:45 pm	Centers*/Free Choice/ <u>Share Time</u>
3:30 pm	Wash and Snack
3:45 pm	Writing/Reading
4:05-4:30	Playground/Large Muscle
4:30 pm	Drinks, Wash
4:45 pm	Story Time
5:00 pm	Group Games
5:15 pm	Combine With Other Classrooms

Summer School Age Childcare Schedule

(Full-time Childcare: Ages 5-9)

7:00 am	Combined Free Play
7:30 am	Breakfast
8:00-9:00 am	Free Choice
9:00 am	Structured Activity (cooking project, art and/or science)
10:00 am	Bible lesson, learning activities, concept review, service projects, journaling
11:00 am	Outdoor or gym time
11:30 am	Puzzles, group projects
12:00 pm	Lunch
12:30 pm	Group reading time
1:00 pm	Individual reading activities, learning centers, art & science activities
2:00 pm	Group games or nature hike
2:30 pm	Free Time
3:15 pm	Afternoon Snack
3:45 pm	Music and movement, production practice
4:15 pm	Free Time
5:00 pm	Outdoor or gym time
5:30 pm	Classrooms combine down

*This is a sample schedule. It is subject to change according to the needs of children

Part-time 3 / 4 AM Preschool Daily Schedule

9:00 am	Centers
9:30 am	Art
9:45 am	Restroom
10:00 am	Snack
10:20 am	Circle Time
10:40 am	Recess
11:00 am	Bible Time
11:10 am	Music and Movement
11:20 am	Preparation for Dismissal
11:30 am	Dismissal

Part-time 3 / 4 PM Preschool Daily Schedule

12:30 pm	Centers
1:00 pm	Art
1:15 pm	Bible Time
1:25 pm	Restroom
1:40 pm	Snack
2:00 pm	Circle Time
2:20 pm	Recess
2:40 pm	Music and Movement
2:50 pm	Preparation for Dismissal
3:00 pm	Dismissal

Part-time 4 / 5 AM Preschool Daily Schedule

9:00 am	Centers
9:30 am	Circle Time / Bible Time
9:50 am	Restroom
10:00 am	Snack
10:20 am	Art
10:40 am	Recess
11:00 am	Skill Activity
11:10 am	Music and Movement
11:20 am	Preparation for Dismissal
11:30 am	Dismissal

Part-time 4 / 5 PM Preschool Daily Schedule

12:30 pm	Centers
1:00 pm	Circle Time / Bible Time
1:20 pm	Music and Movement
1:30 pm	Restroom
1:40 pm	Snack
2:00 pm	Art
2:20 pm	Recess
2:40 pm	Skill Activity
2:50 pm	Preparation for Dismissal
3:00 pm	Dismissal

*This is a sample schedule. It is subject to change according to the needs of children

Part-time AM Pre-Kindergarten Preschool Daily Schedule

9:00 am	Circle Time / Bible Time
9:45 am	Journal Writing
10:00 am	Centers
10:20 am	Language Arts / Math / Restroom
10:40 am	Snack
11:00 am	Recess
11:20 am	Craft
11:40 am	Preparation for Dismissal
11:45 am	Dismissal

Part-time PM Pre-Kindergarten (1) Preschool Daily Schedule

12:15 pm	Circle Time / Bible Time
1:15 pm	Journal Writing
1:30 pm	Centers
1:50 pm	Language Arts / Math / Restroom
2:10 pm	Snack
2:25 pm	Recess
2:45 pm	Craft
2:55 pm	Preparation for Dismissal
3:00 pm	Dismissal

Full Day Pre-K/Preschool

*Children attend either 4/5 am or Pre-K from 9-11:45 am

11:30-11:50 am	Gym/Drop Off
11:50 am-12:00 noon	Bathroom/Wash Hands (Mighty Minutes)
12:00-12:30 pm	Lunch
12:30-12:50 pm	Centers
12:50-1:20 pm	Art/Science/Study Projects/Theme Based Projects
1:20-1:40 pm	Circle Time/Group Time/Story Time
1:40-2:00 pm	Skill Work
2:00-2:20 pm	Rest/Quiet Time
2:20-2:35 pm	Bathroom/Wash Hands
2:35-2:55 pm	Gross Motor
3:00-3:20 pm	Music and Movement
3:20-3:30 pm	Goodbyes

Summer Preschool Camp

(For potty trained children, ages 3, 4 and 5)

9:00-9:10 am	Arrival/Books
9:10 am	Recess (except for swimday)
9:45am-10 am	Drink, Restroom break
10:00-10:20 am	Snack
10:20-10:40	Circle Time
10:40-11:00 am	Art
11:00-11:30 am	Centers
11:30-11:45 am	Skill
11:45-11:55 am	Music and Movement
11:50-12:00	Goodbyes

*This is a sample schedule. It is subject to change according to the needs of children

Kindergarten Schedule

9:00 am	Greetings, getting ready for the day, journaling
9:15-9:45 am	Opening Exercises, Pledge, Good Morning Songs, Calendar, Weather, Counting, Songs/Finger plays, Bible Time
9:45-10:45 am	Language Art Instruction
10:45-11:15 am	Center Time/Free Choice
11:45-12:30	Lunch and Recess
12:30-1:00 pm	Quiet Time/Reading Time
1:00-1:50 pm	Mathematics
1:50-2:30 pm	Learning Center Time
2:30-2:50	Bible Time
2:50-3:00	Clean up, Home prep, End of day songs, Dismissal

Before Care

7:00 am	Free Play
7:30 am	Breakfast
8:00 am	Centers
8:45 am	Hand washing, restrooms, ready for the day
9:00 am	Departure

After Care

3:00 pm	Restroom and hand washing
3:15 pm	Snack
3:30 pm	“Homework Help” and Centers
4:00 pm	Group activity
4:20 pm	Story time and afternoon free art
4:50 pm	Recess
5:10 pm	Silly songs and clean up
5:30 pm	Combine with other classes, gym time
6:00 pm	Departure

Butterfly Room Schedule

7:00 am	Free Play
7:30 am	Breakfast
8:00 am	Centers & Free Choice
8:30 am	Bathrooms, Handwashing, and Free Play
9:00 am	Circle Time
9:20 am	Playground or Gym
9:40 am	Drinks
9:50 am	Theme Discussion
10:00 am	Art
10:30 am	Free Choice, Centers, Bathroom & Handwashing
11:00 am	Storytime
11:30 am	Prayer, Lunch
12:00 pm	Center, Free Choice, Bathroom & Handwashing
12:30 pm	Rest Time
2:30 pm	Center, Free Choice, Bathroom & Handwashing
3:00 pm	Prayer & Snack
3:15 pm	Music and Movement
3:40 pm	Playground or Gym
4:00 pm	Center, Free Choice, Bathroom & Handwashing
4:30 pm	Storytime
5:00 pm	Group Games
5:15 pm	Combine with other classrooms
5:30 pm	Reminder
6:00 pm	Departure

*This is a sample schedule. It is subject to change according to the needs of children

PROGRAM COSTS

All program costs are subject to change.

Registration Fees

This non-refundable fee is due upon enrollment.

Full Time Preschool/Childcare \$35.00 initial fee
(Yearly activity fee is due annually thereafter)

Part-time Preschool \$35.00 annual

Kindergarten \$35.00 initial fee

Activity Fees

Childcare and School Age Summer Activity Fee

This fee includes all summer activities. The School Age fee also includes transportation costs.

Cost to be determined for 2015

Part-Time Preschool Fee

This fee includes a number of special events and activity costs including pottery projects, portfolios, the cost of one child and one adult on a local field trip

3/4 AM	\$50.00
4/5 AM	\$50.00
Pre-K	\$50.00
Extended (PM Only)	\$50.00
Kindergarten	\$50.00

Full Time Preschool/Childcare Fees

This fee includes a number of special events and activity costs including pottery projects, special visitors, portfolios, etc. This does not include summer activity fees.

Childcare	\$50.00
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Program Tuition

Full Time Preschool/Childcare

Payable the first day of each week the child is in attendance.

Non toilet-trained child \$180.00 per week

*Toilet- trained child ** \$170.00 per week

Summer School Age (w/ younger sibling attending) \$110.00 per week

Summer School Age (w/o younger sibling attending) \$125.00 per week

*** A toilet-trained child is defined as a child who is no longer in a diaper or pull-up and uses the restroom on his/her own, without being asked or reminded. All children must be toilet-trained by age 3 in order to move up to the next age group. If a child is not toilet-trained by age 3 ½, DCA reserves the right to withdraw the child.**

Part-time Preschool

Payable the first day of each month the child is in attendance.

<i>3 / 4 Program</i>	<i>\$160.00 per month</i>
<i>4 / 5 Program</i>	<i>\$190.00 per month</i>
<i>Pre-Kindergarten</i>	<i>\$225.00 per month</i>
<i>Full Time Pre-K/Preschool</i>	<i>\$390.00 per month</i>
<i>Summer Preschool Camp</i>	<i>\$45.00 per week or \$245.00 for all</i>

Kindergarten

<i>Full Day Kindergarten</i>	<i>\$450.00 per month</i>
<i>Before Care</i>	<i>\$40.00 per week</i>
<i>After Care</i>	<i>\$40.00 per week</i>
<i>Before & After Care</i>	<i>\$75.00 per week</i>

Children enrolled in part-time preschool program must be toilet-trained. **A toilet-trained child is defined as a child who is no longer in a diaper or pull-up and uses the restroom on his/her own, without being asked or reminded.**

Payment Options

Parents who may find it difficult to pay the monthly part-time preschool tuition listed on the previous page (September – May) have the option to pay their tuition over a 12 month time period from June – May. Families who choose this option must have their child enrolled by May 31st of the enrollment year. If you withdraw your child prior to the first day of school, a refund of 80% of the tuition paid will be refunded. No refund will be given if a child withdraws from the program after the first day of school is in session. The \$35 registration fee is non-refundable. Tuition for the 12 month payment plan is listed below.

<i>3 / 4 Program</i>	<i>\$120.00 per month</i>
<i>4 / 5 Program</i>	<i>\$142.50 per month</i>
<i>Pre-Kindergarten</i>	<i>\$168.75 per month</i>
<i>Full Day Pre-K/Preschool</i>	<i>\$292.50 per month</i>
<i>Kindergarten</i>	<i>\$337.50 per month</i>

Discount Rates

Sibling:

A 5% sibling discount is given on the total tuition cost.

Part-time Preschool:

Choosing to pay the entire year's tuition will entitle you to a 5% discount as noted below. **In order to be eligible for the 5% discount, tuition for the 2014-2015 school year must be paid by August 1, 2014. Any payment made after this date will not be eligible for the 5% discount.** Tuition must be paid from August through July. We will not apply discount on mid-year enrollment. If you leave DCA before the end of July, you will not receive a refund; however, the 5% discount would not apply to the weeks that your child was in attendance. That is to say that the full, non-discounted tuition rate would apply for those weeks.

<i>3 / 4 Part time Preschool</i>	<i>\$1368.00</i>
<i>4 / 5 Part time Preschool</i>	<i>\$1624.50</i>
<i>Pre-Kindergarten</i>	<i>\$1923.75</i>
<i>Full Day Pre-K/Preschool</i>	<i>\$3334.50</i>
<i>Kindergarten</i>	<i>\$3847.50</i>

Financial Assistance

As a ministry, financial assistance may be available to currently enrolled families in the full time program. This assistance is designed to be a short-term solution for families who encounter financial hardships. In order to be considered for financial assistance a Financial Assistance form must be requested from administration. The application will be submitted to the DCA Financial Assistance Committee for consideration who will advise you, in writing, of a decision within one month. Any assistance granted will be based on available funds and family need. Available funds will be distributed with a maximum amount of 25% tuition reduction for a period of up to 15 weeks , or a 50% tuition reduction for a period of up to 7 weeks. Families may apply once per fiscal year (August-July). Only members of the DCA Financial Assistance Committee view submitted applications. All information provided is kept strictly confidential.

DCA Full Disclosure Policy

***Prior to Enrollment of your child,** parents/guardians are responsible for disclosing any special needs/health concerns regarding your child or potential accommodations that DCA may be required to make to meet your child's physical, social, mental and/or emotional needs. Upon receipt of this information the Delaware Christian Academy Director will determine if DCA is able to make these accommodations.

TUITION INFORMATION

Payment Policy

Daycare

Tuition must be paid the first day of each week.

If we are notified that your child is on vacation or is out ill, tuition will be due the day your child returns. If payment is not received on this day, a written notice will be issued requesting tuition be paid in full by the end of the week. A \$5.00 late payment fee will be charged if payment is not received on this date.

NO ACCOUNT WILL BE ALLOWED TO FALL MORE THAN A WEEK PAST DUE.

Failure to comply may result in your child not being able to return to the program in which they are enrolled.

Part-time Preschool

Tuition must be paid the first day of each month the program is in session.

If we are notified that your child is on vacation or is out ill, tuition will be due the day your child returns. If payment is not received on this day, a written notice will be issued requesting tuition be paid in full by the next day the program is in session. A \$5.00 late payment fee will be charged if payment is not received on this date.

NO ACCOUNT WILL BE ALLOWED TO FALL MORE THAN A WEEK PAST DUE.

Failure to comply may result in your child not being able to return to the program in which they are enrolled.

This policy will be strictly enforced.

Payment Arrangements

If a tuition payment cannot be made according to the policies listed above, because of financial hardship, a reasonable payment agreement may be arranged at the Administrator's discretion. Failure to comply with the payment arrangement will result in termination of the agreement.

Returned Check Policy

If a check is returned for any reason, a written notice will be issued. Payment for the returned check and an additional \$25.00 returned check fee must be made, in cash or money order, within one week of the notice. If a second check is returned, you will be required to remit payments by cash or money order thereafter.

Late Pick Up Policy

Delaware Christian Academy hours are as stated under Program Description. Children need to be picked up promptly at the close of their program. In case of a late pick up, parent(s)' will be charged \$5.00 per child for any part of the first five minutes they are late. After the initial five minutes, parents will be charged \$1.00 per minute, per child. Pick up time will be determined by the DCA clock. If your child has a late pick up more than three times within a one-month period you will receive a written notice. Three

written notices may result in your child not being able to return to the program in which they are enrolled.

Early Withdrawal Policy

When enrolling at DCA, it is expected that your child will be in attendance for the entire school year. In the event that you need to withdraw your child before the completion of their program, a written notice must be given to the administrator at least two weeks in advance of the withdrawal date. Failure to do so will result in your responsibility to pay full tuition for the final two weeks.

These policies will be strictly enforced.

Delaware Christian Academy's Tax I.D. number is available upon request.

ATTENDANCE PROCEDURES

Absence Policy

When your child will not be attending the program for which they are enrolled, for any reason, please notify us so that the teacher can be informed.

Delaware Christian Academy's tuition rates are pre-determined for a school year.

No adjustments will be made in tuition due to an absence.

Vacation Policy

Children who are enrolled in the Full Time Preschool/Childcare program for one full year are entitled to a one-week tuition free vacation during the school year. (August-July) A completed vacation request form is required one week prior to the scheduled vacation week. Children who do not attend an entire full year are not entitled to any tuition free vacations. The child cannot be in attendance during the scheduled vacation. Tuition rates are pre-determined to include scheduled holiday breaks. *No tuition adjustments will be made for any other vacation arrangements.*

Holidays For Childcare/Full Time Preschool

DCA has previously closed for Christmas break beginning the day before Christmas Eve with childcare resuming the day after New Year's Day. In order to accommodate the needs of parents, DCA will no longer close for an extended Christmas break. Delaware Christian Academy will be closed to observe the following holidays/holiday breaks:

- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

Teacher In-Service/Work Day

DCA will be closed for both childcare and preschool students.

President's Day

Holidays for Part-Time Preschool and Kindergarten

- Day Before Thanksgiving, Thanksgiving, Day After Thanksgiving
- Christmas Break ((December 19th-January 3rd)
- Martin Luther King Day
- Spring Break
- Good Friday

DCA is open on Jug Day, during Delaware County Fair Week, and on Delaware City Schools conference and work days. Full time preschool/childcare is open Martin Luther King Day.

A holiday that falls on a Saturday will be observed on the proceeding Friday.

A holiday that falls on a Sunday will be observed on the following Monday.

A school event calendar is issued at the beginning of each year to use as a reference.

Tuition rates are not pro-rated for observed holidays. Full tuition is due.

Emergency School Closings

All Delaware Christian Academy programs will be closed when a *Level 3 Weather Emergency* is issued for Delaware County. This emergency school closing will be posted on:

10 TV News

Rewind 103.5/104.3

Mix 107.9

Sunny 95 (FM 94.7)

Part-time Preschool Closings

All preschool programs will be cancelled when Delaware City Schools are closed due to poor weather conditions. When Delaware City Schools are on a 2 hour delay, Delaware Christian Academy will still operate on our normal schedule.

Childcare Closings and Delays

Childcare will be cancelled when a *Level 3 Weather Emergency* is issued for Delaware County. In the event that a *Level 2 Weather Emergency* occurs after the arrival of your child, DCA's Administrator will assess the weather. If it is determined that the center will close, parents will be contacted by telephone and asked to pick up their child immediately to prevent travel during a Level 3 Weather Emergency. The administrator also reserves the right to delay school for 2 hours in the event that it is unsafe for staff to travel to work. Childcare would be open 9 am to 6 pm in the event of a 2 hour delay.

Early Dismissal

In the event of early dismissal, due to weather or other emergency situations, parents will be notified by telephone. Arrangements must be made for prompt pick up of your child.

Delaware Christian Academy reserves the right to cancel any program due to emergency situations. No tuition adjustments will be made due to emergency closings or dismissals.

Arrival and Departure Policy

Children must be dropped off in the care of a staff member. Upon departure, the child must be picked up directly from a staff member. Delaware Christian Academy will not be liable for a child if they are not left with a staff member and once they are released into the parent(s)' care. Parent(s) are required to sign their child in upon arrival and to sign them out upon departure.

Children will not be released to an individual who is not authorized on the Child Release Permission Form. Authorized individuals must be sixteen years of age; unless signed written permission is on file. In the event that an individual who is not listed on the Child Release Permission Form will be picking up the child, a written notice, signed and dated by the parent(s), is required. The individual picking up the child must have photo identification. Under no circumstance will a child be allowed to leave with an unauthorized individual. Staff members reserve the right to ask for photo identification from any individual at any given time.

In the case of special custody arrangements, formal custody or restraining order papers must be on file. *We cannot restrict a parent from a child or the facility without court documentation with specific limitations listed.*

ACTIVITY PARTICIPATION

Delaware Christian Academy's activities are both age and developmentally appropriate. The extent of a child's participation may depend on individual interest and developmental level. DCA provides a variety of manipulatives and toys to encourage development. We would appreciate it if your child does not bring toys from home. Delaware Christian Academy is not responsible for loss or damage to personal items.

Clothing

Children should be dressed in comfortable, weather appropriate, washable clothing. We do our best to keep the children reasonably clean, but it is possible that your child may get "messy" in the course of the day's events. Please do not send your child in clothing that you do not want to get "messy". Each child is advised to have an extra change of clothes available, including underwear and socks. DCA does not permit children to wear flip flops. Shoes with backs must be worn. If skirts or dresses are worn, please be sure your child wears shorts underneath. All clothing items should be labeled.

Nap

Children enrolled in the Daycare/Preschool program are required by ODJFS to have a nap period. Children are provided with their own individual cot. Your child does not have to sleep during this period, but must rest quietly on their cot. Once asleep, we will not wake your child until nap time is over. Children who do not fall asleep are offered a quiet activity to do on their cot. Parents are encouraged to bring a blanket, pillow, and a stuffed toy to make this period more comfortable for your child. All items must be labeled with your child's name. All nap items are required to be taken home at the end of each week to be laundered.

Outdoor Play

The center shall provide outdoor play each day in suitable weather for toddlers, preschool, and school children in attendance for four or more consecutive daylight hours. Children will not be taken outside if the temperature is below 30 degrees or above 90 degrees, taken into account the combined effect of wind and humidity or in the event of lightning or thunder. When or if an ozone layer alert is in affect, the length of outdoor playtime, if at all, will be determined by the Administrator. Indoor play is offered in the gymnasium on days when the weather is unsuitable for outdoor play. Children will be supervised at all times during indoor and outdoor play.

Indoor Gross Motor Play

The center shall provide indoor gross motor play in the gymnasium (for all groups except Little Angels who have their indoor gross motor in their classroom or the downstairs hallway) in the event that weather conditions do not allow for outdoor play. Age appropriate gross motor toys and activities shall be used during indoor gross motor time. Children will be supervised at all times during indoor gross motor play.

Water Day

Children enrolled in the Daycare/Preschool program who attend during the summer months will have the opportunity to participate in water play. Wading pools, fewer than

two feet in depth, are used inside the fenced playgrounds. Staff members closely supervise children by having at least one staff member assigned to the wading pools. This staff member can see each child, as well as the bottom of the pools. Parents are asked to provide a bathing suit, a towel, and a bag for clothing storage. Please label your child's items. ODJFS mandates that children who are under the age of 2 ½ must have signed parental permission on file prior to the child's participation in a water day. In order to ensure cleanliness, children who are not fully toilet trained are required to wear a swim diaper, provided by the parent. Wading pools are drained and disinfected after each use.

DCA Chosen Behavior Management

Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. The chosen behavior management plan applies to all DCA employees. Since 2004, Conscious Discipline has been a nationally acclaimed character education program. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children.

Conscious Discipline is specifically designed to teach the following:

- Anger management
- Helpfulness (pro-social skills)
- Assertiveness
- Impulse Control
- Cooperation
- Empathy
- Problem Solving

The Seven Basic Skills of Discipline:

- Composure-Becoming the person you want your children to be
- Assertiveness-Respectfully setting limits
- Encouragement-Building a school family
- Choices-Building self esteem and will power
- Positive Intent-Creating teachable moments, turning conflict into cooperation
- Empathy-Handling the fussing and the fits
- Consequences-Helping children learn from their mistakes

Founded by Dr. Becky Bailey, internationally known teacher, researcher, author and presenter, Conscious Discipline empowers teachers and parents with practical skills of self management, building relationships and problem solving so they can, in turn, empower children and others around them.

The Conscious Discipline philosophy is easily transferred to the home and work environment as it increases the quality of relationships across the board. With the knowledge of this philosophy, we learn the basics of the brain and how it affects behavior in children and adults. Dr. Becky Bailey, the author of Conscious Discipline originally designed the program for classrooms. The Brain Smart Strategies imparted by the Seven Powers for Self Control and Seven Basic Skills of Discipline are seamlessly applied to all human interactions. She has since developed Conscious Discipline for parents and brain Smart strategies for businesses.

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Conscious Discipline empowers teachers and other adults with the Seven Powers for Self Control. These powers change the adults' perception and relationship with conflict, empowering them to be proactive instead of reactive during conflict. These core beliefs strengthen our utilization of the frontal lobes of the brain. The frontal lobes are to the brain as a conductor is to an orchestra. The frontal lobes are our moral leader.

From the beliefs instilled in the Seven Powers for Self Control emerge the Seven Basic Skills of Discipline. These skills change how adults respond to conflict in such a way as to facilitate the development of the frontal lobes in the children. The Seven Skills are the only skills an adult needs to constructively transform conflict into teachable moments. Through these Seven Powers, adults stay in control of themselves and in charge of children.

Specific Techniques that DCA will use:

- Redirection
- Two Positive Choices
- Composure-help children compose with stress management techniques
- Encouragement (verbal praise & noticing good behavior)
- Safe Place (A chosen place in the classroom where children can choose to go to manage their stress).
- Problem Solving
- School Family-creating an atmosphere where children are responsible and feel responsible for each other.

As adults begin to change their attitudes and behaviors, so will the children in their care. We cannot teach behaviors and skills that we do not possess ourselves.

SAFETY POLICIES AND PROCEDURES

*No child will ever be left alone or unsupervised.
Children are within sight and hearing of a staff member at all times.*

Security Measures

Delaware Christian Academy is equipped with a security system. Individuals must push an intercom button to gain access to the building. A security camera allows the DCA staff to determine if the individual should be granted entrance. Upon arrival to DCA, parents may be entering the building at the same time as other individuals. Parents are asked not to allow entrance to other individuals. This helps to ensure that the DCA administration and staff are aware of who is in the facility at all times. In addition to the security system, each classroom is equipped with a telephone and each staff member has use of a two-way radio, which allows access to other staff members at all times.

Incidents/Injuries

An incident/injury includes any unusual or unexpected event such as but not limited to; an illness, accident, a bump or blow to the head, or injury which requires first aid treatment. This also includes any event which jeopardizes the safety of the child or employee. The child may return to normal activity after first aid treatment and/or the situation is deemed safe for the child. If a child has an injury/incident, the staff member who was with the child at the time of the incident will complete an Incident/Injury Report. A copy of the report will be issued to the parent, guardian, or person picking up the child on the day the incident occurred. Upon review of the report the parent, guardian, or person picking up the child is required to sign and date the form. The parent, guardian, or person picking up the child will receive a copy and the original will be kept on file at DCA.

Serious Incident/Injury

A serious incident/injury includes any situation occurring that requires emergency medical treatment or transportation for emergency treatment. In the event that a child suffers a severe incident/injury while in the care of Delaware Christian Academy the following procedures will take place.

1. Parent(s) will be notified immediately.
2. An emergency squad and/or the child's physician will be notified.
3. The child will be transported to a treatment center, if needed. If the child needs to be transported to a treatment center a staff member will accompany the child until the parent(s) assume responsibility.

The staff member who was with the child at the time of the incident will complete an Incident/Injury Report. A copy of the report will be issued to the parent within twenty four hours of when the incident occurred. Upon review of the report, the parent is required to sign and date the form. The parent will receive a copy, as well as ODJFS. The original will be kept on file at DCA.

First Aid

A staff member trained in first aid procedures will be on the premises during all hours of operation. A first aid kit is located in the café and downstairs in the restroom between rooms LL 304 and LL 305 and in room LL 300. A Medical/Dental Emergency Plan is located by each telephone in every room utilized by the children.

General Emergencies

A plan of action is posted in each room explaining procedures to be taken in case of general emergencies, including fire, severe weather, and loss of water, heat, and electricity. Evacuation routes are posted in each classroom for fire or severe weather emergencies. Procedures to be taken in the event of loss of water, heat, or electricity will be determined by the Administrator, in evaluation of the severity of the situation. Parents would be contacted by telephone when or if an emergency would warrant cancellation, delay, or early dismissal of a program. In the event that the facility would have to be evacuated the children would be brought to Valleyview Evangelical Friend Church, 868 W. William Street. Parents would be contacted, notified of the emergency, and expected to make arrangements for prompt pick up of their child at this location.

Tornado Drills

DCA conducts tornado drills the months of March, April, May, June, July and August.

Fire Drills

DCA conducts monthly fire drills at various times throughout the year, as required by ODJFS.

Emergency Situations:

If an emergency situation occurs, DCA will implement the ALICE plan (Alert, Lockdown, Information, Counter, and Evacuation). First, staff will be notified and placed on alert of the situation. Proper authorities will be contacted immediately (Alert). If appropriate to the situation, potentially dangerous exits/entrances will be secured (Lockdown). Staff will gather and share “Information” quickly-deciding whether to “Counter” or safely “Evacuate” as the situation warrants and allows.

In the event of fire, DCA students and teachers will immediately evacuate the building. In the event of tornado or severe weather, students will relocate to the lower level hallway. In the event of an unknown or potentially dangerous person entering the building, teachers will (implement the ALICE plan) securing the children they are with and evacuating their students. Teachers and students will flee to an already determined “safe place.”

Teachers and students will practice fire, tornado, and emergency drills throughout the school year. Parents will be updated with emergency drills occur and will be notified by signs placed on the door that an emergency drill is in process.

Aerosol Spray

No aerosol sprays are used on the premises during hours of operation when children are present. This includes sunscreen.

The administrator and each employee of a child care center are required under Section 2151.421 of the Ohio Revised Code (ORC) to immediately report their suspicions of child abuse or neglect to their local children’s protective agency. The administrator and each employee of a child care center shall protect or remove children from a person or situation that is determined to be unsafe

HEALTH POLICIES AND PROCEDURES

Every effort is made to control the spread of communicable diseases. The Ohio Department of Health and Child Daycare Communicable Disease Chart is used as a reference to determine symptoms, isolation, and readmittance. This chart is located behind the receptionist's desk, outside the Administrator's office. A staff member trained in the prevention, recognition, and management of communicable diseases is on the premises at all times. Delaware Christian Academy reserves the right to discharge any child; for any extended period of time, if it is determined that they have symptoms related to a communicable disease. Parents are notified upon verification that their child has been exposed to a communicable disease. A sign is posted listing the specific disease. If your child is only mildly ill but does not feel up to fully participating in daily activities, please keep them at home. This will reduce the strain on your child as well as our staff members.

Children with any of the following symptoms should not attend and will be discharged:

AN ELEVATED TEMPERATURE OF 101 DEGREES OR MORE

DIARRHEA (two or more abnormally loose stools in a 24 hour period or 1 loose stool accompanied by another symptom)

VOMITTING (two or more incidents in a 24 hour period)

REDNESS OF EYE OR EYELID/THICK PURULENT DISCHARGE/MATTED EYELASH/BURNING/ITCHING/EYE PAIN

SORE THROAT/DIFFICULTY SWALLOWING

SEVERE COUGHING (red or blue in the face/makes a whooping sound)

DIFFICULT OR RAPID BREATHING

YELLOWISH SKIN AND/OR EYES

UNTREATED INFECTED SKIN PATCHES

UNUSUAL SPOTS OR RASHES

STIFF NECK

UNUSUALLY DARK URINE AND/OR GRAY OR WHITE STOOL

EVIDENCE OF LICE, SCABIES, OR OTHER PARASITES

A child who shows signs of the above-mentioned symptoms will be isolated. The isolated child will be cared for by a staff member and made comfortable, on their cot, until a parent or designated individual arrives.

Upon notification, parent(s) must make arrangements for prompt pick up of the child.

A child who was discharged will be readmitted only if the following guidelines are met:

Elevated temperature: Symptom free for twenty-four hours, without medication

Diarrhea: Symptom free for twenty-four hours, without medication

Vomiting: Symptom free for twenty-four hours, without medication

Redness of eye/obvious discharge/matted eyelash/burning/itching: Written doctor's excuse stating a non-communicable disease or antibiotic use for twenty-four hours

Sore throat/difficulty swallowing: Written doctor's excuse stating a non-communicable disease or antibiotic use for twenty-four hours

Severe coughing: Written doctor's excuse stating a non-communicable disease

Difficult or rapid breathing: Written doctor's excuse stating a non-communicable disease

Yellowish skin and/or eyes: Written doctor's excuse stating a non-communicable disease

Untreated infected skin patches: Written doctor's excuse stating a non-communicable disease

Unusual spots or rashes: Written doctor's excuse stating a non-communicable disease

Stiff Neck: Written doctor's excuse stating a non-communicable disease

Unusually dark urine and/or gray or white stool: Written doctor's excuse stating a non-communicable disease

Lice: Free of all evidence, as determined by administration

Scabies: Free of all evidence, as determined by administration

Parasites: Free of all evidence, as determined by administration

In our effort to create a happy and healthy experience for your child the above mentioned guidelines will be strictly enforced. It is essential that we have the cooperation of each parent in this matter.

Staff members are required to follow the same communicable disease guidelines as mentioned above. In the event that a staff member shows signs of a communicable disease they will be replaced with a substitute until they meet the readmittance guidelines.

Medication

Any medication administered by Delaware Christian Academy will require a completed Administration of Medication Form. No medication can be administered without this form. *No exceptions.* **All medications for all children, including school age should be given directly to an administrator.** All medications should be given directly to an administrator. All medications are stored out of the reach of children, in the Administrator's office or when needed, in the refrigerator in the kitchen. The parent must provide the appropriate utensil to administer the medication. If medication is no longer being administered it must be removed from the center. Remember to retrieve any medicines if your child will no longer be attending. We will discard any medication left behind if your child is no longer enrolled.

Medical Care Plans

Children who have a health condition or concern must meet with an administrator prior to the child's enrollment. The parent, guardian, or certified professional must personally train child care staff members on the proper medical care plan procedures. Only those trained child care staff members shall be permitted to perform medical procedures. If your child requires rescue medication due to, but not limited to, allergies/asthma you may be required to provide medication to be left on site during your child's attendance. Also, you may be required to complete a form informing administration of when medication was last administered by the parent prior to releasing the child in our care.

Children with Special Needs

Delaware Christian Academy is not a Special Needs Preschool, however, we may accept children with special needs on a case by case basis at the Director's discretion and based on enrollment openings. We must be confident that we are able to make the appropriate adjustments to meet the child's needs. In addition, we have to take into consideration the program as a whole and make sure that we are not compromising the overall quality care standard that DCA holds to.

Prescription

Prescription medication will be administered only if the medication is in its original container. The container must have a legible label containing the child's name, current date, exact dosage, number of daily doses, and the method of administration. Parent(s) instructions must coincide with the label instructions. The medication can only be administered for the period of time indicated on the label.

Non-Prescription

Non-Prescription medication will be administered only if the medication is in its original container. The container must have the child's name as well as a legible label containing the exact dosage based on the child's age or weight, number of daily doses, and the method of administration. If the child's age is not listed on the label a physician's signature will be required on the Administration of Medication Form in order to be administered. The parents written instructions can not exceed the label's recommended dosage. Non-prescription medication cannot be administered for more than three consecutive days. ***Under no circumstance will fever reducing medication be administered.***

Non-Prescription Topical Products

Non-Prescription topical products will be administered only if the product is in its original container. The container must have the child's name, as well as the recommended dosage. If the product is being used for skin irritations, it can be applied for no longer than fourteen consecutive days at any one period of use. If the product is being used as a preventative measure it can be applied for twelve months.

Modified Diets

If your child requires a modified diet or a food supplement you must secure written information from your physician. Notify an administrator regarding your child's needs.

FOOD POLICIES AND PROCEDURES

Delaware Christian Academy meets the guidelines set by ODJFS for each meal and snack provided. Children with special dietary needs or modified diets may be asked to provide various food items. Delaware Christian Academy offers the following.

Snack

Each day breakfast and an afternoon snack is served. Serving size will vary according to the developmental needs of the individual child being served. These snacks are not intended to be meals. A menu is posted in the lunchroom.

Parents may provide store bought or individually wrapped snacks for special events.

Snacks consist of the following recommended items:

One food from two of the four food groups listed below:

Milk Group

Meat/Meat Alternate

Bread/Grains

Fruit/Vegetable

Meals

Each day a substantial breakfast and lunch are served to children enrolled in the Childcare/Preschool program. Serving size will vary according to the developmental needs of the individual child being served. A menu is posted in the café.

Breakfast

Breakfast is served between 7:30 and 8:00 am. If your child chooses not to receive the Breakfast, on any given day, you may provide an early morning snack to be eaten between 7:30 and 8:00 am. Please make sure your child has already eaten if they arrive after 8:00 am.

Busy Bee Snack consists of the following recommended items:

One serving of Fluid Milk

One serving of Bread/Grain

One serving of Fruit/Vegetable

Lunch

Lunch is served between 11:30 AM and 12:00 PM. Please make sure your child had already eaten if they arrive after their scheduled lunch time.

Catered lunches are served year round. A menu is posted in the lunchroom.

Lunch consists of the following recommended items:

One serving of Fluid Milk
One serving of Meat/Meat Alternative
One serving of Bread/Grain
Two servings of Fruits/Vegetables

Lunch

You will receive a returnable monthly menu on which you are asked to cross off the days your child will not need the catered lunch. If your child chooses not to receive a catered lunch, on any given day, a sack lunch must be provided for them. To ensure that the lunch includes recommended nutrients, refer to the following guidelines when packing your child's lunch.

One serving of a bread/grain, suggestions:

½ slice of bread or ½ of a bagel

¼ cup of cooked pasta

3 small crackers

One serving of protein, suggestions:

½ oz of cheese

1 ½ oz of lean meat

1 egg

2-3 tablespoons of peanut butter (*subject to known allergies in the building)

½ cup of cooked dried beans or peas

¼ cup of cottage cheese

Two servings of vegetables or fruit any combination of both, suggestions:

1 medium nectarine, peach, apple

½ cup of watermelon

¼ cup of broccoli, cauliflower, carrots, green leafy vegetables

5 strawberries

1 small tangerine

DCA will provide milk.

For further recommendations contact Ohio Department of Health or USDA. Sack lunches that do not meet the requirements will be supplemented by DCA. However, if a sack lunch must continually be supplemented a \$2.00 lunch fee will be charged. Children must receive an entire catered lunch or an entire packed lunch. We can not compensate catered lunches with packed lunches. Since we are unable to warm food items, please do not send food items that require warming.

Special Day Treats

A special day is considered to be a DCA designated party day or a child's birthday. Due to licensing requirements it is necessary for all donated treats to be store bought, prepackaged, and display an ingredient list. They also cannot require storage in a refrigerator or freezer. Due to food allergies and medical concerns all treats need to be preapproved by the classroom teacher or an administrator. Treats that have not been pre-approved will not be given to the children.

PARENT INVOLVEMENT

Delaware Christian Academy has an “open door” policy. Parent(s) are welcome to visit at any time during our hours of operation. All visitors must notify the administration that they are in the facility. Upon arrival, visitors must sign in at the reception desk and receive a visitor tag. When visitors are ready to leave they must sign out and return the visitor tag. Parents are encouraged to become involved in their child’s program through participation in the classroom and interaction with staff. On-site activities are intended for enrolled children only. Siblings may not attend.

Participation

Various opportunities are offered throughout the year for parent participation. Please understand that in certain incidences it may be more beneficial to the class without a parent volunteer. (Such as the beginning of a school year when the children are adjusting to the environment.) However, future opportunities will always be available.

Parents may volunteer as:

1. Classroom Helper – An extra pair of hands are always needed to help out with various activities including art projects, reading, puzzle assembly, etc...
2. Holiday Party Volunteer – Help us celebrate the special event. Holiday celebrations include the Fall Celebration in October, the Birthday Party for Jesus in December, the Hearts and Hugs Party in February, and the Easter Celebration in March or April.
3. Holiday Party Donor – If you are unable to attend the holiday party you could help out by donating various items for the party. Sign up sheets are posted prior to each holiday event.
4. Occupation Presenter – If your occupation is valid to the children’s overall learning experience please let us know. We would welcome you as a special guest.
5. Talent Presenter – If you have a hidden talent that would be beneficial to the children’s overall learning experience share it with us. We would love to hear from you. Any parent interested in volunteering their time should speak directly with the teacher to arrange a suitable schedule.

Interaction

The Delaware Christian Academy staff enjoys interacting with the parents. An open line of communication is very helpful in the development of each child. We encourage each parent to take time, when able, to communicate with staff members. It is vital that the parents inform us of any special needs, concerns, or habits of their child on a day-to-day basis. Children enrolled in the Childcare/Preschool program will receive a daily report to inform the parent of the day’s activities. Part-time Preschool parents are encouraged to communicate with the teacher upon departure to inquire about the day’s activities.

Withdrawal Policy

It is a goal of DCA to work with families to resolve any conflict, dispute or behavior concerns. In the event that either party cannot reach resolution it may be necessary to withdraw your child from DCA. Some things that would cause DCA to request withdrawal would be:

- Failure to pay your tuition as outlined in the Payment Policy-pg 16.
- Excessive/chronic behavior issues that put children or staff in danger.
- Mistreatment or disrespectful conduct to any staff member by parents or guardians.

Conferences

Delaware Christian Academy holds bi-annual parent/teacher conferences. (November and April) During these conferences your child's behavior, progress, social and physical needs, and any other pertinent matters will be discussed. Documentation in the form of a progress report will be kept. After the second conference the parent(s) will receive the original progress report and a copy will be kept on file. A sign-up sheet will be made available prior to the conference dates. Parent(s) are welcome to request a conference or meeting with either the teacher or an administrator at any time during the year they feel there is a need.

Dual Relationships

DCA can appreciate the feelings of appreciation, gratitude and fondness that staff and parents may feel for one another. This being said, we want to be careful to protect our teachers, our families and our center. Teachers should not be handling classroom concerns in their off hours. DCA also discourages dual relationships outside of the center while understanding that in a smaller city such as Delaware some relationships are inevitable. We ask both parents and staff to be professional in their conduct towards one another.

Roster

A roster that includes the names and telephone numbers of the families enrolled at Delaware Christian Academy is created annually. The information released is with parental permission. The roster does not include any family who requested not to be listed. The roster is *only* available to the parent or guardian upon request. Parents may also request a list of the parents and phone numbers in their child's classroom. Any parent who has given permission will be included in the individual classroom list.

PARENT CONCERNS

It is our hope that all Delaware Christian Academy programs meet the needs of both the child enrolled and the parent(s) alike. We hope questions and concerns can be resolved through daily communication. If however, there is a problem, which needs further attention; parent(s) should take the following steps.

1. Address the concern with the administrator. If you do not feel satisfied with the manner in which the concern was handled feel free to seek the next step.
2. Fill out a Parent Concern Form. This form will be given to a DCA board member. The board member will address the concern with you. If you unsatisfied with the response seek the next step.
3. Request further discussion with the DCA board chairman. If you are still not satisfied seek the next step.
4. Send a formal letter of complaint to ODJFS at:
Ohio Department of Job and Family Services
P.O. Box 182709
Columbus, Ohio 43218-2709
You may also contact them by calling 1-866-886-3537.

Under no circumstance will profanity, inappropriate or threatening behavior, or disruption of any program be tolerated. Failure to comply would be cause for immediate termination of all services provided by Delaware Christian Academy.

EMPLOYEE CONCERNS

If an employee needs to discuss an issue or needs assistance with resolving a problem related to the child care center, the employee should take the following steps:

1. Address the concern with the administrator. If you are dissatisfied with the manner in which the concern was handled, seek the next step.
2. Speak with a DCA board member. The board member will address the concern with the employee. If the employee is dissatisfied with the response, seek the next step.
3. Request further discussion with the DCA board chairman. If the employee is dissatisfied with the response, seek the next step.
4. Request further discussion with the church Lead Pastor.

NON-DISCRIMINATION STATEMENT

All programs provided by Delaware Christian Academy are available without discrimination on the basis of sex, race, religion, creed, color, national origin or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C 12101 et seq.