

**OPEN DOOR CHRISTIAN ACADEMY  
PRESCHOOL, READINESS, & KINDERGARTEN HANDBOOK**

We are very glad that you have chosen to become part of our Open Door Christian Academy family this year. It is our goal to provide a great year of “Living, Loving, and Learning” for every child. We hope that this handbook will be helpful in answering some of your questions.

**School Hours:** 8:45 a.m. – 11:45 a.m.  
11:45 a.m. – 3:10 p.m. (Extended Day Session)

**School Phone:** 215-542-9795

**Snow Closing #:** **#1100 Montgomery County Announced on KYW 1060 AM**  
*Refer to the Snow Closing Policy in this handbook for additional information*

### **HISTORY AND PHILOSOPHY**

Our Preschool began over 30 years ago. Open Door Christian Academy Preschool is a ministry of Church of the Open Door. Our preschool exists to provide children with a Biblically-based education in a loving and safe environment. We believe that each child is a unique gift from God. Our program is designed to promote the spiritual, social/emotional, physical and cognitive growth of each child in a developmentally appropriate setting.

### **NOTICE OF NONDISCRIMINATORY POLICY**

Open Door Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **STATEMENT OF FAITH**

1. We believe in one God; Creator of heaven and earth; Spirit, Light, Love and Truth; eternal, almighty, infallible, and unchangeable, infinitely wise, just and holy, and that God eternally exists and manifests himself to us in three persons: the Father, the Son, and the Holy Spirit.
2. We believe in Jesus Christ, the only begotten Son of God, the eternal Word manifested in flesh. We believe that He was conceived by the Holy Spirit, and born of the Virgin Mary, and that He is true God and true man. We believe in His vicarious substitutionary and redeeming death, Christ receiving in Himself the penalty of man’s sin. We believe in His bodily resurrection, in His ascension and in His personal, imminent and pre-millennial return for His redeemed ones, followed by His coming in glory to judge the rebellious and to establish His millennial reign.
3. We believe in the Holy Spirit, in His personality, that He is God; and we believe that His work is to convict men of sin; to regenerate, indwell and set the believer apart to a holy life; to keep and empower the believer day by day. We believe that He is the Teacher of God’s Word and the Guide for the daily life.
4. We believe that the whole Bible, consisting of the sixty-six books of the Old and New

Testaments, is verbally inspired of God and inerrant in the original writings, and is the supreme and final authority in faith and life.

5. We believe that man, having been created pure and in the image of God, is by his own sin fallen from grace. And then we believe that in consequence, all have sinned, are guilty and lost, and absolutely incapable of saving themselves by their own works, being dead in trespasses and sins.

6. We believe that we are saved solely by grace, through faith in the blood sacrifice, death and resurrection of Jesus Christ, the Son of God.

7. We believe in the eternal security and everlasting blessedness of the saved, and the eternal judgment and punishment of all who reject our Lord Jesus Christ. "This is the second death. And whosoever was not found written in the book of life was cast into the Lake of Fire." (Rev. 20:14-15)

8. We believe that Satan is a person, the author of the fall, and that he shall be eternally punished.

9. We believe in the bodily resurrection of all men; the saved to eternal life, and the lost to judgment and everlasting punishment.

10. We believe that Jesus Christ instituted the Lord's Supper to commemorate His death till He comes. We believe that Water Baptism is a symbol of the believer's union with Christ and His death and in His resurrection.

11. We believe that the Church of Jesus Christ is composed solely of those who have been redeemed and washed in His blood, and regenerated and sealed by the Holy Spirit, and that they are saved to serve; and that it is the responsibility and privilege of all who are saved to seek to win others to Christ, to the "uttermost part of the earth", that they must seek to live a holy life, to separate themselves from and forsake all that might dishonor God or cast discredit on His cause, or weaken their testimony.

## **COMMUNICATION**

Should you have any questions, please feel free to call your teacher at school (215-542-9795). If your teacher is not available, the office will take a message, and he/she will call you at their earliest convenience. You may also send a note with your child in his/her folder, or email him/her and the teacher will call or write back to you. If you have access to e-mail, you may also e-mail directly to your child's teacher, and he/she will respond back to you at their earliest convenience. (email address are printed in the ODCA School Directory).

Each child will keep a 2-pocket folder in his/her bookbag each day throughout the year. Please use this to communicate information to your teacher and check it daily for information that may come home. Please send all notes and money in an envelope marked **clearly** with your child's name. These should be placed in your child's folder.

You will receive a class newsletter at the beginning of each month. Also, look for the "Doorpost" which informs you of all school activities.

## **EMERGENCY CARD INFORMATION**

It is vitally important for our school to be able to contact you in the case of an emergency. **Please** be sure to inform your child's teacher and the office if you have a change of address, phone number or place of employment, during the school year.

## **VISITORS TO SCHOOL FACILITIES**

Anyone entering the school must report to the main office first. All visitors must register at the office upon arrival at school and when leaving. Parents and/or visitors must make arrangements *in advance* for classroom visitations or teacher conferences.

## **TESTING AND/OR SPECIAL NEEDS**

In the interest of providing the best possible education for each child in our school, it is imperative that the teacher and Headmaster be informed of any ***educational or psychological testing*** that your child has received in the past. It is also vitally important for the teacher and Headmaster to know of any ***special needs*** which have been identified for your child. We will do our best to work with each applicant to make sure that your child's individual needs can be met by our staff; however, we do recognize that there are some children who might require a more specialized setting in order to maximize his/her learning potential. It is important for each parent to recognize this fact and to work closely with our school personnel.

Each child who is accepted to ODCA is automatically placed with a 6-week probationary status. If it is determined, during this time period, that a particular child is not ready, *for any reason*, for his/her placement, the teacher and Headmaster will work together with the parents to decide on an appropriate resolution.

## **FAMILY LIFE VALUES STATEMENT**

Open Door Christian Academy Preschool works side-by-side with parents to train the child in body, mind and spirit to be prepared for life and eternity by providing a quality Christian education. We believe that parents have a responsibility before God for the instruction, discipline and training of their children. It is our desire to assist each parent in meeting this responsibility by providing curriculum, resources and professional, godly instruction.

Because we believe in the truth and relevance of God's Word, we honor the parenting roles as taught in Scripture. Ephesians 6:1-4 states "Children, obey your parents in the Lord, for this is right. 'Honor your father and mother', which is the first commandment with a promise, 'that you may enjoy long life on the earth.'"

Deuteronomy 6:6-7 states "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

We believe that marriage is the union of one man and one woman and that the family, as God intended, is a partnership between a husband and wife who share the responsibility, who love and respect one another, and submit to their Creator. The parents (or parent, as may be the situation in a one-parent family) in turn, out of that same kind of love and respect, raise their children to love God and others. Genesis 2:24 states "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh."

## **REMOVAL OF A SCHOOL FAMILY DUE TO INDIVIDUAL OR FAMILY INDISCRETION(S)**

Open Door Christian Academy wishes to function according to the principles found in God's Word. **Proverbs 6:16-19** states:

*There are six things the Lord hates, seven that are detestable to him: haughty eyes, a lying tongue, hands that shed innocent blood, a heart that devises wicked schemes, feet that are quick to rush into evil, a false witness who pours out lies and a man who stirs up dissension among brothers.*

The School Board, administration and faculty of ODCA make every attempt to work with parents who have questions about anything that involves their child and the school. The proper chain of command should be followed by anyone seeking to clarify or resolve an issue. ODCA and the school board honors the principle of Matthew 18 by encouraging parents to first take any concern to the classroom teacher, then to the Headmaster, and finally to the school board. If, however, an individual or family chooses to cause harm to ODCA by spreading inaccurate, inappropriate and/or slanderous information, it may be necessary for that family to be asked to leave the school. Detrimental or injurious practices will not be tolerated and are to be avoided.

## **ADMISSION POLICY/PROCEDURES**

We have age requirements listed below entering our program listed below:

- 3 on or before October 1<sup>st</sup> to enter the 3-year old preschool program.
- 4 on or before October 1<sup>st</sup> to enter the 4-year old preschool program.
- 5 on or before December 31<sup>st</sup> to enter the Readiness program.
- 5 on or before October 1<sup>st</sup> to enter the Kindergarten program. (Applicants for the kindergarten program of Open Door Christian Academy will be placed in one of the two kindergarten classrooms *at the discretion of the administration and faculty*. Each child entering Kindergarten will be tested and must pass the required developmental screening. Kindergarten applicants must demonstrate appropriate developmental age as determined by the Gesell Kindergarten Readiness Screening.)

Admissions to ODCA will take place upon receipt of all of the following:

- Written application must be made with the established application fee (non-refundable) submitted.
- See testing notes above concerning Kindergarten placement.
- Remittance of registration fee. Upon notice of acceptance, families have two weeks to submit the registration fee which then is also non-refundable.

Children attending preschool at ODCA are not automatically accepted into the lower school of ODCA. They must apply and proceed through the ADMISSIONS PROCEDURE. All students are accepted on a six week probationary period.

Children who are continuing in our school past Kindergarten will go through our formal Admissions/Interview Process. It is the goal of ODCA to enroll children of Christian families, and this goal shall be reflected in the student population. ODCA seeks to admit as students those who will benefit from its program. Beginning with the lower school, at least one parent shall be born-again Christian. Teams of two Admissions Committee members shall interview each prospective family prior to final acceptance. It is recommended that both parents should be present without the children. A copy of the student(s)' entrance test scores and other pertinent material shall be in the folder for use of the interviewers. The two Admissions Committee members will complete the Interview Questionnaire. If both are in full agreement, the school Headmaster will be informed to send letters of acceptance. If any questions arise, the interviewers are to review the situation with the Headmaster and/or the Christian Academy School Board.

The main job of the Admissions Committee is to approve the family since our work is with both the student and his/her parents. This is done by considering the application form, interviewing the student and parents (often more than once), securing recommendations and transcripts. In every case the family must show an active interest in the spiritual program of the school. They also must be people with whom the Admissions Committee feels there will be mutual teacher/parent cooperation. Recognizing that much parent education must be carried on by the school, the Admissions Committee tries to accept those families whom they feel will respond to such instruction. Diligent effort is made to screen out students who are low academically, are mentally handicapped, or indicate habitual disciplinary problems. Enrollment is not restricted by race, national origin or gender.

### **TUITION POLICIES**

1. Tuition payments are due by the first of each month, August through May.
2. A late fee will be charged to the account balance after the fifth of each month when a delinquency occurs. This fee is \$25.00 per occurrence. (MOTION 5/2003) This amount may be changed at any time by action of the Christian Academy School Board.
3. A 3% discount will be given to any parent whose tuition is paid in full by August 1. There will be no discount or service charge on semester tuition payments. A \$1.00 per month service charge will be added to those accounts paid monthly.
4. The tuition schedule is to be made available to parents by March 1.
5. Individualized family Financial Agreements are to be sent by July 1.
6. In cases of extended student illnesses (two months), the Christian Academy School Board will consider adjusting tuition. No adjustment is made for a leave of absence (MOTION 11/2001).
7. Students withdrawing from the Academy during the school year are required to have paid tuition for the total number of school days from the beginning of the school year through, and including, the final day of attendance PLUS any fees and adjustments indicated in the "Cancellation of Enrollment" policy. (Exception: families moving from area in excess of 50 miles will be billed an adjusted flat rate. (Currently \$100.00) plus the per deim rate for days attended and the fees. (MOTION 3/2005)
8. The application fee for new applicants is reviewed and adjusted annually, if necessary. The amount of the fee is to be available by February 1 of each year.

### **POTTY TRAINING**

All children within our Preschool, Readiness and Kindergarten program must be fully potty-trained prior to entering our program. If we find your child is not fully potty trained, we will not allow them to return to school until they are.

### **AVOID ACCIDENTS**

When bringing your child to school, please park your car and walk your child into the classroom. Do not pull your car under the carport. Again, at dismissal time, please park your car and walk to the door to receive your child. Little people are hard to see, and we do not want our children darting to and from cars unattended. Also, do not pull through the carport area when you leave the parking lot.

## ABSENCES/ILLNESS

If your child is experiencing excessive coughing, sneezing, or a runny nose, please keep your child home. The extra rest will be beneficial to your child, and the courtesy to the well children will be appreciated. If your child has a fever, he/she must be **fever-free** (without medication) for 24 hours prior to returning to school. If your child becomes sick, and you anticipate that he/she will be missing several days of school, please call the school office in the morning or send a note with a friend to let the teacher know. If your child will be out of school for any other reason, please advise the teacher ahead of time, if at all possible.

## POLICY ON COMMUNICABLE DISEASE CONTROL

ODCA recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any communicable disease. It also recognizes the need to ensure that any student or staff member with a communicable disease remain eligible for the benefits of his/her educational services, as well as his or her rights and privileges provided by law. In order to balance these rights with the school's obligation to protect the health of all students and staff, policies and procedures have been developed regarding any student who has a communicable disease. ODCA will work cooperatively with local, county and state agencies to enforce and adhere to health codes for prevention, control and containment of communicable diseases in its school. All staff will have instruction in universal precautions and these procedures will be used by all of our staff.

## SCHOOL NURSE

During the school year an Upper Dublin School District Nurse will see your child. ODCA follows the state mandated guidelines on student health requirements. Every child in grades K-8 has his/her vision tested yearly. If your child fails the vision screening or is borderline passing/failing, the nurse will send home a referral notice asking that you see an ophthalmologist for a more complete exam and report the results back to the nurse and your child's teacher.

Students in grades K-3 and those in grade 7 have their hearing tested each year with an audiometer (a machine that makes sounds that the child responds to where earphones are placed on the child's ears, nothing goes into the ears!) Any teacher may, at any time, request that a student have his/her hearing tested if that teacher is noticing a problem.

Height and weight of every student is checked yearly and recorded on their health records. Any worrisome deviations are noted and followed up with a phone call to the parents. A health record is kept up to date on each student and, at certain grade levels, physical and dental exams are required.

## MEDICATION POLICY

The health and safety of your child is an important concern to us; therefore, in accordance with the Pennsylvania School Health Code, we have instituted measures to insure that the dispensing of medications during school hours is safe and efficient. Children are **NOT** permitted to carry any type of prescription or non-prescription medication on their persons while at school. All medication for our preschool children will be kept under the supervision of the classroom teacher. There are two very important forms with which you should become familiar. They are: a **Medication Dispensing Form** (yellow) to be used for physician-prescribed medication; and a **Short Term Non-Prescription Medication Needs Form** (pink). They are to be used as follows:

**MEDICATION DISPENSING FORM (Yellow):** This form is mandatory for any student who needs a physician-prescribed medication/treatment during school hours. This includes any medication that may be needed throughout the school year such as allergy medication, inhalers, Tylenol, antacids, etc. A separate form must be completed for each medication. Please note: this includes all medications that must be kept all year long, even though your child may only need it in an emergency. Example: Benadryl for bee stings.

**SHORT TERM NON-PRESCRIPTION MEDICATION NEEDS FORM (Pink):** This pertains to a medication and/or treatment, required by your child, that does not exceed 5 consecutive school days (e.g. pain reliever for headaches, cramps, new braces etc). We are concerned for the comfort of your child and the safety of all students in the school. Medication should not be a child's responsibility, and a medication that is helpful to one child may be very harmful to another. Although we allow for flexibility in dispensing medication during school hours, please try to give medications at home, before or after school hours. When your child needs a short-term, non-prescription medication, be sure to complete a pink form or provide a note with the same necessary information. This note should include the date, student's name, teacher, grade, medication, reason for need, dosage, frequency, time of last dose given, and a parent's signature.

**Medication should be in the original labeled packaging and sent to the office. Additional forms are available from the office.**

### **LOST AND FOUND**

At the end of each school year, we are always amazed at the amount of unlabeled, good clothing and other items that have accumulated in our school Lost and Found. *Please label your belongings with your name.* This will help us to return anything that has been lost to the proper owner. When you misplace something, please contact your teacher first. If that is unsuccessful, please check with our office staff to see if your missing belonging has been turned in. **All unclaimed items are given away the 30<sup>th</sup> of each month.**

### **CLOTHING**

Children should be dressed in play clothes for school. Clogs or strapless shoes are not recommended. The children are taken outdoors as much as possible all year long. Please dress your child anticipating outdoor play. All clothing such as sweaters, jackets, coats, boots, etc. should be labeled with the child's name. We recommend an extra pair of underwear, shirt, and pants in a Ziploc bag in your child's school bag, in the event of an "accident."

### **BACKPACKS/SCHOOL BAGS**

Each child should have a regular size backpack or school bag that he/she carries to school each day he/she comes. The child's name should be written on the outside of the bag.

### **TOYS**

Please do not send toys to school. We understand that these items are special, and we would not want them to be broken or lost. Opportunity to share special toys will be given on Show and Tell days.

### **FIELD TRIPS**

Our classes take several field trips during the school year. You will always be informed of these trips and given the opportunity to volunteer your assistance. You will need to provide us with your child's car seat on days of field trips

### **BIRTHDAYS**

All children love to be recognized on their birthdays, and we will gladly join in this happy time with each child. If you would like to send in a special snack for your child's birthday, please feel free to do so. Please make arrangements, ahead of time, with your child's teacher. **We ask that you not send in any snacks containing nuts, specifically peanuts. Allergies to nuts are common today, so we will avoid this type of snack throughout the year.** If your child has a summertime birthday, you may choose any day in the school calendar to celebrate.

## **BEFORE SCHOOL CARE**

We have a drop off service in the morning beginning at 8:00 a.m., which is on a pay-per-use basis. This service is for 3-year old and 4 year old students. Readiness through eighth grade students can be dropped off with morning bus arrival on the back parking lot (or in the gym during inclement weather).

## **CHANGE OF TRANSPORTATION**

It is very important that you fill out and send in a pink *Change of Transportation* form to your child's teacher if he/she will be going home in any way that is different from the norm on a particular day. Your child **WILL NOT** be dismissed to anyone other than authorized buses or parents without prior consent from you. If there is a change of plans on a particular day and you have not sent in a pink slip, you **must** call the school office to inform your child's teacher of the change. Note dismissal time is at 11:45 a.m., please be prompt to pick up your child. Our dismissal time ends at 11:55 a.m. and all children should be picked up by that time. **If your child is a bus rider we request that you call your bus company to let them know if your child will not need their services on a given day due to illness, change in plans, etc.** If we find there is a habit of late pick-ups a fee will be charged for each occurrence.

## **DISMISSAL PROCEDURES FOR 11:45 DISMISSAL STUDENTS**

*3 & 4 Year Old Preschool* is to be picked up on the preschool side portico area. The teachers will dismiss the children to you.

*Readiness & Kindergarten* is to be picked up at the Kindergarten door (by the glass enclosure). Please use safety around the buses. Bus riders are also dismissed by the glass enclosure to their respective bus.

If you find that you will be late arriving to pick up your child, please contact the school office. If a habit of late pick-up is noticed a late pick-up fee will be assessed.

## **EXTENDED DAY (12:00-3:10)**

Extended care hours for 3-year old preschool, 4-year old preschool, readiness and kindergarten students are to be chosen by the parents at the time of application. These afternoons will be included in the tuition amount indicated on the Financial Agreement. Parents are permitted to change their extended care contract ***only once per year***, assuming available openings exist. Occasional days may be utilized, at the discretion of the classroom teacher, and are to be paid, on the day utilized, at the per diem rate (currently \$15.00 per session).

## **DISMISSAL PROCEDURES FOR FULL DAY STUDENTS (3:10 p.m.)**

Afternoon announcements begin at 3:05 p.m. Car riders will be dismissed at 3:05 p.m. to the preschool side of the building to wait for their ride to be called. All children riding buses will be dismissed beginning at 3:10 p.m. Students will remain in their classrooms until their buses are called. **All car riders MUST be picked up on the car rider side, unless other prior arrangements have been made in advance with the school office.** For safety, children and parents should not be walking between buses or cars during dismissal time. Parents, please remain in your cars until your child is dismissed to you. Car riders need to be picked up prior to 3:20 p.m. If for some reason you will be later than 3:20 p.m. you must notify the office and your child will be placed in After School Care until you arrive. Parent vehicles should not interfere with bus flow traffic. Readiness and kindergarten students riding buses home are to be on the Academy side of the building for dismissal, seated in the hallway outside the first and third grade classrooms waiting for their bus with a teacher. Two teachers are on duty at the exit doors where the buses arrive (on the Academy side.) One teacher announces the buses, and the second escorts students to each bus. All bus riders are to remain in their seats until their bus is called over the intercom. (A fee will be charged for the time he/she is in After School Care.)

If it is necessary to change your child's usual method of transportation home on a particular day, please fill out a "***Change of Transportation***" ***Pink Slip*** and send it to school with your child on the day of the transportation change. Any student without a pink slip ***will NOT be allowed*** to verbally change his/her transportation. If the slip is forgotten, ***a parent MUST call the school*** the same day, prior to 2:00 p.m. (if possible), with the change.

### **OPEN DOOR PARENTS' ASSOCIATION (O.D.P.A.)**

This is an organization of school parents whose purpose is to

- Promote spiritual encouragement and support in order to help the members of the school family grow and bring greater glory to God
- Promote respect for scriptural standards of personal conduct and morals
- Promote school spirit and morale
- Promote communication and understanding between the families, faculty, and administration
- Conduct family oriented events as well as fundraising events

All parents of students enrolled in Open Door Christian Academy are automatically members of O.D.P.A. Meetings are held bi-monthly to plan and execute activities and projects. Times and locations are communicated through the Doorpost and weekly blue folders.

O.D.P.A. provides many events and activities throughout the year for the enjoyment of the school family and the building of relationships between students, parents, faculty, and staff. In order to organize and execute these events, each family is expected to volunteer six hours of time per year. (Preschool families have lower requirements. Please refer to the volunteer form in the summer packet.)

### **FUNDRAISING**

O.D.P.A. organizes fundraising events to help keep tuition costs low and to provide services for school families. In 2002, O.D.P.A. initiated an annual fundraiser, Race for Education, which has generated between \$40,000 and \$50,000 yearly. Proceeds from the Race for Education are divided between O.D.P.A. for extra school projects and O.D.C.A.'s general budget contributing to lower tuition. Because of the success of Race for Education, other fundraisers, such as pizza sales and Kidstuff coupon books, are executed at the request of school families and are entirely optional.

### **MOMS' PRAYER**

Once a month, school moms join together in the Blue Room for a time of prayer. They meet to pray for our school faculty, student body and their families.

### **DESIGNATED GIFTS**

Open Door Christian Academy operates under a unified budget control process. As such, all income, regardless of designation, goes to the general fund and is distributed according to the needs and purposes of maintaining the Academy's programs; however, the School Board, with approval of the Board of Elders, may approve special projects or programs and raise funds and/or receive designated gifts in support of these activities once approved.

## **SNOW CLOSING POLICY**

ODCA's snow closing number is **1100 Montgomery County**. You can listen for school closing and weather updates on KYW 1060 AM. This is the only radio station that we call regarding our school updates. Please note, if you have the internet you may also check KYW's website at [www.kyw1060.com](http://www.kyw1060.com). There you will be prompted to enter our school code number. You may also call KYW directly for snow closing information at 215-224-1060. Please **do not** call the school office to ask about the school day status. Our phone system cannot handle this call volume.

***It is your responsibility*** to be aware of what your school district is doing on a particular snow day if your children are bus riders. See below for some examples:

**Example 1:** If ODCA is opened or delayed while some other school districts are closed, you will need to listen to determine if your school district is open or closed. If your district is closed, while ODCA is open, then there will be **NO** bus transportation **to and from** school. It will be your responsibility to transport your children **to and from** school.

**Example 2:** If ODCA opened on schedule and your school district was running on a 2 hour delayed schedule, and you want your children to start the school day on time you must transport them to school, since the buses would run on their district's announced snow schedule which would be 2 hours late. You may choose to send your children on the bus that day, but they will receive an "excused tardy" for the day.

**\*\*\*Please note** that the busing districts do **NOT** make special trips for private schools when their district is running on a different schedule. It is your responsibility to know what your busing district's status is. It is a privilege that the public school districts allow the private schools to have busing service.

It is possible that snow may begin while students are in school. This may result in the dismissal of students approximately one to two hours earlier than normal. If there is an early dismissal, all school appointments, athletic events and functions, likewise, will be cancelled for that particular day. Students will be sent home on school buses when their individual school district closes. **You should have a plan for your child in case of an early emergency dismissal. Please make sure that your child's teacher is aware of this plan ahead of time.** Parents who are not at home during the day should be prepared for an early dismissal by making arrangements for their child to go to a particular neighbor's house if the parents cannot be reached.

If you would not be able to pick up your child on time for a snow emergency day or any other day you may request to have them go to After School Care. It is not possible for the children to wait in the office after school dismissal time for their ride to come. This is why we have After School Care so that the children will be supervised while waiting for their rides to come (the fees for this program will apply).

Should you have any questions, please feel free to call the office. We hope these examples will help alleviate any confusion on snow days.

## **2-HOUR LATE ARRIVAL – DUE TO INCLEMENT WEATHER POLICY**

### **Preschool/Readiness/Kindergarten Policy on 2-hour delayed openings**

When ODCA has a **2-hour delayed opening**, children in Preschool, Readiness and Kindergarten that are **contracted for a full-day on that particular day** may come in 2-hours late and stay until school is dismissed.

# **3 YEAR OLD PRESCHOOL**

## **PROGRESS REPORTS AND CONFERENCES**

Conferences are scheduled in early spring. Progress reports will be given and discussed at that time. You or your child's teacher may request a conference at any time during the year.

## **SNACKS**

It is our goal to provide a healthy and nutritious snack for the children. Each family is asked to pay a \$25 snack fee to cover the cost of juice and snacks for the year. We are careful to provide snacks without peanuts due to the high incidence of nut allergies. If a child has a severe food allergy, the snack fee will be waived and the parent will be asked to provide snack for the child. Birthdays are celebrated as close to the actual day as possible and summer birthdays are celebrated at the end of the school year or at a time arranged by the parent and teacher.

## **SCHOOL SUPPLIES**

The basic supplies of glue, scissors, crayons, and markers are provided by the school. We do ask you to provide a regular size backpack for your child. Please put the child's name on it and send it in to school each day. A two-pocket folder with your child's name on should also be brought to school each day. We also ask you to provide antibacterial wipes and tissues for the classroom. The specifics will be explained to you at your initial conference with your child's teacher.

## **SHOW AND TELL**

Thursday and Friday are our Show and Tell days. The children may bring in a special toy from home he or she would like to show to the class. We ask you to use discretion in what you allow your child to bring. Please do not send any sort of weapon or toy that is violent in nature. A basket outside our classroom is reserved for Show and Tell items. Children should not bring toys to school other than for Show and Tell, unless prior permission has been given by the child's teacher.

## **EXTENDED DAY PROGRAM (12:00-3:10)**

These extended services are available on a regular or one-time-only basis. The afternoon program is available from 12:00-3:10. The children have lunch, recess, rest time and then participate in various activities until school ends at 3:10.

# **4 YEAR OLD PRESCHOOL & READINESS**

## **PROGRESS REPORTS AND CONFERENCES**

Progress reports are issued in February for the 4 year olds. Progress reports are issued mid-year and again at the end of the year for Readiness students. Conferences with 4 year old preschool and readiness parents are scheduled mid-year (at which time the first progress report will be issued), however, you or your child's teacher may request a conference at any time. You will be notified before the first progress report if your child's teacher has any concerns.

## **SCHOOL SUPPLIES**

The school will provide supplies such as pencils, crayons, scissors and glue. A bookbag or backpack is needed and should be brought to school each day. Please put your child's name on the backpack. Also, each child should have a **2-pocket folder** that he/she brings to school each day.

## **SNACKS**

Each child should bring his or her own snack and drink from home each day, (Readiness students can purchase milk from the school). If you would like to provide a special snack for the class to celebrate your child's birthday, please let us know. The children love to celebrate birthdays with their classmates. **For group snacks - we ask that you not send in any snacks containing nuts, specifically peanuts. Allergies to nuts are common today, so we will avoid this type of snack throughout the year.**

## **SHOW AND TELL**

We will have Show and Tell each week. This is a time for your child to bring in something special to show the class (no guns, please). You will be notified when we are ready to begin this event. Please encourage your child to bring something that they can transport easily. Show and Tell is the only time the children should bring toys to school.

## **LIBRARY**

We will go to the school library one day each week. The 4-year old students go to the library to have a book read to them by Mrs. Lippy, but do not take a book home. The Readiness children enjoy picking out one book to bring home, and then the following week they return the book to the library. We will let you know when this begins.

## **EXTENDED DAY PROGRAM (12:00-3:10)**

These extended services are available on a regular or one-time-only basis. The afternoon program is available from 12:00-3:10. The children have lunch, recess, rest time and then participate in various activities until school ends at 3:10.

## **AFTER-SCHOOL CARE PROGRAM (3:30-5:30)**

The after school care program is available for **Readiness through 5<sup>th</sup> grade students**. This runs from 3:30-5:30 every afternoon to help our working parents. Please ask the office for more information on this program if you have a need for it. There is a fee charged per usage.

# KINDERGARTEN

## REPORT CARDS AND CONFERENCES

Report cards are issued in January and June. Conferences with all kindergarten parents are scheduled in January, however you or your child's teacher may request a conference at any time. You will be notified before the first report card if your child's teacher has any concerns.

The Kindergarten Grading Scale is as follows:

**O=OUTSTANDING**

**I=IMPROVING**

**G=GOOD**

**N=NEEDS IMPROVEMENT**

**S=SATISFACTORY**

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## SNACKS

It is our goal to provide nutritious and healthy snacks for the children. *Due to the prevalence of allergies to nuts, we will not provide snacks containing nuts.* Each family pays a yearly snack fee. This covers the mid-morning milk and snack for your child for the year. A separate fee is charged if your child is buying milk for lunchtime.

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**OPEN DOOR CHRISTIAN ACADEMY  
PRESCHOOL/READINESS/KINDERGARTEN HANDBOOK  
SIGN-OFF SHEET**

**Sign and return this Handbook sign-off sheet by the last day of the first week of school.**

**HANDBOOK OF POLICIES**

**FAMILY SIGN-OFF SHEET**

I (We), \_\_\_\_\_, the parents/guardians

of \_\_\_\_\_, have read the enclosed  
Preschool/Readiness/Kindergarten Handbook (paying close attention to school policies, Biblical and  
family life values, discipline, and all safety policies) and will endeavor to contract with Open Door  
Christian Academy to fulfill the requirements set forth within this handbook.

I (We), an Open Door Christian Academy School parent, have read the enclosed Preschool/Readiness/  
Kindergarten Handbook. I (We) understand and will, as a family, abide by these standards and  
policies.

**Parent/Guardian Signature(s):** \_\_\_\_\_