

Early Learning Center
Parent Handbook

rev. 6/2017

ODCA EARLY LEARNING CENTER HANDBOOK
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OPEN DOOR CHRISTIAN ACADEMY

**Early Learning Center Handbook
Sign-Off Sheet**

**Please sign and return this handbook sign-off
by the last day of the first week of school.**

I (We), _____,

the parents/guardians of

have read the ELC Handbook and will endeavor to contract with Open Door Christian Academy to fulfill the requirements set forth within this handbook. I (We) understand and will, as a family, abide by these standards and policies.

Parent/Guardian Signature(s):

Date: _____

WELCOME!!

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. (half day)

11:45 a.m.—3:10 p.m. (full day)

School Phone: 215-542-9795

History and Philosophy

Our Early Learning Center began over 30 years ago. Open Door Christian Academy Early Learning Center is a ministry of Church of the Open Door. We exist 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. Our K-8 program is accredited by the Association of Christian Schools International (ACSI) and also by the Middle States Association of Colleges and Schools.

Purpose Statement

"Train up a child in the way he should go, and when he is old he will not depart from it." To train up literally means to "create within a child the desire to learn." It is our desire to create an environment where children can find joy in learning and to provide a foundation of trust, love, acceptance, and security. The child will make discoveries about God and the world as he or she is able to explore and learn to play with other children. Partnering with parents in each child's education, we strive to meet the physical, social, intellectual, emotional, and spiritual needs of the child.

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 substitu-

tionary 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)

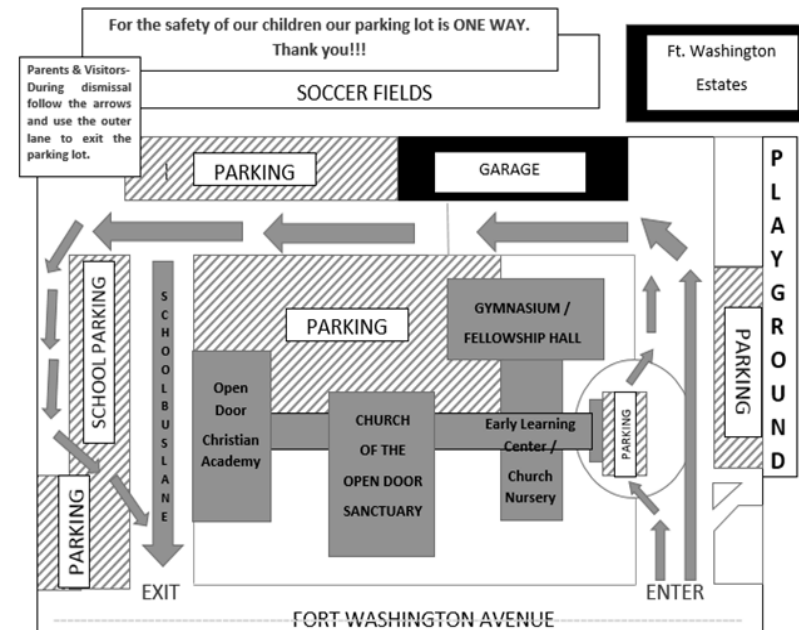
8. We believe that Satan is a person, the author of the fall, and that he shall be eternally punished.

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

- 11:45 dismissal only - school buses/vans must be in Lane 2 (outer lane).
- Parents must stay in their vehicles.
- Vehicles may not switch lanes.
- ODCA provides a laminated name card which is to be placed in the driver's side window of each car. Do not place the name card on the car's dashboard.
- A faculty or staff member walks the child(ren) to his/her car.
- Traffic flow proceeds around the back of the building and exits on the other side.
- Car dismissal concludes at 3:25 when students are released to After-School-Care.



Morning Arrival — Outside (Gr. K-8)

- Students will wait outside in the parking lot in a designated area in front of the soccer field.
- Two teachers will be on duty. The first teacher will be present at 8:00 a.m. and the second will be there by 8:20 a.m. each morning.
- Students may play in the field behind the parking lot at the discretion of the teachers on duty.
- Children will be asked to stay on the blacktop if the grass is wet.
- The area behind the garage and the pine trees on the far side of the field are off-limits.
- Students will refrain from throwing snow or snowballs. They will also stay out of puddles and away from icy patches.
- No skateboards, rollerblades, Heelys (roller-shoes), or scooters are permitted.
- At 8:40 a.m., students will line up to enter the building quietly.

Morning Arrival — In Gym in Inclement Weather (Gr.K-8)

- Students will stay in the gym.
- Basketball and other games may be played until the gym becomes too crowded.
- Students may use the gym bathroom only, one at a time, with permission.
- When the gym becomes crowded, the students are to sit according to classes.

Parking Lot/Traffic Flow

The following rules are in effect to keep our students safe:

- Speed Limit on ODCA Property: All vehicles must follow the 5 mile/hour speed limit.
- The driveway on the school side (grades 1-8) is EXIT ONLY (7:45 a.m. - 4:15 p.m.)
- All traffic must enter via the Early Learning Center driveway.
- Do not park in the fire zone on the school side.
- Never drive around the buses at any time for any reason.

Car Dismissal at 11:45 (ELC) and 3:10 (All School)

Please follow these directions for a safe and efficient dismissal.

- All vehicles enter on the Early Learning Center side of the building.
- Vehicles form two lanes:
 - Lane 1 is under the overhang.
 - Lane 2 is to the right of the overhang.

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.

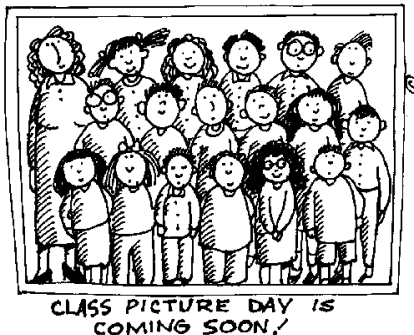
Notice of Nondiscriminatory Policy

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.

IMPORTANT THINGS TO KNOW

- * **School bag** — Every child in the ELC needs to have a regular-sized backpack or school bag that he/she carries to school each day. 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, but we would not want them to be broken or lost. Opportunity to share special toys will be given on Show & Tell days.
- * **Field Trips** — Our ELC classes take field trips during the school year. You will 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 field trip days if your child is traveling with another parent by car. Any parent who attends the field trip must have the necessary clearances in order to attend.
- * **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. Be sure to make arrangements ahead of time with your child's teacher. If your child has a summertime birthday, you may choose any day in the school calendar to celebrate. **We ask that you not send in any snacks containing nuts, specifically peanuts. Allergies to nuts are common so we will avoid this type of snack throughout the year.**

- * **Extended Care** — Before-School Care and After-School Care services are available on a regular or one-time-only basis for students in all grades. Mornings begin at 7:00 a.m. After-school-care is available until 6:00 p.m. Hourly rates will be determined yearly by the School Board.
- * **Potty Training** — All children entering our ELC classes (except for the 2-year-old class) must be fully potty trained.
- * **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 child's name. This will help us to return, to the proper owner, anything that has been lost. If something does become misplaced, please contact your child's 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 disposed of at the end of the school year.
- * **School Pictures** — School pictures are taken every fall. This service, provided to ODCA parents, gives them the option to purchase a set of color prints each school year. Check the school calendar for the date.



TRANSPORTATION

Busing Provided by Public School Districts

Children in grades K-8 can ride their local public school bus to ODCA **IF** the local district provides their own students with busing. The ODCA office staff will send lists of student names to the area public schools, confirming the student's registration status at ODCA. If parents have questions relative to the quality of this service, they are advised to contact their local school district department of transportation.

Early Learning Center Morning Arrival

- Before-School-Care is available for all students beginning at 7:00 am
- Early Learning Center (ELC) students arriving before 8:20 will be charged for Before-School-Care services.
- Parents arriving with ELC students need to park their car in a parking spot and walk with their child(ren) to the ELC entrance. This door remains locked at all times as a safety precaution.
- Parents should ring the designated bell and wait for a staff member to open the door.

8:00-8:40 A.M. Car and Bus Drop-off — Kindergarten Through Eighth Grade

- ALL vehicles must enter the school property via the ELC entrance.
- Traffic needs to be kept in a single file.
- For kindergarten through eighth grade, please drop your child off with the teacher on duty outside after 8:00 a.m.
- Follow the single file line of drop-off with the buses.
- Do not let your child walk between traffic and buses.
- If you arrive after the children have entered the building, do **NOT** leave your car in a fire zone or between school entrance doors unattended.
- If you are coming into the building please park your car in a designated parking spot.
- If you are only letting your child out of the car, please do so in a single file; **do not** attempt to drop off next to other vehicles or buses.

Again - under **NO CIRCUMSTANCES** are cars to enter via the school side driveway. All morning traffic must enter on the Early Learning Center side and exit on the school side.

SECURITY

Video Surveillance Cameras

Our school facility is equipped with a number of video surveillance cameras. These are in use to promote the safety and security of students and staff, the protection of COD/ODCA property, deterrence and the prevention of criminal activities and the enforcement of school rules. Cameras shall not be used to monitor inside restrooms.

A video recording of actions by students may be used by ODCA or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about ODCA/COD property. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to ODCA policy and school rules. ODCA may use video surveillance of students, staff, and others to detect or deter criminal offenses that occur in view of the camera.

Video recordings may be released to third parties or applicants in conformance with the provisions contained in applicable state and federal statutes and laws. ODCA or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline. The Principal will review the usage of cameras during the opening of the school year.

The ownership of these recordings rests with Open Door Christian Academy. Unless there is a formal complaint/issue being investigated, these recordings will be overwritten on a continual basis. Recordings will be viewed only when the Principal or other designated representatives are investigating an incident. Only appropriate personnel involved in investigating a formal complaint or incident will be permitted to view the recordings.

A clear record of the purpose for retaining any specific video record will be written and kept on file in the school office. The record will also detail who is allowed to view the file, and the purpose for which it is to be used. (motion 6/2011)

Visitors

Our building is equipped with a state-of-the-art security system. Our doors lock-down during the school day. 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.

Open Door Christian Academy Early Learning Center Two-Year-Old Program

We have a lot of fun as we play and learn! Here are some of the elements of our daily routine:

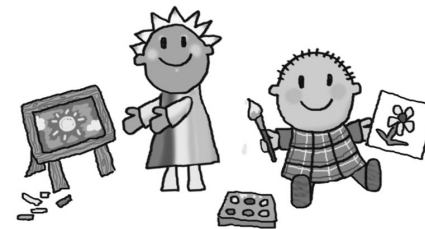
Guided Play Time—We encourage fine and gross motor skills, as well as socialization, by asking probing questions and encouraging learning while children play with toys and each other.

Circle Time—Every day we have the children sit and listen to a story, count the calendar days and focus on a mini lesson (counting, shapes, sharing, being kind). We also take turns choosing a song to sing from our "song board".

Bible Time—Each month we focus on a different story or person from the Bible. The children listen to stories from the Bible while looking at visual aids. We switch off every other day with a story and a verse or song for the month.

Group Activity—Each day before lunch we clean up and have a game, dance to music, or do a craft. Many of these activities are related to the Bible theme, the season or a new concept.

We also have a morning and afternoon snack time. Full day children eat lunch at school and have a nap time in the afternoon. We play outside on the playground on nice days.



Open Door Christian Academy Early Learning Center
Three- and- Four-Year-Old Program

Here is a "Sneak Peak" at our day:

Student-Initiated Activities— We enjoy free play, purposeful learning activities and special teacher/child individual instruction time when we first arrive at school.

Circle Time—We have two circle times each morning. In the first circle time we talk about our weekly theme. We have special songs and questions of the day. During our second circle time we interact with children's literature, discuss the calendar and enjoy getting our classroom 'Weather Bear' properly dressed for the season.

Bible Story—Each week we interact with a story from God's Word. Stories are chosen in keeping with the weekly theme.

Snack Time- Parents pay an "ELC Snack Fee" at the beginning of the school year. Each day students are offered juice and a variety of snacks.

Outside Play—Weather permitting, we love to go outside and play on the playground.

Students staying for our half day program are dismissed at 11:45. Students who stay for a full day will enjoy lunch, rest, and recess in the afternoon. Dismissal for full day students is at 3:10.



choose to send them on the bus that day, that would be fine; 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 your district's busing status.

Early Dismissal Due to Unexpected Circumstances

It is possible that snow may begin to fall 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 will be cancelled for that particular day. Students will be sent home on school buses when their individual school districts close. On occasion, a local school district might close early due to snow while ODCA remains open. If your child is a scheduled bus rider, and if his/her bus arrives early, he/she would be placed on the bus to head home. The school cannot guarantee that you will receive a call to notify you that your child's bus is headed home early. Parents are advised to be aware of what your local school district is doing in times of inclement weather. Should you not wish your child to be a bus rider on an inclement weather day, be sure to send a notice to change their transportation, or contact the school office. You should have a plan for your child in case of an unplanned early dismissal. Please make sure that your child's teacher is aware of this plan ahead of time.

If you are not able to pick up your child on time for a snow day (or any other day), you may request to have them go to After-School-Care. It is not possible for children to wait for their rides in the office after school dismisses. After-School-Care is available for students who are waiting for their rides to come. The fees for this program will apply.

ELC Policy on Two-Hour Delayed Openings

When ODCA has a two-hour delayed opening, children in the ELC who are contracted for a full day on that particular day may come in two-hours late and stay until school is dismissed. If your child is not contracted for a full day, he/she should remain at home. There is no Before-School-Care or morning preschool when there is a two-hour delayed opening. On these days, school begins at 10:45 a.m.

Removal of a School Family due to Individual or Family Indiscretion

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 Principal, 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.

SCHOOL CLOSINGS AND EARLY DISMISSALS

ODCA inclement weather/snow closing number is 1100-Montgomery County. You can listen for school closings and late arrival updates on KYW 1060 AM. You can check their website at www.kyw1060.com. You can sign up with KYW to receive a text message to your cell phone (recommended), or call KYW at 215-925-1060. This is the only radio station we call with school updates. Do not call the school office or school staff to see if the school is closed - listen to KYW or visit their website. Our phone lines must be kept open for emergency phone calls going out. 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 school districts are closed, you will need to listen to see 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.

Example 2: If ODCA opens on schedule but your school district is running with a two-hour delay and you want your children to start the school day on time, you need to transport them to school. Your school district's buses will be running two hours late. If you

Open Door Christian Academy Early Learning Center
Kindergarten Program

A quick glance at our daily line-up looks like this:

First, we line up outside (with the big kids!) and then our teacher leads us into our classroom.

Our morning goes something like this:

- Morning Meeting
- Integrated Language Arts
- Bible
- Snack
- Math
- Centers
- Reading



~ Half day students are dismissed at 11:45 ~

Full day students stay for:

- Lunch
- Recess
- Quiet Time/Rest Time
- Learning Center Time
- Play
- Snack

Through the week we enjoy special classes in:

- Library
- Physical Education
- Spanish and
- Music



We have lots of fun and we learn so many things!

ADMISSION

Policies and Procedures

Age requirements for entering our programs:

- 3 years old on or before October 1st to enter the 3-year old class
- 4 years old on or before October 1st to enter the 4-year old class
- 5 years old on or before October 1st to enter the kindergarten class. Each child entering kindergarten will be tested and must pass the required screening.

Admission to the ODCA Early Learning Center will take place upon the completion of the following:

- application must be made and the established fees (non-refundable) submitted
- screening of kindergarten students
- all necessary paperwork completed and submitted

Very Important Information

All children entering the **2-year-old class, 3-year-old class or 4-year-old class** must submit a copy of the most recent immunizations along with the date of the child's last physical examination.

- **Pennsylvania law mandates that every child K-12 be immunized by the FIRST DAY OF SCHOOL.** All children entering **kindergarten** must be up-to-date with their vaccinations. For more information please visit:

www.montcopa.org/schoolvaccinelaw
or check ODCA's website and click on
School Immunization Regulation

Children attending ODCA's ELC are not automatically accepted into the lower school at ODCA. They must apply and go through the admissions procedure. All students are accepted on a 60-day probationary status.

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. Being a Christian school, its primary concern will be to educate children from Christian families. Beginning with the lower school, at least one parent (or guardian) shall be a born-again Christian and a parent/School Board Committee interview must be conducted prior to acceptance.

Admission to and participation in ODCA is to be considered a privilege by all families. The objectives and philosophy of our Christ-

- Hot Lunch orders **MUST** be turned in by **FRIDAY** at 12:00 p.m. in order to be tallied for the following week.
- Payments must be paid in cash for the exact amount, or by check.
- There are no refunds for missed lunches or sick days. If there is a snow day, a voucher will be issued.
- We accept cash or checks only. Please make checks payable to ODCA. Put your child's name and grade on the memo line.
- Please separate sibling order forms and make sure they get to each individual homeroom teacher. If you choose to write one check for all your children's order forms, you may do so but please indicate on each form with which child the money is being sent.

OPERATIONAL

Open Door Parents' Association (ODPA)

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 ODPA. Meetings are held regularly. Parents will be informed of meetings through e-mail and the Weekly Connections.

ODPA 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 commit to a designated number of service hours during the school year. (Please refer to the Family Service Project in the summer packet.) Fees for not completing service hours will be added to your account as stated on the Family Service Project form.

Scabies: excluded until determined to be non-infective by the child's medical practitioner

Streptococcal Pharyngitis (Strep Throat and Scarlet Fever): excluded until 24 hours after treatment has begun

Fifth Disease: excluded until child is fever-free without medication for 24 hours

Coxsackie Virus (Hand-Foot-and-Mouth): excluded until child is fever-free without medication for 24 hours

School Nurse

The following only applies to kindergarten students in the ELC, not to younger children.

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 kindergarten through third and those in grade seven have their hearing tested each year with an audiometer (a machine that makes sounds that the child responds to when ear-phones are placed on the child's 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 (kindergarten through eighth grade) is checked yearly and recorded in 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.

LUNCH

ODCA offers a daily lunch program. Students may also bring lunches from home. Please send in the appropriate eating utensils for your child's packed lunch (fork/spoon/plate/bowl). Soda is NOT to be sent in with your child for lunch. Each month your child will be given a lunch order form for the Hot Lunch program. If your copy gets lost, a link will also be included on the Weekly Connections and you can print a replacement copy. If you have any questions please e-mail our Hot Lunch Coordinator or the school office.

centered education should be supported and instituted in the home and family as well as here in the school.

Families admitted to ODCA with children in grades one and above shall be in continual fellowship with their local Bible-believing church (member or in regular fellowship). Attending church regularly and serving the Lord through the local church is to be part of the training ODCA requires of its families. ODCA also requires lifestyle habits of our families to follow Biblical guidelines.

Enrollment opportunity will not be restricted by race, national origin, or gender.

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 principal 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 principal 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 60-day 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 Principal will work together with the parents to decide on an appropriate resolution.

COMMUNICATION

Phone Calls and E-mail

If you have any questions, please feel free to call your child's teacher at school (215-542-9795). If your child's teacher is not available, the office will take a message and the teacher will return your call at his/her earliest convenience. You may also send a note with your child in his/her folder or send an e-mail, text or voice message and the teacher will respond as soon as possible.

Folders

Each child will keep a two-pocket folder in his/her bookbag each day throughout the year. Please use this to communicate infor-

mation 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.

Classroom and School News

Your classroom teacher will communicate regularly about things that are happening in the class. You can also look for e-mail communications coming from the school office entitled "Weekly Connections".

DISCIPLINE

ELC Discipline Policy

1. establish rules with the whole class
2. after an incident, remind the child of the rules and explain the consequences
3. separate the child from the group by having him/her sit in a chair away from the other children (inside the classroom)
4. allow the child to sit for one (1) minute per year of age of the child; i.e., a four-year-old child would sit for four minutes
5. repeat steps 3 & 4 as needed
6. if behavior doesn't improve, speak to the parent on the same day, or write a note if necessary
7. if behavior is on-going, establish a behavior chart that goes home in the child's folder each day
8. contact the Principal only when necessary

DRESS CODE

Early Learning Center students 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 your child's name. We recommend an extra pair of underwear, a shirt and pants in a Ziploc bag to be kept in your child's school bag in the event of an accident.

FINANCIAL

Tuition Policies

1. The 'Book and Snack' fee is due immediately upon acceptance and is non-refundable.
2. A discount (percentage to be determined by the ODCA School Board) will be given to any parent whose tuition is paid in full by August 1. This discount only applies to the cost of tuition.

child when he/she returns to school. If your child has been absent for three or more days due to an illness, you must send a doctor's note in with your child when he/she returns to school.

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.

Should your child be diagnosed with a communicable disease the school office is to be notified immediately. Children are excluded from school for the following common diseases:

Chicken Pox: excluded until at least six days after the last outbreak of "pox"

Conjunctivitis: acute ("Pink Eye"): excluded until prescribed treatment for 24 hours

Head Lice: excluded until treated with a pediculicide shampoo, combed for nit removal, checked by the school nurse before being readmitted to school, and must be nit free

Impetigo: excluded until judged non-infective by the child's medical practitioner

Shingles: excluded until judged non-infective by the child's medical practitioner (all lesions must be crusted over)

Measles: excluded until four days from onset of rash

Mumps: excluded nine days from the onset or until swelling subsides

Pertussis (Whooping Cough): excluded four weeks from onset or seven days from start of antibiotic treatment

Ringworm: excluded until treatment begins

Rubella (German Measles): excluded four days from the onset of rash

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 ensure 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 person while at school. All medication must be kept in the school office. 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.

Illness Policy—When to Keep your Child at Home

If your child is experiencing excessive coughing, sneezing, a runny nose, diarrhea or vomiting 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. The office must be informed before 10:00 a.m. on any day and for any reason your child is absent, unless you have given prior notification. Also remember to send a note along with your

3. The tuition schedule is made available to parents by March 1.
4. Checks returned by the bank to ODCA for insufficient funds will result in a charge of \$50.00 per occurrence.
5. Tuition payments are due on or before the date selected. A late fee will be applied for payment received after the due date unless prior arrangements are made through the Business Office.
6. Report cards will not be released or sent to another school until all financial obligations are paid in full.
7. In cases of extended student illness (two months), the ODCA School Board will consider adjusting tuition. No adjustment is made for a leave of absence. (motion 11/2001)
8. Families who are in arrears two or more months will be placed on a School Board informed/notice of non-payment plan. The board will enact a firm payment plan to which the family must then adhere. The student will not be permitted to attend school while the outstanding balance remains. If payments are not received on the due dates specified, the student or students will not be permitted to be in attendance at school. If this firm payment plan is not kept current the student(s) may be asked to leave. (motion 8/2010)
9. Families who receive outside scholarship aid will have an administrative processing fee assessed for each outside organization. (motion 1/2009)

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 ODCA'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.

Fundraising

The ODPa organizes fundraising events to help keep tuition costs low and to provide services for school families.

HEALTH

Emergency Information

It is vitally important for our school to be able to contact you in 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. Should your child have an injury during the school day, we reserve the right to assess the injury and contact 911 if we deem necessary.