

Tri-Village Christian Academy

7509 E Broad Street SW Pataskala OH, 43062

Phone: 740-919-5529

Website: www.tri-villagechristianacademy.org

E-Mail: JMorehouse@tri-villagechristianacademy.org

Family Handbook

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Welcome to Tri-Village Christian Academy. This handbook contains information to acquaint you with the philosophy and practices of the school. We ask that you read the handbook and keep it on hand as a reference for answering many of the questions you might have about school policies and practices.

About

Tri-Village Christian Academy is a non-profit school and a ministry of Tri-Village Christian Church. We promote active learning through exploration, discovery, creativity, and problem solving. Our focus is to give children a strong foundation in faith, as well as prepare them for success in future learning. Our mission is to encourage the natural wonder of the preschool and school-age child through social, intellectual and spiritual growth in a safe, fun, Christian environment.

Philosophy

Our "whole child" educational philosophy includes a focus on essential life skills for the 21st Century Learner. We know that children need to learn content knowledge, but we also know problem-solving with essential life skills is just as important. We discover and support the executive function of the child's brain and its relationship to all of these skills: focus and self regulation, perspective taking, communication, the ability to make connections, critical thinking, taking on challenges, and self-directed learning.

Tri-Village Christian Academy intentionally supports these skills to help children manage their attention, emotions, intellect, and behavior as they reach their developmental goals on the school readiness pathway. Our classrooms are designed to make education fun while providing students with an optimal environment for learning and plenty of opportunities for exploration.

Licensing

Tri-Village Christian Academy is licensed by the Ohio Department of Children and Youth. The license for our center is available on the Parent Information Board located next to the school office. The laws and rules governing TVCA can be found here: https://childrenandyouth.ohio.gov/for-providers/rules-and-resources.

The school's licensing record, including compliance report forms and evaluation forms from the Health, Building Code, and Fire Departments that inspect the center, are available upon request as well.

Day and Hours of Operation

Tri-Village Christian Academy operates Monday-Friday on school days. Classes begin the Tuesday after Labor Day and end the Wednesday before Memorial Day. TVCA primarily follows the SWL school calendar. The school calendar is available to families on the TVCA website: www.tri-villagechristianacademy.org under the forms section.

Morning Session: 9:00-11:30 a.m.

Afternoon Session: 12:30-3:00 p.m.

Full day Session: 9:00 a.m-3:00 p.m.

Extended Care is available only to those enrolled children whose family has registered them for the Extended Care program. Extended Care is available to those students enrolled in TVCA's 2-day, 3-day and 5-day Preschool, Pre-K or Kindergarten programs. Children are only eligible to attend extended care on the days they are registered for school. For example, a child in the two day morning preschool program (Tuesday and Thursday) can attend on Tuesday and Thursday morning only, and may not attend on Monday, Wednesday or Friday's. **Children in the extended care program must be three years of age and completely potty trained.** The maximum amount enrolled in the extended care program will be no more than 24 total children.

Extended Care hours:

Morning Session: 7:00-9:00 a.m.

Afternoon Session: 3:00 -5:30 p.m.

Tri-Village Christian Academy offers the following classes:

Two Day 2's- T/TH 9:00 a.m - 11:30 a.m.: The maximum number enrolled in this class will be no more than ten total children, with no more than five children under the age of 2.5. Children must be two years of age upon enrollment and working on potty training.

Preschool half day- T/TH 9:00 a.m - 11:30 a.m. or MWF 9:00 a.m.-11:30 a.m, MWF 12:30 p.m - 3:00 p.m.: The maximum number enrolled in this class will be no more than 12 total children. Children entering this class must be three years of age and completely potty trained.

Pre-K half day- MWF 9:00 a.m - 11:30 a.m, MWF 12:30 p.m - 3:00 p.m: The maximum number enrolled in this class will be no more than 14 total children. Children entering this class must be four years of age and completely potty trained.

Pre-K full day- MWF, M-F or T/TH 9:00 a.m - 3:00 p.m: The maximum number enrolled in this class will be no more than 14 total children. Children entering this class must be four years of age and completely potty trained.

Kindergarten- M-F 9:00 a.m.- 3:00 p.m.: The maximum number enrolled in this class will be no more than 16 total children. Children entering this class must be five years of age and completely potty trained.

Extended Care Schedule

Morning Extended Care:

*Staff members will check in each child as they arrive. Children registered in the Extended care program may be dropped off anytime during the morning hours of 7:00 a.m - 9:00 a.m.

7:00-7:45 Table Activities & Guided Play
7:45-8:00 Read Aloud
8:00-8:10 Restroom/Hand Washing
8:10-8:30 Morning Snack
8:30-8:50 S.T.E.A.M Activities
8:50-9:00 Classroom Drop Off

Afternoon Extended Care:

3:00-3:15 Arrival- Attendance and handwashing
3:15-3:30 Afternoon Snack
3:30-4:00 Large Muscle
4:00-4:15 Restroom/Hand Wash
4:15-4:30 Read Aloud
4:30-4:50 Developmental Activities and Experiences
4:50-5:20 Table Activities & Guided Free Play
4:50-5:30 Clean up/Parent Pick-Up

Classroom Schedules

TVCA offers a variety of classes. Each classroom has a schedule displayed on the board outside their classroom.

A sample schedule is listed below:

Half Day Program

9:00-9:15 Arrival

9:15-9:30 Morning Meeting- During morning meeting time attendance is taken, children choose their daily jobs, say the Pledge of Allegiance & Christian Pledge, review the calendar and schedule, introduce themes, and pray.

9:30-10:15 Learning Centers & Small Group Activities- Students pick centers they want to work in with a friend or independently.

* **Small Group-** At some point during center time, students will work with the teacher in a group or independently to learn various skills.

10:15-10:30 Whole Group Instruction- During whole group instruction we do read alouds, hear bible stories, and other activities. Students share, join in, make connections to reading comprehension, book knowledge, and/or phonemic awareness. We also do connecting activities (charts, graphs, songs, etc.) to build oral language, social skills, or introduce science/math concepts.

10:30-10:50 Restroom, Hand Wash and Snack

10:50-11:10 Outside/Gross Motor- Various gross motor activities are set up around the playground to practice and develop large muscle skills.

11:10-11:20 Restroom and Handwash

11:20-11:30 Closing Meeting/Departure- Children will reflect on their day, and pack up belongings. Doors will open for dismissal at 11:30 a.m.

Full Day Program

9:00-9:15 Arrival
9:15-9:20 Morning Meeting
9:20-10:00 Centers & Small Group Activities
10:00-10:20 Large Muscle/Gross Motor
10:20-10:30 Restroom & Hand Washing
10:30-10:45 Morning Snack

10:45-10:55 Book Exploration
10:55-11:10 Whole Group Instruction
11:10-11:30 Developmental Activities and Experiences
11:30-11:45 Restroom & Hand Washing
11:45-12:15 Lunch
12:15-12:35 Large Muscle/Gross Motor
12:35-12:45 Restroom & Hand Washing
12:45-1:00 Read Aloud
1:00-1:45 Rest Time/Quiet Activities
1:45-2:00 Afternoon Snack
2:00-2:15 Bible Time Activities & Lesson
2:15-2:45 Centers & Small Group Activities
2:45-3:00 Closing Meeting/Departure

Staff

Teachers are hired based on their education, experience, creativity, warmth and caring for children. It is important to us that our faculty members have a personal relationship with Jesus Christ and are able to model Christ's love within the classroom. In order to assure the highest quality care and education for your child all teachers are encouraged to continue their professional development through college coursework, conferences and in-service training.

For the safety of your child, references, physical health reports and criminal record checks are gathered upon hire for all staff.

Staff-to-Child-Ratios

TVCA strives to keep staff-to-child ratios below state minimum. Lower ratios allow for more individualized attention and proper supervision of the children in our program. TVCA will not exceed the following state required ratios.

Class Size and Teacher/Child Ratio

Two Day 2's (2-year old) Classroom: State 1:7, TVCA 1:4

Preschool Classroom (3/4- year old) Classroom: State 1:12, TVCA 1:9

Pre-K (4/5-year old) Classrooms: State 1:14, TVCA 1:9

Kindergarten (5/6 year old) Classroom: State 1:18, TVCA 1:10

Extended Care Program (3/4/5-year old): State 1:12, TVCA 1:9

TVCA will also not exceed the following state required maximum group sizes:

2 Year Olds- 14

3 Year Olds- 24

4-5 Year Olds- 28

5/6 Year Olds- 36

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include nap time, lunch time, outdoor play, or special activities.

Meals and Snacks

Tri-Village Christian Academy believes that serving healthy foods to children is not only important to providing good nutrition, but also lays a foundation for lifelong healthy eating habits. TVCA does not serve any food products containing peanuts or tree nuts nor do we permit any families to knowingly bring such products into the school.

Parents are asked to provide a nutritional snack for their child each day they attend preschool. This snack must fit into a sandwich size Ziploc bag. Here are some examples of snack items that could be used this year:

- Granola in a baggie
- Applesauce pouch
- Pretzels in a baggie
- Chex Mix in a baggie
- Rice Cakes
- Cereal Bar
- Raisins in a small box or in a baggie
- Crackers (Teddy Grahams, Graham, Saltine, Ritz, Cheez-its, etc.)

Parents of all-day students are asked to provide a nutritional lunch for their child each day they attend preschool. The child's lunch must include foods from all four food groups and meet one-third of the child's recommended daily dietary allowance. If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this.

If a child is sent to school without a lunch, the Center will contact the parents in a timely manner and a lunch must be provided prior to meal time.

All teachers and staff members will wear gloves when handling food to be consumed by our children.

No child who attends TVCA will go longer than 4 hours without food.

Toilet Training

With the exception of the two year old classes, all children enrolled at TVCA must be toilet trained and able to independently use the restroom with minimal assistance by the first day of attendance. Pull-ups and or diapers may NOT be worn during school hours. Toileting mishaps will happen, and we will work with your child to make sure they are not a negative experience. All students must have a seasonably appropriate change of clothes, including underwear and socks, available at the school. If three toileting mishaps occur in a one-week period, the parent will be contacted by the Director and a two-week hiatus from school will be required. If after the two-week hiatus the parent and Director feel the child is ready, they may return to school.

Napping

Children who attend TVCA's all-day program are not required to nap but will be provided 45 minutes to an hour of rest/down time after lunch. Nap mats will be provided for each child. In

order to facilitate the children's rest, quiet music will be played and teachers will be available to sit with and talk quietly to the children. During this time children may either rest or participate in quiet time activities such as reading books, puzzles or other non-disruptive activities.

Outdoor Policy

Outdoor activity is an essential part of a child's day as it builds immunity, fosters imagination, promotes problem solving and is a wonderful source of exercise. All TVCA students will enjoy outdoor activities provided the outside temperature is above 25 degrees or under 90 degrees and the activity area is clear of any rain, lightning, ice or other weather conditions which would make it unsafe for the children. On days when weather conditions do not allow for outdoor play, there will be time for indoor gross motor activities. Families are encouraged to dress their children appropriately for outdoor play, including appropriate cold and warm weather wear. TVCA will not keep a child inside during outdoor activity periods without written instruction from the child's physician.

Clothing

Play clothes are encouraged at TVCA as our students participate in a variety of activities which involve paint, sand, water, dirt, and many other explorative materials. Active outdoor and indoor play is also a part of the TVCA program. Please label all outer wear with your child's name and ensure that all clothing is comfortable and easy for a child to put on and remove with minimal assistance. Distracting types of clothing, hairstyles and jewelry that disrupt day-to-day activities may not be worn at school. For your child's safety, TVCA asks that tennis shoes or rubber soled shoes be worn as children have a difficult time running in clogs, sandals, and dress shoes. Because of safety concerns children are not permitted to wear flip flops.

Backpacks

Preschool, Pre-K and Kindergarten students are encouraged to bring a backpack appropriate for their age and the space available at the school. Families should encourage their children to bring their backpacks to school each day and plan to check them each day with their student for important information and exciting school accomplishments.

Birthdays

TVCA will recognize each child's birthday. A family may also provide a small treat to celebrate a birthday. Acceptable birthday treats include mini cupcakes, small cookies, or a small pre-packaged frozen treat. Large cakes, cupcakes are too much for small children and any items containing peanuts/tree nuts or manufactured in facilities where peanuts/tree nuts are present are not permitted and will be returned to the family. Please consider sending in birthday treat bags which do not contain food items.

Birthday party invitations may only be distributed at TVCA when ALL children in the class are invited to a party.

Family Involvement

TVCA invites family members to participate in our school programs and activities.These opportunities for involvement may be highlighted in newsletters or emails and or posted outside

the classrooms on the parent information board. Opportunities may also be advertised electronically using Sign-up genius, Brightwheel, or email.

Family Roster

A roster can be produced to include the names, mailing addresses, telephone numbers and email addresses of each child's parent, custodian, or guardian. Permission to include and share this information with others is obtained by TVCA at the time of enrollment and those requesting not to be included are excluded accordingly. Roster information is never shared with those not associated with the school or Tri-Village Christian Church.

Communication

All teachers and staff at TVCA have access to Brightwheel. Messaging through Brightwheel is the best way to communicate with a TVCA teacher or staff member. If you do not receive a response to your message within 24 hours, please feel free to follow up with the Director. We welcome your phone calls during school hours. Calls outside of school hours will be forwarded to a voicemail and will be returned on the next school day. If an emergency should arise and you are unable to reach the school, please call the church office at 740-927-8731 and they will contact the school.

Website

TVCA has an informative website which we encourage our families to visit. Most correspondence initiated from the school office takes place through our website, social media and parent/family communication app, Brightwheel. The school office will collect at least one email address per family each year. It is a family's responsibility to keep the school office advised of any changes in their email. Each TVCA classroom will have their own communication page through Brightwheel where teachers will send information relating specifically to that class.

Newsletters/Weekly Emails

A newsletter will be emailed to families each month during the school year by the Director. This newsletter will highlight important school wide events. Additionally, TVCA teachers will provide classroom summaries highlighting classroom activities and special events. These summaries may be communicated through the classroom parent/family app- Brightwheel. Families are encouraged to stay up to date on all school and classroom events.

Assessments, Progress Reports, and Conferences

Informal assessments and observations of TVCA children are conducted daily in our classrooms. Our preschool and pre-kindergarten students are formally assessed, and progress reports are sent home to families in the spring of each school year. Teacher conferences are offered to all preschool and pre-kindergarten families during the same month.

Our kindergarten students are also formally assessed, with progress reports sent home to families at the end of each quarter. Kindergarten conferences are held in both the fall and spring of each school year.

TVCA does not report child-level data to DCY pursuant to Chapter 5101:2-17 of the Administrative Code.

If you have questions, concerns, or other matters that would benefit from an extended conversation, a conference may be scheduled at any time throughout the school year. Scheduling a conference is preferable to discussing concerns during drop-off or pick-up, when teachers may not be able to give you their full attention. Teachers are also happy to arrange a phone conference if that is more convenient for your family.

Payment Policies

TVCA fees are reviewed annually and approved by the school's Board of Directors prior to communication to our families. Current fees are shown below.

Five Full Days (4's & 5's): $460/month

Three Full Days (4's & 5's): $355/month

Two Full Days (4's & 5's): $300/month

Three Half Days (4's & 5's): $200/month

Two Half Days (2's, 3's & 4's): $180/month

Kindergarten (5's & 6's): $560/month

Morning Extended Care: $6/hour

Afternoon Extended Care: $6/hour

Registration Fee

A $75 non-refundable registration fee is due for all classes upon enrollment

Education Enhancement Fee

Educational Enhancement fees cover costs that are incurred throughout the school year. Fees received go toward a school t-shirt, special events/activities, classroom supplies, and curriculum materials.

Half day one-time fee of $90.

Full day one-time fee of $120.

The one-time Educational Enhancement fee is due by August 1st. All Educational Enhancement fees will be invoiced through Brightwheel. A $10 late fee will be added for fees not paid by August 5th.

Tri-Village Christian Church members and families paying annually receive a 5% discount. Families with multiple children receive a 10% sibling discount off the lowest tuition rate. Discounts apply to tuition rates only.

Fee Payments:

Tuition and Extended Care payments can be made electronically via Brightwheel, our preferred payment method. Once your child is enrolled at TVCA, you will receive a parent access code to register online.

Brightwheel provides a convenient, safe, and efficient system for managing child care payments. Please note that to help keep our tuition rates affordable, families are strongly encouraged to pay via ACH (Direct Bank Transfer). Payments made by credit card will incur a 2.95% per transaction processing fee.

TVCA offers two tuition payment options: annually or monthly over nine months (September–May). Invoices are sent out and payments are collected on the first of each month. If the first falls on a weekend or holiday, the payment will be processed on the last weekday prior.

Late Payment Fee:

A $10.00 late fee will be assessed for payments made 5 days beyond their due date.

Insufficient Fund Fee:

A fee of $25 will be charged for any returns for insufficient funds.

Delinquent Payments:

Delinquent payments without satisfactory arrangements being made with the Director will be a basis for dismissal from the school.

Support for Breastfeeding Mothers

For privacy, comfort and convenience, nursing mothers may breastfeed their child or express breastmilk in our Nursery or Mothers Room. Our Nursery is located in room 113 and our Mothers Room is located across from the main church sanctuary. A comfortable chair, sink, and changing station are available for use.

Enrollment Information

Families interested in enrollment at TVCA are encouraged to contact the school office to schedule a tour. Students are accepted any time throughout the school year based on classroom availability. A child is considered to be enrolled in the program after ALL required paperwork is received along with a $75 non-refundable registration fee. This includes basic enrollment and health information as required by the State of Ohio. In order to secure your child's enrollment for the school year, we will need the following:

TVCA Online registration form with a $75 non-refundable registration fee

TVCA Tuition Agreement Form

Child Enrollment & Health Information- DCY01234

Immunization Records or Exemption Form- Must include child's name, DOB, and date of immunization

Additional Forms for special medical conditions, allergies & medication may also be needed*

Enrollment applications and forms are available online through the school's website: www.tri-villagechristianacademy.org

Attendance Policies

Arrival/Departure

Entrance 3 doors will be opened on school days at 8:45 a.m., 11:15 a.m., 12:15 a.m., and 2:45 p.m. to allow parents to accompany children inside our building for the purpose of drop off and pick-up. Those who require entry to the building at other times may use the intercom system located by the entrance 3 doors.

All TVCA students and children must be accompanied by an adult age 18 or older when inside our school building and in the areas surrounding our building. Children may not be dropped off at the entrance of the building or sent in alone. An adult must remain with a TVCA student until they are greeted and acknowledged by a TVCA teacher or staff member. It is important for students to arrive for class in a timely manner to ensure they receive the benefits of the entire class period and to promote respect for other students and our teachers. Escorting a child inside TVCA provides an opportunity to meet other families, view classroom masterpieces and promotes respect for the school and a love of education.

TVCA will only release a child to an adult age 18 or older who is named on our Student Information Sheet under the Authorized Pick-up List section which is completed at the time of enrollment. Families may revise this list by advising school office personnel in person or by email. A phone call is not an acceptable means by which to update a child's authorized pick-up list unless followed by an email. A newly added individual or any individual picking up for the first time or not recognized by TVCA teachers and staff, must be prepared to present identification to the school office personnel or a classroom teacher.

Absent Days

Daily attendance will be taken with the time noted when a child arrives and departs TVCA. If your child will not be attending school on a given day, please call the school office at 740-919-5529 or message the teacher through Brightwheel to report their absence.

Custody Agreements

In legal separation or divorced family situations, a copy of temporary/permanent custody papers must be in the child's file while attending TVCA. If there are changes to these custody papers during the school year, those changes must also be added to your child's file as soon as they have been signed by the courts. The school can only protect a custodial parent's rights and or deny a biological parent access to their child while at school if the proper custody documents are provided. At all times, the safety and well- being of the child are considered first and foremost.

Safety and Security

Many precautions are taken to keep children safe while they attend Tri-Village Christian Academy. All doors to the building remain locked on school days during school hours.

Security Cameras

Security cameras are located in every classroom, as well as the grounds (outside the school) for internal TVCA use. These cameras have been set up to ensure the safety and security of all the children in our care. Camera footage is never released, and there are no cameras or recording devices in private areas, such as restrooms. Camera footage may be used internally for incident review, coaching, and safety precautions.

Supervision and Child Guidance

A TVCA teacher or staff member in charge of a child or a group of children shall be responsible for their safety. No child in a toddler, preschool or pre-k class shall ever be left alone or unsupervised.

Staff will limit children's exposure to inappropriate language, media or behavior. This includes inappropriate actions by the following, but not limited to, non-staff adults, parents and other children.Use of alcohol or illegal substances, tobacco/ tobacco free cigarettes or devices (i.e. e-cigs, vaporizers, chewing tobacco) is prohibited on school property.

Child Guidance and Discipline

Guidance and discipline are considered to be an integral part of the curriculum and children's early school experiences. Guidance and discipline refers to all the activities and interactions that serve to enhance each child's development of self-control and positive social interactions. Guidance and discipline support children working with others, negotiating materials and resolving conflicts, which are critical skills for later school success. Conflict situations are embraced by teachers as learning situations, and active learning allows children to have an important role in solving these problems. Problem solving and limit-setting encourage children to develop an internal sense of control, promotes autonomy and self-discipline and gives children more responsibility over age-appropriate actions.

General Guidelines

1. Modeling. We expect that children will grow in self-control and respect for others by watching adults behave in positive, supportive cooperation and meaningful interactions. Children will imitate the social behavior of adults they admire.

2. Identification. We know that children want to become like people who express warmth and support. Children also want to become like people who are important to them. Through identification, children take on the values and attitudes of those whom they admire. In the school, guidance occurs partly through each child's identification with the ideals and actions of the teachers.

3. Explanation. Children may not always understand the effect of their behaviors on others. They may not anticipate that something which makes them happy may make another child sad, or that an action that makes them feel strong causes pain to another child. Adults contribute to guidance by explaining the consequences of a child's behavior and by pointing out the impact of that behavior on others.

4. Problem Solving. We know that children want to be independent and have their decisions respected. We encourage children to test their ideas and provide a setting where their creativity can be used to help fit the needs of each other and the group.

5. Redirection. When children are engaged in behaviors that are harmful to themselves, to others in the classroom, or the environment, these behaviors must be limited However, the feelings or motives behind the behaviors are real. They are important to the child and a part of the child's ability to achieve self-understanding. Our approach is to try to understand the feelings and to find some way to talk about or express the feelings that would not be harmful. Expression may take place through talking, physical activity, or by having a quiet time for thinking things through.

6. Natural or logical consequences. We know that young children need to anticipate what will happen next and understand how their actions affect other people in concrete ways. We explain the logical consequences (factors which are likely to occur under natural circumstances) that will occur and describe predictable limits, offering the child acceptable choices of actions.

7. Planned Ignoring. Most children younger than five will experience a tantrum at some point in their childhood. Tantrums are very common in early childhood classrooms and teachers have experience with them in a variety of situations. Tantrums may include screaming, crying, throwing him/herself on the floor, etc. It is important that adults remain calm and not provide attention to a tantruming child and reinforce that tantrums are not an effective way to communicate with others. Teachers will use planned ignoring if a child is having a tantrum: the child is kept within teachers' eyesight and in a safe space, but the classroom activities continue and the child may rejoin activities when they have calmed down.

8) Blocking. Some children may become so caught up in a tantrum that they begin to harm themselves, teachers, peers and/or the school environment. If a child is harming a person or the environment (ie: throwing objects, kicking over furniture) a teacher may employ the technique of blocking: physically preventing or "blocking" the child from engaging in the challenging behavior. At the same time, teachers will try to provide the child with as little attention as possible while blocking the inappropriate behavior. We only want to provide attention when the child is doing something positive! As soon as the child stops the negative behavior, the teacher will redirect the child to a positive activity and provide positive attention.

9) Physical punishment. Physical punishment is never used at school. A central tool for development within the school setting is the bond of trust that develops between the child, their classmates, and the teachers. This bond enables the child to take risks and explore new experiences and ideas and contributes to the child's ability to act in a caring way toward other children in the class. Physical punishment can be destructive to the bond of trust between the child and adult. Physical punishment is never used as a form of discipline.

Families and teachers of children who exhibit consistent behavioral challenges may decide together that a child would benefit from additional referrals through their local school district, county agency or private therapist.

All requirements specified in Rule 5101:2-12-19 OAC "Child Guidance and Management for Licensed Child Care Centers" apply to all persons at the school.

Dismissal Policy

TVCA strives to create a safe, loving Christian environment in which all children are honored. If, in the professional judgment of the TVCA staff, we cannot provide substantial educational

benefit to a child, a conference will be held with the family, TVCA teacher and Director. If after the conference, the Director and teacher(s) still have this judgment, the child may be removed from the school.

TVCA will document and not tolerate the following actions by a child which are immediate cause for a conference.

1. Impeding upon the growth of the other children.
2. Continually disrupting the class.
3. Inflicting extreme verbal and/ or physical harm to themselves or others.
4. Exhibiting a consistent lack of respect for teachers and or staff members and or striking, hitting, or biting a teacher or staff member.
5. Use of abusive language.

Student Photos and Video Privacy

To protect the privacy of all children enrolled at TVCA, families and visitors are asked not to share, post, or publish photos or videos from school events, classrooms, or other school activities on personal social media or other public platforms when they include students other than their own child. Some TVCA families have chosen not to grant permission for their child's image to be shared publicly. We ask that all families and visitors respect these preferences and help us protect the privacy of every child by refraining from posting or sharing images or videos that include other students.

Illness Policies

If a child shows any sign of illness they should be kept at home until they are symptom free for a minimum of 24 hours. If a child has a fever, they should stay home until the fever has been managed without the use of fever reducing medications. If a child becomes ill while they are at school, they will be isolated from the other children and made comfortable in the school office or another area of the school. Family members and or emergency contacts provided to TVCA on DCY form 01234 will be contacted and it is expected the child will be picked up within 30 minutes of our call. The child will be sent home with an illness report and may return to school when they are feeling better and no longer exhibit any signs of illness for a 24-hour period. Again, in the case of a fever, it must be managed without the use of any fever reducing medications.

A child is sick when demonstrating any of the following symptoms:

- Temperature of 100 degrees or higher.
- Diarrhea; three or more abnormally, unexpectedly, or unexplained loose stools within a 24-hour period.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.

- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and or gray or white stools.

  Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptoms of illness.

TVCA will follow the Ohio Department of Children and Youth Communicable Disease Chart for management of a suspected communicable disease. The chart is outside the school office for reference by family members. Communicable diseases must be reported to the school. Families will be advised of any communicable disease reported in their child's classroom by a notice posted on the classroom board and by email. Children may attend school after exposure to a communicable disease but should be observed closely during the incubation period.

When caring for a sick child TVCA will:

- Isolate the sick child away from other children, but within the sight and or hearing of a teacher or staff member always.
- Provide the sick child with a cot and make them as comfortable as possible.
- Notify the child's family and or emergency contact if the condition worsens.
- Launder and or sanitize all items used by the sick child.

Emergencies, Serious Illness, and Injury Procedures

TVCA has a written plan to cover medical, dental, and general emergencies which is clearly posted in all classrooms and the school office and reviewed regularly with all school teachers and staff. Families are notified as soon as possible of any emergencies or serious illness or injury using the contact information provided on the DCY form 1234 which is completed by the family at the time of registration. Families are expected to come to the school, hospital or other designated location immediately once contacted by the school of an emergency, serious illness, or injury. First aid supplies and person/persons trained in first aid and CPR courses approved by the state are always available at the school during hours of operation. When an emergency or serious illness or injury occurs TVCA shall report this incident on the DCY form 1299 "Incident/Injury Report". The report shall be given to the family on the day of the incident. Copies of the report shall be retained on file at the school for at least one year and shall be available for review.

All families of children who attend TVCA must grant consent for the transportation of their child by emergency vehicle to a source of emergency treatment in the event of an emergency or serious illness or injury. This consent is given on DCY form 01234 at the time of enrollment.

Please note minor incidents or illnesses which occur at school and do not require emergency procedures will be communicated to families through Brightwheel, using verbal communication and or DCY form 1299 "Incident/Injury Report".

Emergency Plan

Fire, emergency, and weather alert plans are clearly posted in all classrooms and those places throughout the building that TVCA students may inhabit.

Weather emergency drills are conducted once a month during the months of March, April, May, and September. Monthly fire drills are conducted during the school year from September through May. Lock down and emergency evacuation drills are performed on a quarterly basis. All drills are required by DCY.

To prepare for the unlikely need to evacuate the building due to fire, weather conditions, or the loss of power, heat, or water, our emergency evacuation location is Better Together Playnasium 5089 York Rd SW, Pataskala, OH 43062. In the event of an emergency requiring building evacuation, children and teachers will walk to the designated location. Families will be contacted as soon as possible. Arrangements can then be made to come pick up your child. If a parent cannot be reached, the emergency contacts listed on your child's emergency form will be called. A sign will be posted on the center doors indicating that we have been evacuated and where we are located.

Administration of Emergency Medication

TVCA will only administer emergency medications to a child with an existing medical condition confirmed by a physician. No child who attends TVCA may carry medications of any kind (prescription or non-prescription) on their personal body or keep them with their personal belongings. Families of children with existing medical conditions are required to complete DCY forms 01236 (Health Care Plan Documentation and Request for Administration of Medication if needed) prior to the first day of school. Medications (non-expired) in their original packaging must also be provided to the school prior to the first day. A training session by a family member is also required and must be set up prior to the first day of school.

Emergency Medical Equipment & Response

The safety and well-being of our students and staff is a top priority at TVCA. In the event of a medical emergency, staff members are trained to respond appropriately and to seek emergency medical assistance when necessary.

Emergency equipment available at TVCA includes:

- Automated External Defibrillator (AED): An AED is available on campus for use in the event of a suspected cardiac emergency. The AED is intended to provide immediate assistance while emergency medical services are contacted.
- First-Aid Supplies: First-aid supplies are maintained on and are available to address minor injuries and common medical needs.

Emergency Medical Services:

For serious or life-threatening medical emergencies, 911 will be called immediately, and staff will follow appropriate emergency procedures while awaiting the arrival of emergency medical personnel. Parents/guardians will be contacted as soon as reasonably possible.

Naloxone (Narcan):

TVCA does not maintain or have naloxone (Narcan) available on campus. If an opioid-related emergency is suspected, staff will immediately contact 911 and follow emergency medical response procedures.

Parents/guardians are encouraged to keep the school informed of any relevant medical conditions, allergies, medications, or emergency health information that may affect their child's care while at TVCA.

American with Disabilities Act Compliance Policies

The ADA requires that childcare providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services.

Centers cannot exclude children with disabilities from their programs unless their presence poses a *direct threat* to the health or safety of others or requires a *fundamental alteration* of the program.

- Centers have to make reasonable modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration.
- Centers must provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.
- Centers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the readily achievable standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*
- We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

Water Activities and/or Swimming

Children will be periodically provided with water play opportunities at the school. These may include sprinklers and small wading pools (less than 18 inches deep). Ratios will be maintained at all times and children will receive particularly careful supervision during wading pool activities; teachers are positioned so that they may see the bottom of each wading pool at all times. Parents/guardians will be asked to sign written permission slips prior to children engaging in water play with standing water.

Field Trips

TVCA will have at least one planned age appropriate field trip off the premises. Each child's parent or guardian must provide transportation to and from the event and remain with their child for the entire duration of the trip . Our center does have safety procedures that will be carried out by the staff.

A person trained in CPR, First Aid, and Communicable Disease is available on each trip.

- A first aid box will be available on the trip.
- Each child on a field trip will have an identification sticker containing the center's name and address, and a telephone number to contact in the event that the child becomes lost.
- Emergency Transportation Authorization Forms and health records are taken on all outings.
- A completed written permission form is needed from a parent for each child that is transported to and from the center for field trips.

- Parents who are transporting children on field trips have to meet and maintain child restraint requirements.

Closure Policy

TVCA tuition fees are based on an annual budget and charged monthly September through May. If the school or a specific classroom are closed due to bad weather, no heat, no water, or other reasons that present an unsafe environment for the students, teachers and staff, payment of tuition fees will continue. Planned school vacation days or family initiated absences or vacations still require payment of tuition fees to continue. Exceptions to this policy will be made at the school's discretion.

Weather Related School Closings

TVCA will follow the SouthWest Licking Schools when making the decision to close due to inclement weather. TVCA will contact the major TV stations with closing information, a message will be posted on our social media, and a message to parents will be sent through Brightwheel.

If the school is on a 2-hour delay, morning classes will NOT meet. Our full time classes will begin at 11:00 a.m. and morning extended care will begin at 9:00 a.m. Afternoon classes will begin at the regular scheduled time.

If school closes early during the day, the TV stations will be notified and families and or emergency contacts will be called by the teachers or the office personnel to advise them of the early dismissal. In such an instance, families will be expected to plan for the pick-up of their child shortly after the call is received. Information pertaining to early closures will also be posted on the school's social media website and families will be sent a message through Brightwheel.

The major TV stations have websites to register a phone number to receive text notification of school delays and closings.

The websites are as follows: http\://www.nbc4i.com/closings

Withdrawing a Student

If a family elects to withdraw a child from the school, they must communicate this withdrawal to the Director by letter, email, phone, or face-to-face. A 30-day advance notice of the withdrawal must be given in writing to the Director to qualify for any type of tuition or fee reimbursement. In the event of a withdrawal for any reason, the school is not obligated to hold the child's spot in a class or program or re-enroll them.The registration fee is non-refundable.

Conflict Resolution

TVCA is committed to promoting effective communication with our families in the expedient resolution of any problems or conflicts which may arise from time to time. As Christians, we expect all parties to handle communications in a way that is both loving and constructive.

If at any time families have a concern about a TVCA policy, they may contact the Director. In the event the concern is about a classroom issue, communication should begin with the teacher. If the initial contact with the teacher does not accomplish the desired goal, please contact the Director who will set up a meeting with the teacher, family member and Director. If this meeting does not produce the desired result, the concern can be taken to the school's board for final

resolution. TVCA is advised by a board of directors. The board meets at least 4 times during the school year.

Likewise, if at any time the school feels it is necessary to hold a conference, families will be notified. At all times, the welfare of the children attending TVCA is considered foremost.

Information Required by Ohio Administrative Code

Center Parent Information:

Appendix C to rule 5101:2-12-07

The center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

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

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

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

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

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

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

Write or call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

Write or call:

DCY

Bureau of Civil Rights

30 E. Broad St. 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(312) 886-1807 (fax)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

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