

# **Zion Christian Academy**

10310 Dixie Highway  
Florence, Kentucky 41042  
Office: (859) 371-9008  
zionlions@zcaky.com



## **PRESCHOOL AND DAYCARE FAMILY HANDBOOK**

2024 - 2025

Rev 12/23



**Zion Christian Academy was founded in 1995 as a ministry of GPC to provide a safe, caring, family-oriented center where your child will be celebrated as a unique gift from God. Our curriculum creates conditions for learning to enhance your child's capacity for thinking, discovery, creativity, and problem-solving.**

### **Vision Statement**

**“Preparing the next generation to become world changers.”**

### **Mission Statement**

**Zion Christian Academy's mission is to provide a biblically integrated education that will prepare students to excel academically, spiritually, socially, emotionally, and physically so our students will honor God and change the world around them.**

# 1. PHILOSOPHY & GUIDANCE

We believe that all children are a gift from God, created in the image of God for his glory and that the years of early childhood provide a unique opportunity to encourage, inspire and establish strong educational practices and lay the foundation for a life of faith in Christ according to Biblical principles.

Christian early education discipline aims to disciple (teach) by guiding, not by punishing. Early educators disciple (teach) children with nurturing love while utilizing preventative approaches, engaging environments, and clear expectations to help children be successful.

- Children are much happier when boundaries are established, for it is within boundaries that children learn to respect and obey.
- It is the teacher's responsibility to maintain control over the learning environment. A happy atmosphere is conducive to learning. ZCA faculty will always be fair and kind while teaching your child the importance of obedience.
- Positive reinforcement is the key to our philosophy of discipline and our first line of response to disobedience.
- Positive discipline aims to teach children to develop safe, socially responsible behavior that promotes self-respect and respect for the feelings and property of others.
- A child may be removed from the source of contention for a cooling down period if needed.
- If our guidance strategies are not successful, the parent will be contacted. It is very important that the parents and teachers work together to establish and maintain good behavior.

# 2. FINANCIAL ARRANGEMENTS

## TUITION

Tuition fees are payable online through the FACTS Family Portal and Financial Management System. Payment schedules are selected by the parent/guardian when you sign up online. Please visit the homepage of our website for a link to the FACTS Family Portal and Financial Management System. You will need the following District Code: ZCA-KY.

### **NON-PAYMENT:**

-All tuition must be paid according to the agreed payment plan set up at the time of enrollment. There is an initial \$25 charge for past-due tuition. A second charge of \$25 will be assessed if not paid within 20 days.

-Repeated and consecutive nonpayment of tuition will be grounds for dismissal.

-If circumstances force you to delay a payment, please send an email to [bev.turner@zcaky.com](mailto:bev.turner@zcaky.com) one week before the due date so arrangements can be made.

-Repeated and consecutive late or non-payment of tuition is grounds for dismissal from the preschool program.

### **REGISTRATION FEES**

A registration fee is payable for each child enrolled for each school year. (Max fee of \$400)

### **BOOK FEES**

Book fees are assessed for each student.

### **WITHDRAWAL FROM PROGRAM**

**Full Day/ Half Day** A two-week notice is required to stop future payments. **Preschool Only Program** must give a two-week notice to prorate the last month's payments.

Any child withdrawn after May 1st will still be required to complete payments through the close of the school year.

## **3. ADMISSION INFO & ASSESSMENT**

- We serve children at least **three years of age** and are **fully potty trained**.
- We assess all students using the Brigance Early Childhood Screen III.
- **ZCA does not offer support services** for children with challenging social, emotional, or behavioral issues leading to conduct that will interfere with learning in a regular classroom environment.
- We do not offer special services to accommodate severe speech or developmental delays.
- All children enrolled will undergo a two-week trial period to ensure that ZCA is the best fit for your child.
- We are required to provide Full-day children a **quiet/nap** time every day. We will not have a separate area for those who do not nap. Although not every child will take a nap, they are expected to stay on their mat in the space provided for them.

## 4. HOLIDAYS & DAYS OFF

### MAKEUP DAYS FOR ABSENCES

We are licensed to handle a certain number of children per day distributed among the various classrooms in specific numbers. Therefore, we cannot automatically grant opportunities to make up for all days lost because of absences. If a child has absences due to a prolonged illness, we will make every attempt to allow extra time at school.

### PRESCHOOL AND DAYCARE HOLIDAY SCHEDULE

The school calendar for the year is available via the website and is provided at the beginning of every year. The admission agreement explains that these holidays are accounted for in the tuition.

### FUN DAYS AND INCLEMENT WEATHER

Preschool and daycare will also be closed on the days that our K-8th grades are scheduled to be closed. Please see the school calendar for those days.

While our K-8<sup>th</sup> grade classes are sometimes canceled due to inclement weather, our daycare program almost always remains open. As a result, those days will be Fun Days for all students in attendance.

Please note that on rare occasions during inclement weather, our daycare may close or open later than normal. When such an occasion occurs, we will send the notification through FACTS Family Portal.

## 5. HEALTH AND SAFETY

Your child's health is a matter of major importance to all of us. Upon enrollment, we require a signed physical from a physician to be provided as well as proof of up-to-date immunizations. A quick visual health assessment will be given when your child arrives at school, but your child may be sent home if any symptoms of an illness appear during the day. In such cases, your child will be immediately isolated from the others, and you will be contacted.

***Keep your child home if they exhibit any of the following symptoms:***

- *Fever or has had one during the previous 24-hour period.*
- *Heavy nasal discharge*
- *Constant cough*

- *Abnormally irritable*
- *Abnormally tired (Rest at such times may prevent the development of serious illness)*
- *Possible communicable disease symptoms (i.e., sniffles, reddened eyes, sore throat, headache, abdominal pain, and fever).*
- *Vomiting or Diarrhea in the past 24 hours*

***Please notify the school at once if the child does have a communicable disease.***

***Your child may come to school if:***

- *A cold is over, but a minor nasal drip remains*
- *The school has been notified of exposure to a communicable disease and the approved incubation period is over*

### **EMERGENCY PROTOCOL**

In case of accidental injury or emergency, ZCA will attempt to contact the child's designated emergency contacts. If necessary, an ambulance or paramedic will be contacted as well. Until the arrival of a parent, ambulance, or paramedic, the Director or an Assistant will personally oversee the care of the child. The legal guardian will be expected to assume responsibility for any resultant expense not covered by ZCA insurance as agreed to per the signed consent form. It is to each child's benefit that parents/guardians keep the school up to date on all emergency contact information and any other pertinent information regarding child health and safety.

### **REPORTING CHILD ABUSE & NEGLECT**

In accordance with KRS 620.030, ZCA will report any suspected child abuse and neglect to the DCBS or police.

### **TORNADO, FIRE, AND EARTHQUAKE DRILLS**

Drills are conducted monthly to ensure all students and faculty members are aware of proper emergency responses.

In the event of an emergency or disaster where students and faculty must evacuate the premises, please see the 'Parent Information Form for Reunification' on the back page of this handbook.

## 6. IMMUNIZATIONS

- ZCA is a KY-licensed daycare/preschool facility that mandates that every child has a current Commonwealth of Kentucky Immunization Certificate to attend school.
- ZCA accepts notarized KY Exemption Forms
- A current immunization form or exemption form must be submitted before attending ZCA.

## 7. AUTHORIZATION TO PICK UP CHILD

No child will be released to leave the ZCA premises with any individual who has not been authorized by a legal guardian to do so. We must have written or verbal authorization from a legal guardian regarding any changes. The person picking up the child must have their ID number to check them out via the FACTS kiosk.

## 8. VOLUNTEERS

ZCA welcomes volunteers! We highly recommend voluntary assistance for programs, public relations activities, recruitment of future students, and other activities. All volunteers will be required to pass a background check prior to assisting in the classrooms.

## 9. DRESS CODE

Please dress your child in comfortable, seasonable clothing. Children have outdoor playtime every day as long as the temperature is above 40° F and it's not raining. With that in mind, please provide a coat or jacket and head covering when necessary, and do not bring your child to school in skirts, dresses, or shorts during the colder months.

When the weather permits, girls may wear skirts and dresses as long as shorts are worn underneath.

Any offensive decals on clothes, shoes, backpacks, etc., are not permitted. This includes anything that promotes violence or death, such as skulls and crossbones. **No open-toed sandals, please!**

A notice will be sent home if a child does not abide by the dress code. All repeat offenses will require the parent/guardian to bring a change of clothes to the school.

### **EXTRA CLOTHING**

Each child must have a complete extra set of clothing at school. **Please ensure that every article of clothing is marked with the child's name.**

### **BACKPACKS**

**No backpacks, please!** Our preschool cubbies are not large enough to accommodate backpacks.

## **10. NUTRITION**

ZCA serves a mid-morning and afternoon snack. ZCA serves lunch between 12-12:30 p.m. Lunch menus are distributed to each child at the beginning of every month and posted on the school website. Children are welcome to bring a packed lunch if desired; however, remember that we cannot refrigerate or heat any items they may bring. Your child must arrive by 8:15 am in order to have the morning snack.

## **11. TOYS FROM HOME**

ZCA asks that children not bring toys to school from home except those needed to ease the transition from home to school early in the school year. If an item is brought to school, it must remain in the child's cubby. ZCA cannot be held responsible for any lost or stolen personal items.

## **12. ARRIVAL AND PICK UP**

### **Half-Day Daycare**

Half-Day Daycare Hours are between 7:30 a.m. and 1:00 p.m. Please drop off and pick up at your designated hours as specified on your admission agreement. Please note that you will be charged \$15.00 per hour over your selected time. See the rate sheet for pricing.

### **Full-Time Daycare**

Full-Time Daycare hours are between 7:30 a.m. and 5:00 p.m. Your child must be picked up by 5:00 p.m. There will be an overtime charge of \$15.00 for every 15 minutes past 5:00 p.m., which accrues for late pick-up. This fee will be deducted with the next automatic payment.



**Pre-School Only-Please drop off and pick up according to your Team.**

Orange Team           **9-12:00 p.m.**  
Green Team           **8:45-11:45 a.m.**  
Yellow Team           **8:45-11:45 a.m.**

Please note that you will be charged \$15.00 per hour over your selected time. See the rate sheet for pricing.

\*All preschool students must be checked in and checked out via the FACTS kiosk.

### **13. COMMUNICATION**

ZCA is committed to helping children and their families regarding school adjustment, growth, and development. Please discuss your child's needs or concerns with their teacher. If more than a few minutes are needed with a teacher, please schedule a time before or after class. We encourage your input and hope you will communicate with us as necessary. We will make every effort to work with you concerning your child's needs.

The Bible tells us that conflicts should be resolved in a precise way (Matthew 18:15-17). In addition, we are to be quick to hear, slow to speak, and slow to anger (James 1:19). Therefore, parents should direct problems, criticisms, or suggestions using the following line of communication: teacher, director, the executive director, moving only to the next level if satisfactory progress has not been accomplished.

### **14. STAFF**

The staff of Zion Christian Academy is committed to providing your child with the highest quality care. We strive to offer a program that enables children to develop spiritually, socially, and academically.

The Department of Day Care Licensing and Regulation in the State of Kentucky requires each staff member to attend 15 hours of Child Development Training per year. This training includes:

Recognizing Child Abuse  
Infant and CPR/First Aid Training  
Child Development

## 15. PARKING, DROP-OFF & PICK-UP

Please enter the parking lot area through the North entrance (by the K-8th building) and park in the middle of the parking lot. Walk your child to the entrance in the back of the building for check-in. Exit through either South exits. Due to safety concerns, children are not permitted to open the gate or enter the parking lot area unattended. **Children must always remain with an adult** while in the parking lot.

**\*The parking lot entrance and exits are marked with signage or arrows.**

## 16. REASONS FOR DISMISSAL

- Dismissal from Zion Christian Academy may occur if improvement in the child's behavior is insufficient or if parents are not supportive of the school's guidance plan. The school will dismiss at any time a child whose conduct is harmful to others and whose behavior is not manageable by the staff.
- If at any time your child purposely strikes a teacher, staff member, or another child, enrollment will be terminated without an option to re-enroll. **(ZCA does not have behavioral specialists to accommodate continued aggressive behavior).**
- NON-PAYMENT: Tuition Payments are due upon the selected payment plan date.
  - All tuition must be paid according to the agreed payment plan set-up at the time of enrollment.
  - There is an initial \$25 charge for past-due tuition. A second charge of \$25 will be assessed if not paid within 20 days.
  - Repeated and consecutive nonpayment of tuition will be grounds for dismissal.

When an account is in arrears long-term, persistently delinquent, or otherwise problematic, ZCA reserves the right to take administrative action, including dismissal from the program.

We can not facilitate your child's unique needs and circumstances in a regular classroom.

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**10310 Dixie Highway Florence, Kentucky 41042**  
**(859) 371-9008 (859) 371-5603 fax**

**Parent Information Form for Reunification**

Emergency/Disaster Contact Person:	Cathy Culbertson/Bev Turner
Emergency/Disaster Contact #	859-371-9008
Emergency Contact cell #	CC 859.991.0063 /BT 859.620.8359
(Do not call cell phone during non-emergencies)	

In the event of evacuation due to disaster/emergency in building, staff & children will gather:	In fenced in play area behind main building or the field on the other side of the parking lot
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In the event of an emergency/disaster in the immediate area, staff & children will walk to:	Johnson Waterproofing 10312 Dixie Hwy Florence, KY 41042
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*If medical treatment is necessary, children will be transported to:	St. Elizabeth Hospital 7380 Turfway Rd Florence, KY 41042 (859)212-5200 *Unless otherwise specified in emergency transportation form
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TO: Parents/Employees/Community

FROM: Cathy Culbertson

DATE: July 14, 2017

RE: Asbestos Management Plan Notice

This notification is to inform you that a Management Plan as prescribed in 40 CFR 763 of the Kentucky Asbestos Hazard Emergency Response Act dated May 1, 2014, is located for your review in the Principal's office as well as the main office.

A complete inspection and sampling have been performed to identify asbestos-containing materials. Results concluded that we are an asbestos-free environment. If you have any questions, please contact the main office.

*We will not discriminate against any person on the grounds of sex, race, creed, color or religious affiliation.*

**ZHB.DOC**