

# **Northside Christian Academy**

## **Preschool**

7615 Ridge Road  
Wadsworth, Ohio 44281  
(330-336-4622)  
chartzler@nceagle.org

Northside Christian Academy  
Preschool Staff

Director: Cassie Hartzler

Assistant Director: Cindy Tropkoff

Business Manager: Faith Tanko

School Nurse: Courtney Burch

### ***NCAP Teachers:***

Nicole Benedejcic  
Shonda Coustillac  
Emily Wiedeman  
Laura Kritzell  
Angie Mills  
April Wender  
Jen Moran  
Celecia Merk  
Kate Smith  
Cindy Tropkoff  
Tiffany Wright  
Elise McMichael  
Rachel Browning  
Stacey Thacker



## **2024-2025 Northside Christian Academy Preschool Registration and Payment Schedule**

Jan. 30, 2024 Registration for NCA and NCAP Families  
Feb. 4, 2024 Registration for NCC Members  
Feb. 6, 2024 Open Registration

The admissions process is on a first come, first serve basis. During registration, you must return the application packet and non-refundable \$125.00 registration and materials fee is due at this time. **You will also be required to pay the first month's tuition which is non-refundable after July 1, 2024.**

### **Required Fees:**

Registration Fee & Materials Fee	\$ 125.00	Non-refundable
Tiny Two's	\$ 540.00	Yearly <b>(\$60 monthly)</b>
Three's	\$1,035.00	Yearly <b>(\$115 monthly)</b>
Four's	\$1,305.00	Yearly <b>(\$145 monthly)</b>
Pre K4	\$1,575.00	Yearly <b>(\$175 monthly)</b>
Pre K5	\$1,800.00	Yearly <b>(\$200 monthly)</b>

\*Parents are responsible for the full predetermined tuition. The yearly amount will be divided into nine monthly payments.

\*A 5% discount will be applied if tuition is paid in full by July 1st

\*A \$10.00 late fee will be charged to payments received after the 5th of the month.

\* **A student may be unenrolled if:**

There is failure to pay tuition after notification  
or there is failure to return necessary documents

### **Withdrawal Policy:**

Withdrawal from NCAP for any reason requires two week notice.

Registration won't be refunded.

Tuition will be prorated based on last day of attendance.

### **Required Forms:**

Registration Form/Student's Contact Information  
Emergency Contact and Medical Information  
Child's Medical Statement (current within 13 months)  
Child Care Plan (if Necessary)  
Allergies and Special Health Form  
Handbook Acknowledgement Form

### **Mission Statement:**

Northside Christian Academy Preschool (NCAP) exists to:

- Educate the whole person academically, physically, spiritually in preparation for a lifetime of service.
- Support parents as they train their child in a way that will honor our Lord.
- Provide a Christ-centered educational curriculum committed to academic excellence.
- Develop uplifting relationships in an atmosphere of true acceptance.

### **Educational Goal:**

Northside Christian Academy Preschool is designed to meet the developmental needs of young children 2-6 years of age. It provides hands-on experiences and specifically designed curriculum to enrich each child's cognitive, social, physical, spiritual and creative development. Our center has been designed to promote exploration, problem solving and personal interactions-all within a caring Christian environment. Children develop a positive self concept through a balance of self and teacher directed activities.

We are committed to ensuring all children are meeting the early learning standards provided by the Department of Education. We acknowledge that all avenues of knowledge stem from God and that education is primarily the responsibility of the parents. Christian education should supplement and encourage the training children receive in a Christian home, thus helping parents fulfill the biblical mandate to "train a child in the way he should go" (Proverbs 22:6). In essence, we are dedicated to teaching and training the whole child while providing Christian role models that are supportive and responsive to each child's individual needs.

### **Laws and Licensing Regulations:**

In the academic 2024-2025 year, NCAP will operate under the umbrella of NCA with a license from the Ohio Department of Education. NCAP's license is displayed in the Director's office and available upon request. A toll free number is located in the office and staff room and may be used to report any suspected violations by NCAP.

**Enrollment:**

NCAP may enroll up to 179 preschoolers and 36 school age students in each of the morning and afternoon classes. Our ratio includes one teacher per ten three year olds, and one teacher per twelve four and five year olds in order to comply with the new Ohio Early Learning and Developmental Standards as it pertains to Step Up to Quality.

Ratios are maintained at all times throughout the daily schedule including drop off.

**At no time will a child be left alone or unsupervised.**

**Times of Operation:**

NCAP runs from September to May. Its hours of operation are from 8:15-3:15.

**Director's Office Hours #200:**

Director's office hours are Monday through Friday 8:00 a.m. to 3:00 p.m. Director can be reached by phone or email. 330-336-4622 or chartzler@nceaeagle.org

**Classes:**

Tiny Two's            Tues., Wed., or Thurs.  
Three's                M/W or T/TH  
Four's                 Monday-Thursday  
Pre K4 & Pre K5      Monday- Friday

**Times:**

Tiny Two's    AM            10:00-11:30  
Three's        AM            9:00-11:30  
Three's        PM            12:30-3:00  
Four's         AM            9:00-11:30  
Four's         PM            12:30-3:00  
Pre K4         AM            9:00-11:30  
Pre K4         PM            12:30-3:00  
Pre K5         AM            8:45-11:45  
Pre K5         PM            12:30-3:00

\*Children must be the age of the class they are enrolling into by September 30th, or September 1st for Three's classes of the current school year.

\*Three year old children must be potty trained by the first day of school. This means being able to signal the need to use the restroom and go without being prompted.



**Example of Two's Schedule  
Morning Class: 10:00–11:30**

10:00 – 10:10	Entrance/Morning activities Rhyme Time / Sing with me / (attendance and daily routines)
10:10 –10:20	In The Big Red Barn (skill introduction/development)
10:20 –10:30	Let's Discover/Let's Discuss
10:30 –10:40	ABC Time/Once Upon A Time
10:40 – 10:55	Snack/Restroom
10:55 – 11:10	Hop Skip and Jump
11:10 –11:20	Centers/Table Tops/Let's Create
11:20-11:25	1, 2, 3, Go
11:25-11:30	Review
11:30	Dismissal

*A complete list of objectives and skills to be taught are kept in the classrooms.*

*A list of age appropriate developmental skills and objectives can be found on Ohio Department of Education's website:*

*www.ode.oh.us*

*Please see an NCAP staff member if you have any questions.*

**Example of Three's Schedule  
Morning Class: 9:00-11:30**

9:00 – 9:20	Entrance/Morning activities (attendance and routines)
9:20 – 9:35	In The Big Red Barn (skill intro. & development)
9:35 – 9:50	Let's Discover/Let's Discuss
9:50 – 10:05	ABC Time/Once Upon A Time
10:05 – 10:20	Snack/Restroom
10:20 – 10:35	Look Up, Look Down/ Activity Page
10:35 – 11:05	Centers/Table Tops/Let's Create
11:05 – 11:15	1, 2, 3, Go
11:15 – 11:25	Rhyme Time/ Sing With Me
11:25 – 11:30	Review/Dismissal

**Example of Three's Schedule  
Afternoon Class: 12:30-3:00**

12:30 – 12:50	Entrance/Morning activities (attendance and routines)
12:50 – 1:05	In The Big Red Barn (skill intro. & development)
1:05 – 1:20	Let's Discover/Let's Discuss
1:20 – 1:35	ABC Time/Once Upon A Time
1:35 – 1:50	Snack/Restroom
1:50 – 2:05	Look Up, Look Down/ Activity Page
2:05 – 2:35	Centers/Table Tops/ Let's Create
2:35 – 2:45	1, 2, 3, Go
2:45 – 2:55	Rhyme Time/ Sing With Me
2:55 – 3:00	Review/Dismissal

**Example of Four's Class  
Morning Schedule 9:00-11:30**

9:00 – 9:20	Entrance/Morning activities (attendance and routines)
9:20 – 9:35	Under the Teaching Tree (skill introduction/development)
9:35 – 9:50	Social Studies/Science
9:50 – 10:05	Pre-reading/Phonics
10:05 – 10:20	Snack/Restroom
10:20 – 10:35	Handwriting/Step Write Up/ Literature
10:35 – 11:05	Centers/Table Tops
11:05 – 11:15	Math
11:15 – 11:25	BATS (Bible)
11:25 – 11:30	Review/Dismissal

**Example of Four's Class  
Afternoon Schedule 12:30-3:00**

12:30 – 12:50	Entrance/Morning activities (attendance and routines)
12:50 – 1:05	Under the Teaching Tree (skill introduction/ development)
1:05 – 1:20	Social Studies/Science
1:20 – 1:35	Pre-reading/Phonics
1:35 – 1:50	Snack/Restroom
1:50 – 2:05	Handwriting/Step Write Up/ Literature
2:05 – 2:35	Centers/Table Tops
2:35 – 2:45	Math
2:45 – 2:55	BATS (Bible)
2:55 – 3:00	Review/Dismissal

**Example of Morning  
Pre K Class 8:45-11:45  
or Afternoon Pre K Class  
12:30-3:00**

8:45–9:00 or 12:30-12:40	Entrance/Morning activities (Attendance and daily routines)
9:00–9:15 or 12:40-12:55	Beginnings 1 <sup>st</sup> section (Heritage studies, science or Listening)
9:15–9:30 or 12:55-1:05	Bible
9:30–9:50 or 1:05-1:15	Centers/Dramatic Play/Table Top Explorations
9:50–10:05 or 1:15-1:25	Snack/Restroom
10:05–10:20 or 1:25-1:40	Beginnings 2 <sup>nd</sup> Section (Phonics, writing and Language skills)
10:20–11:20 or 1:40-2:35	Group 1 Goes to Special or En- richment Group 2 Beginnings (Phonics Fun and Once Upon a Time) Group 3 Creative Corner (Art, songs, rhyme, movement or fun- damentals)
11:20 –11:40 or 2:35-2:55	Math
11:40 –11:45 or 2:55-3:00	Review /Dismissal

**NCAP Learning Standards/Expectations:**

Northside Christian Academy Preschool uses the Ohio Early Learning and Development Standards created by the Ohio Department of Education.

You may view these standards at: <http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards>.

A basic summary of these standards follows:

**Language and Literacy Development:**

- Listening and Speaking
- Reading
- Writing

**Cognition and General Knowledge:**

- Cognitive skills
- Number Sense
- Number Relationships and Operations
- Algebra
- Measurement and Data
- Geometry
- History
- Geography
- Government
- Economics
- Science Inquiry and Application
- Earth and Space Science
- Physical Science
- Life Science

**Approaches Toward Learning:**

- Initiative
- Engagement and Persistence
- Creativity

**Physical Well-Being and Motor Development:**

- Motor and Development
- Physical Well-Being

**Social and Emotional Development:**

- Self
- Relationships

**Curriculum and Objectives:**

NCAP (in accordance with ODE and ODJFS' Ohio Early Learning and Development Standards) has adopted a curriculum suitable for each classroom's developmental skills.

The Two's and Three's will be using *Pathways for Preschool*



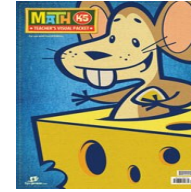
Circle Time will begin in The Big Red Barn. Pre-reading skills will be taught during ABC Time, Colors are Fun and Rhyme time. Tales in the Barnyard will increase attention span and improve listening, visual and memory skills. Pre-math is taught in 1, 2, 3, Go and in Look Up, Look Down. Show me a shape also works on large motor skills, following directions and creative movement. Hands on learning will take place daily in our Table Top explorations and Let's Discover science activities. Hand eye-coordination and creative expression will be developed during Let's Create. Happy Habits teach the children social interactions and biblical truths. Don't forget about Hop Skip and Jump activities for big room time and Sing with Me time to repeat rhythms and beats. Busy, Busy, Busy!

The Four's will be using *Footsteps for Fours*



Our day will begin Under the Teaching Tree. Here we will complete our daily routines and complete our skill introduction for the week. This curriculum is "centered" with areas for art, blocks, books, dramatic play, manipulative, listening, sensory explorations and listening. Pre-reading includes letter-sound recognition, rhyming and sky writing. We'll be making Music with Honey two times a week and learning while we clap, move and sing. In Science we'll be doing all kinds of cool experiments to help predict and learn cause and effect. We've got action rhymes, finger-plays, and poems to learn. Pre-math is going to take a lot of manipulatives and games to help us get it "sorted" out! Plus we'll learn about BATS...no not the ones that fly at night! Come and see!

Pre K will be using *K5 Beginnings*



Wow! We are going to have some fun this year! Our Day will begin in the school house on Pine Tree Hill. Our mascot is Hopscotch and he is going to join us for show and tell, help us with our listening skills and visit us throughout the year. We are going to learn about letters and their sounds, take picture walks through books, start to build vocabulary and learn healthy habits. There will be plenty of time to observe, create and experiment during Table Top explorations and centers. We will sing with Music 5 and learn about notes, beats and rhythms. We are going to participate in big room activities that help us take turns, play cooperatively and develop gross motor skills. We will also practice fine motor skills by completing handwriting activities and participating in art class. In Math we are going to be human clocks, learn about time, use money in our store and manipulate all kinds of items while we count, pattern and sort!

**Classroom Management:**

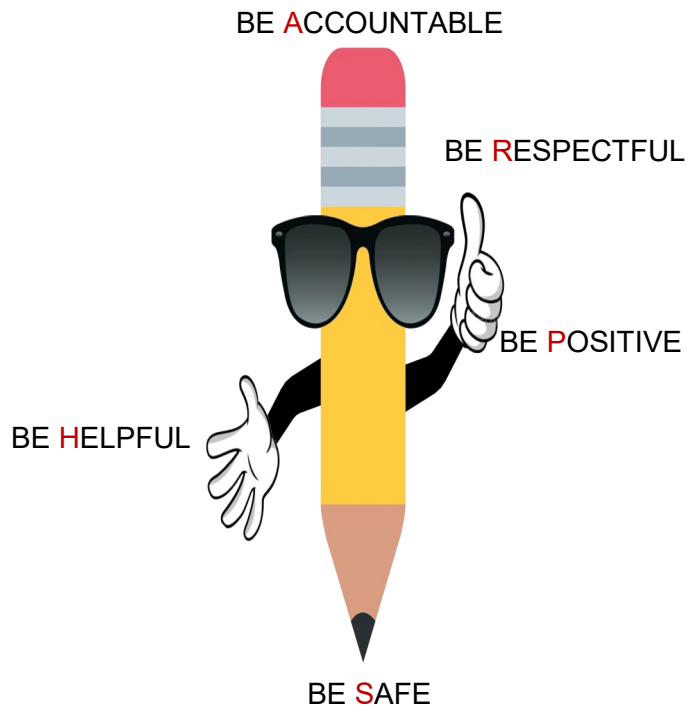
**Positive Behavioral Intervention and Supports (PBIS):**

In NCAP's early childhood setting PBIS is a tiered framework of prevention strategies and evidence-based interventions for promoting the social, emotional, and behavioral development of young children. It is our ultimate goal to help our students grow in self-discipline and mature in Christian character.

The focus of our PBIS is two-fold: 1) to train a child in the way he should go, and 2) to promote evidence-based behavioral interventions that enhance academic, social and behavioral outcomes for students.

Behavioral Intervention and Supports are necessary in the classroom and essential to a positive learning environment. Students will be responsible for learning the BE SHARP rules and abiding by them in a cooperative manner. Conduct that interferes with learning, or acts of behavior which are antagonistic to peers or staff, will be handled using PBIS. We will act appropriately to protect that environment for every student in the school.

BE SHARP expectations are clearly posted in each classroom and school environment. All NCAP staff will use the same terminology with the students to ensure consistency across the school. Staff will review BE SHARP expectations with their students frequently.



“As Iron Sharpens Iron,  
so one person sharpens  
another.”

~Proverbs 27:17 (NIV)

One of the primary goals of NCAP is to foster positive interpersonal relationships. While we acknowledge that home is the primary source of guidance for a student, the staff reserves the responsibility for maintaining a safe and respectful learning environment. We expect parents to work with us in the interests of their children and recognize that both parties are obliged to be fair, honest, reasonable and cooperative when working together.

To these ends we utilize the following methods:

I. **Positive Behavioral Intervention**

(methods of training a child in the way he should go)

- A. **Modeling**– Teachers and staff seek to exemplify Jesus Christ and His love. Most desirable behavior is “caught” and not “taught”. The best intervention available is our example.
- B. **Positive Reinforcement**– Good behavior is strengthened when reinforced. A compliment, smile, a pat on the back, a sticker, or a special privilege are just a few examples of positive reinforcement.

II. **Behavioral Interventions** (Methods of correcting behavior)

- A. **Communication**- Sometimes talking is all that is necessary. When counseling a child about their behavior, we seek to use the Word of God as our standard and reference. Praying together and asking for God’s forgiveness and strength is part of our Intervention .
- B. **Extinction**– This is a psychological term, which simply means when behavior is not rewarded, it will stop. For example, a child’s negative behavior is sometimes an attention-getting technique, and to recognize it is to encourage this type of behavior. We seek to find the motivation or reward and remove it so that the child concludes that there is no advantage in misbehaving.
- C. **Natural Consequences**– Some behaviors naturally have unpleasant results built in. Often allowing nature to run its course is an effective teaching tool and a good life lesson. “Be not deceived: God is not mocked. For whatsoever a man soweth that shall he also reap” (Galatians 6:7) Learning from our mistakes is a valuable lesson.
- D. **Logical Consequences**– In logical consequences the teacher seeks to structure the corrective measure and suitably relate it to the behavior. Logical consequences are necessary because built-in natural consequences do not always exist. Logical consequences might include loss of a privilege, an age appropriate timeout, or conducting a functional behavioral assessment that may lead to an intervention plan or dismissal.

Conduct that interferes with learning, or acts of behavior which are antagonistic to peers or staff, will be handled using PBIS. The evidenced based behavioral intervention used in each NCAP classroom is "Assertive Discipline" and is delivered as follows:

**1st infraction: Teacher re-direction and verbal warning**

**2nd infraction: Time Out (separation from the activity within the classroom) for a time (in minutes) that will not exceed the age of the child**

**3rd infraction: Child will be escorted to the Director's office and a parental conferences may be requested**

In the event of negligent or willful property damage, reimbursement of the cost of replacement shall be the responsibility of the student and/or his/her parents.

It is the intention of our staff to be consistent and just in following Biblical principles and school procedures that will help your child learn appropriate Christian behavior.

#### **Behavioral Removal From Classroom or School:**

An administrator or classroom teacher may remove a pupil from the classroom or school activity without prior notice if the continued presence of the pupil poses a danger to other persons or to property or if the child tends to disrupt the educational process.

Removal— Child is removed from the situation or area in which the behavior is occurring. Removal will begin with a verbal request; if the request is ignored and the staff member feels the child is a threat to themselves, or others the child may be physically escorted from the area. Following this method of correction, the parent is given information of the nature of the child's behavior and a conference between the parent, and disciplining staff member will occur. Parent maybe be asked to contact local school district for further evaluations if a behavioral plan is not effective or behaviors are continuous.

#### **Disenrollment Policy:**

NCA reserves the right to permanently dismiss any student if : Parent or student refuses to follow center rules, policies or procedures. Parent or student demonstrates disruptive behavior as determined by the Director.

#### **NCAP Policies:**

##### **Preschool Early Entrance Policy:**

All preschool students need to be registered in the appropriate class according to their age using **September 30th of the current school year as the cut-off date.** For example, children entering the **Three's class must turn three by September 1st and be potty trained, Four's must turn four by September 30th and Pre-K students must turn five by September 30th.** Children who miss the September 30th deadline by less than one month may request to have their child complete an evaluation for early entrance. Children who have an October birthdate and pass the evaluation for early entrance may register for the next sequential class. As always, entrance into any preschool class is dependent upon availability and at sole discretion of NCAP.

##### **Attendance Policy:**

Absences from school may be necessary at times. On the day of absence, parents are asked to call the school 330-336-4622 between 8:30 and 9:30 AM to report their student absent.

##### **Arrival Policy:**

Students will be brought up to the classroom for the first week of school. After that, students will be dropped off in the car drop off line. More information will come home about this in your Parent Orientation folder. When Drop off is available students will be released from their vehicle by an NCAP staff member and taken into the church's foyer.

They will be escorted as a group to the preschool classrooms by NCAP staff.

##### **Release Policy:**

In order for a child to leave the premises with anyone other than the custodial parent, guardian, or contact person listed on the Child Enrollment and Health Information Form, written permission must be given to the front desk personnel or classroom teacher. Individuals may be required to show identification to a staff member before the child is released.



### **Parental Access:**

Custodial parents, guardians or persons of academic intervention will be granted unlimited access to the preschool during its hours of operations for the purpose of contacting their children, evaluation academic performance, and observing teaching methods. Individuals must check in with the front desk personnel prior to entering the classroom and may be required to show identification.

### **Dismissal Procedures:**

Teachers will dismiss students only to those adults listed on the Child Enrollment form. The person picking up should come through the school pick-up line.

Children remaining more than 10 minutes after dismissal will be sent to the front desk. It is always wise to notify the office if your child needs to stay unexpectedly. This is not for our benefit only, but for the child's. Often children worry unnecessarily when there is a change of plans that they do not know about. When you cannot call, know that our personnel are here and will care for your child.

Parents who need to pick up children earlier than the regular dismissal time should follow these instructions:

1. Come to the security desk to complete the sign-out sheet. Our personnel will contact your child's teacher and they will prepare him/her for your arrival.
2. Children will not be released to a person who is a stranger to school staff without being on the Child enrollment form unless we have received prior notification from you.
3. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.
4. No student shall be released to anyone who is not authorized.

### **NCAP Policies Continued:**

#### **Security:**

NCAP will have a security person stationed on the first floor during preschool hours. All visitors must sign in before admittance to the preschool classrooms will be given. All enrolled families will use the color card system. All interior doors will be locked during school hours. Entering and Exiting can only be done through the Café doors.

#### **Chaperone or Parent Helpers**

Throughout the school year there will be opportunities for parents to chaperone or volunteer as a classroom helpers. Chaperones and volunteers should be able to devote their full attention to their assigned students; therefore, they are not permitted to bring siblings on those occasions. Chaperones are also expected to enforce classroom rules set down by the preschool staff.

#### **Snack:**

Snack dates for the entire year will be provided for each parent. To avoid many possible health issues, please provide purchased prepackaged snacks (suggestion list below) and provide all necessary paper products for your snack. We will celebrate birthdays and 1/2 birthdays. Students will wash hands and pray before eating. Hand sanitizer will be used at times in class. Parents that object to the use of hand sanitizer should produce a written statement to be kept in the child's file.

**No Nut Related Snacks or Cupcakes will be served.**

**Water only is to be given in the class as a beverage.**

**\*Refer to Peanut and Tree Nut Free School Policy Handout.**

**Snack suggestions: Prepackaged crackers, yogurt, applesauce, raisins, carrots, fruit snacks, cheese, pretzels.**

#### **Gift Giving, Invitations and Treats:**

On special occasions throughout the school year students enjoy giving gifts and sending invitations to each other. Even when gifts are given discreetly, we are aware that other students may feel left out. We ask that any gifts or invitations be shared with individuals outside of the school setting. We will be happy to supply you with the names of the students in the class (upon previously received parental consent) so that you may contact the friends of your child. Treats that are to be shared with the whole class (i.e. birthday cookies) are welcome with **prior approval** from the teacher. We appreciate your support in our effort to maintain a positive atmosphere in our school.

### **Photography Permission:**

I give my permission to have a photo of my child used by NCAP for advertisement purposes only on the church and preschool website or in the local newspaper. I understand that no child's name will be used in any way with these pictures unless specific permission is granted by the child's parent.

### **Calamity Days:**

On days when coming to school may be hazardous or when weather or extreme temperatures threaten the well being of pupils, school will be cancelled. Our decision to cancel school follows the decision of Wadsworth Public Schools. As soon as we know classes will be cancelled, we will notify TV stations in our area. All of these networks also provide on-line updates on their respective websites. Wadsworth closings can also be found on their school's website.

### **Dress Code:**

Students are expected to come to school dressed for an academic setting. Students should be in clothing that is clean, not hazardous to their safety or the safety of others and does not distract from their educational environment.

### **Clothing:**

Shorts may be worn when the temperature is over 65 degrees. Shorts should be at least fingertip length. Shirts should not have spaghetti-string straps.

### **Modifications:**

Throughout the school year there will be opportunities for the children to dress outside of these guidelines (i.e. pajama day). Parents will be notified of these days in their classroom newsletters.

### **Toys and Electronics:**

Toys and electronics gadgets should only be brought to school for show and tell or special occasions specified by the teacher.

### **Parent-Teacher Fellowship:**

Our community is made up of the staff, students and our parents. We value supportive relationships between parents and school to enhance the growth and development of each student. We encourage parents to get involved in our parent prayer group. They meet once a month and child care is provided.

### **NCAP Policies Continued:**

#### **Northside Christian Academy Preschool**

#### **Safety and Transportation Policy:**

1. No child shall ever be left alone or unsupervised. Students will be accounted for three times during transitions.
2. To assure safe arrival and departure of children a staff greeter is at the door and children are dismissed from their classes one child at a time to the parent or guardian.
3. Our center has immediate access at all times to a working telephone for any emergency or child care.
4. Our center has a monthly fire drill at varying times each month. A record of drills is available at the center.
5. Our center has an Emergency Operation Manual and posted in each classroom are detailed action plans to be taken and staff responsibilities in case of a fire emergency, threats of violence and severe weather alerts. The center has clearly marked evacuation routes.
6. Our center's plan for safety whenever children are transported from the center on field trips special outings or routine trips is as follows:
  - a. A person trained in First Aid, child abuse, communicable disease and CPR is available on each field trip or outing.
  - b. A first aid kit shall be available on the trip which meets the State requirements.

**NCAP  
7615 Ridge Rd  
Wadsworth, Ohio 44281  
330-336-4622**

- d. Child enrollment and health information forms will be taken on all outings.
  - e. Written permission is needed from a parent for each child transported to and from the center for any outing. The form must include the child's name, destination, signature and date parent signed and date of the field trip.
  - f. Parents who are transporting children on field trips or outings have to meet and maintain legal child restraint requirements.
  - g. No NCAP staff member will, for any reason, transport a child on a field trip or outing.
  - h. Siblings **may not be permitted** to go on all field trips.
7. When accident or injuries occur we will follow procedure listed (see section under accidents on p. 20).
  8. Use of spray aerosols shall be prohibited when children are in attendance at the center.
  9. In accordance with chapter 5101:2-12-46 Administrative code for state licensing a staff member shall immediately notify a local public service agency if that staff member suspects a child has been abused or neglected.
  10. In the case of an emergency or accident, the center will follow the posted medical and dental emergency plans and complete an incident form. The center will administer first aid and summon 911. Staff will also contact parents.

## **NCAP Policies Continued:**

### **Outdoor Play Policy:**

Students will have daily access to outdoor play area, dependent on weather and safety conditions, during Motor and Movement class on their daily schedule. Students will have Motor and Movement in Big Room if weather or safety conditions make it necessary to remain indoors. In order to remain in compliance with ODE rules, only enrolled students are permitted on the playground during school hours. During movement from class to playground all students will be accounted for at three locations: door, stairs and playground. Students are escorted by a teacher in the front of line and a teacher at the end of line. Teachers will have a class roster at all times.

### **Accidents:**

If your child is injured and requires medical attention, we will notify the local Emergency Medical Service which will transport your child to the closest medical facility. We will make every attempt to contact you or your designee on the school's emergency medical form. A staff member of the school will accompany your child and remain with him or her until you or your designee arrive. Incident forms for major accidents will be written and signed by both parties. Incident forms will not be made for minor cuts, scrapes, and nose bleeds. Staff will complete Incident JFS form 01299 and follow the report guidelines given for this form. The staff will make every effort to discuss all incidents with the parents.

### **Parent-Teacher Fellowship:**

Our community is made up of the staff, students, and our parents. We are a group that values enrichment opportunities, supportive relationships between parents and the school, working to enhance the growth and development of each individual student. We encourage parents to become involved in our parent prayer group—Mom's In Prayer (MIPI). They meet once a month during the school months. Child care is available.

**Non-Discrimination Policy:**

Racial Nondiscriminatory Policies (3301-3904 Sec. A (3) (5) and Sec. B (1)

“The governing board of the Northside Christian Academy School located at 7615 Ridge Road in Wadsworth, Ohio 44281 has adopted the following racial nondiscriminatory policies.”

“The Northside Christian Academy School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or desegregation.”

“The Northside Christian Academy School will not discriminate on basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

**Medical and Physical Care:**

In order to meet the needs of any child with a physical impairment, the parent may be required to provide the following to Northside Christian Academy:

1. Current Immunization Records
2. Child’s Medical Statement (current within 13 months)
3. A medical/physical care plan written by the child’s physician.
4. An appropriate adult to accompany the child in daily activities.

At this time, no prescription or non-prescription medications may be given to a student by preschool personnel. The center will administer Emergency Medications Only; epi-pen, inhaler and Benadryl.

A medical release form will need to be signed.

All staff will be trained to administer these emergency medications.

No other medication, vitamin, modified or special diets, no allergy medications or fluoride supplements will be administered at the center, as the center is in operation 3 hours or less.

Children should not carry any medications or vitamins with them during the school day.

**NCAP Policies Continued:**

**Infectious/Contagious Disease Policy:**

The health, safety and welfare of students and employees at NCAP is our highest priority. This guideline was adopted to protect all members of our community. If there is substantial reason to believe that a student, staff member or member of his or her immediate family has an infectious disease or syndrome which could jeopardize other members in our community, the school may require that the person have an evaluation by a medical doctor authorized as credible by the school. This individual may be asked to be removed from the school setting until a recommendation is made by the doctor.

If a staff member or student has an infectious or contagious disease that directly relates to the health and safety of others as defined by the Ohio Department of Health, the director of the school may require the authorization of confidential release of the required medical information to the school if the carrier wishes to remain in the school community. Failure to submit the information may result in termination of employment or release from the program.

Participation in the school will not be denied unless continuation poses a danger to others. Such decisions will be made by the NCAP School Board and appropriate medical and legal counsel.

1. NCAP staff has been trained in Communicable disease, First Aid, Child Abuse and CPR.
2. Each year staff will complete a review class of communicable diseases by a trained specialist.
3. No staff member will come to the center while exhibiting signs of a communicable disease. The director reserves the right to request a written note by a physician for returning.
4. Staff will observe each child if they display symptoms located on the communicable disease chart. Staff will notify parents when a condition is suspected.
5. A child suspected of communicable disease shall be taken to the Nurse’s Station.

6. No child shall be left alone or unsupervised.
7. A child shall not return to the center until they have been symptom free for 24 hours.
8. The communicable disease chart is located in the preschool storage closet and copy center room.
9. Parents of other children will be given written notification of exposure to communicable disease as mandated by Ohio's Department of Health.

**Isolate and Send Home-24 Hour Rule Applies**

Severe coughing (whooping, red and blue in the face)

Diarrhea

Vomiting

Unusual spots or rash

Difficult or Rapid breathing

Elevated Temperature

Infected skin patches

Sore Throat—difficulty swallowing

Dark Urine

White or gray Stool

Stiff neck

Color Discharge from nose

Yellow skin or eyes

Eye irritations

Lice, scabies or other rash

**Procedure:**

Decisions regarding discharging an ill child will be decided by the director. The center reserves the right to request written doctors report before readmitting the child to school. Mildly ill children may be observed within the group for worsening conditions.

**Observe:**

1. Minor cold symptoms alone
2. Not feeling well enough to participate

**INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

NCAP is licensed to operate legally by the Ohio Department of Education. This license is posted in a conspicuous place for review.

A toll-free telephone number (1-866-886-3537 option 4) is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. NCAP is licensed to operate legally by the Ohio Department of Education. This license is posted in a conspicuous place for review.

**In Accordance with 5105:2-12-22 OAC  
NCAP does not use Corporal Punishment, Prone, Medical,  
Mechanical or Chemical Restraints or Seclusion (in violation  
of 3301-37-10(D) in our efforts to discipline students.**

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**Northside Christian Academy and Preschool (NCA)  
Anti Bullying Policy**

NCA and NCAP (here on out referred to as NCA) believe that providing a safe environment for all youth, employees, volunteers and families, free from harassment, intimidation, or bullying promotes a positive learning experience. In this environment we encourage personal growth, healthy interpersonal relationships, wellness, and follow the Biblical mandate Matthew 7:1 "Do not judge, or you too will be judged." 2 For in the same way you judge others, you will be judged, and with the measure you use, it will be measured to you." This truth gives freedom from judgment and abuse. Therefore, harassment, intimidation and bullying are forms of sin that are both dangerous and disrespectful. NCA will not tolerate any student who behaves in such a manner that makes other students feel uncomfortable. This includes hurting other students either physically or emotionally. In some cases this could include cyber bullying which happens through any form of electronic communication including e-mail, instant message, chat text messages, social networks or any other form of electronic communication.

**Definitions:**

**"Bullying"** is any written, verbal or electronic expression, physical acts or gestures, or a pattern of behavior that is intended to cause distress upon one or more persons in the agency, on organization grounds, in organization vehicles, or at organization activities or sanctioned events. Bullying includes, but is not limited to, harassment, hazing, intimidation or menacing acts of a person which may, but need not be, based on the person's sex, race, color, ethnicity, religion, national origin, age, disability or any other derogatory statement.

**"Harassment"** means knowingly pursuing a pattern of conduct that is intended to threaten, alarm or terrorize another person.

**"Disability Harassment"** is defined as intimidation or abusive behavior toward a person based on disability that creates a hostile environment by interfering with or denying a person's participation in, or receipt of benefits, services, or opportunities in the organization.

**Harassment and Disability Harassment include, but are not limited to:**

Verbal acts, teasing, inappropriate use of sarcasm or demeaning jokes.

Name calling, belittling.

Nonverbal behavior such as graphic or written statements.

Conduct that is physically threatening, harmful, or humiliating

Inappropriate physical restraint by another person.

**"Racial Harassment"** consists of physical or verbal conduct relating to an individual's race when the conduct:

Has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Has the purpose or effect of substantially or unreasonably interfering with an individual's performance or otherwise adversely affects an individual's opportunities.

“**Sexual Harassment**” means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:

When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining participation in or outcomes of organization programs Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s participation or outcome .

That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s participation or outcome or creating an intimidating, hostile or offensive environment.

“**Hazing**” means committing an act against a person (or group of persons), or coercing a person (or group of persons) into committing an act that creates a risk of harm to a person. This would include initiation practices connected with any activity or club. This also applies to any and all GANG initiation activities or practices. Hazing includes but is not limited to:

Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on or in the body.

Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person .

Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person.

Any activity that intimidates or threatens that person with ostracism, that subjects the person to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the person or discourages the person from remaining in the organization.

### **Reporting Intimidation, Harassment, or Bullying Behavior**

Any person who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by any person at NCA, or any person with knowledge, or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward any person should immediately report the alleged acts.

The report may be made to any staff member. The staff member will assist the person in reporting to appropriate member of staff or administration.

Teachers and other agency staff who witness acts of bullying or receive reports of bullying are **REQUIRED** to promptly notify the director.

Reports should be done in writing using the Formal Bullying Complaint form. A copy of this form will be submitted to the director.

The director is **REQUIRED** to accept and investigate all reports.

The director is **REQUIRED** to make a reasonable effort to notify the parent or guardian of a person who commits a verified act of intimidation, harassment, or bullying of the response of the organization staff, and consequences that may result from further acts of bullying.

Retaliation against an individual, who either orally reports or files a written complaint regarding harassment, intimidation, bullying and hazing, is prohibited.

The right to confidentiality for both the complainant and the accused shall be preserved whenever possible. Confidentiality, however, cannot be guaranteed at the onset of an investigation as it cannot be predicted what will be discovered or what kind of hearing will result.

If harassment or bullying continues, the (alleged) aggressor will be immediately suspended and removed from the organization, pending a school board investigation.

NCA staff is **REQUIRED** to make a reasonable effort to notify the parent or guardian of a person who is a target of bullying of the action taken to prevent any further acts of bullying.

### **Investigating Intimidation, Harassment or Bullying Behavior**

The director will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the person’s history, and the context in which the alleged conduct occurred will be investigated. The following are key points to consider during the investigation process:

The investigation shall consist of separate personal interviews with the complainant, the individual (s) against whom the complaint was filed, and others who may have knowledge of the alleged incident (s) or circumstances giving rise to the complaint. The investigation may also make use of other methods or documents deemed relevant by the investigators.

NCA may take immediate steps to protect the complainant, students, teachers, directors, or other personnel pending the completion of an investigation.

The investigation shall be completed as soon as possible. NCA will be responsible for processing and maintaining a file of all formal incidents.

Reports may be used to compile data regarding the extent of bullying within the organization.

### **Consequences for Bullying**

Verified acts of bullying shall result in intervention by the director with the intention to ensure that the prohibition against bullying behavior is enforced. Bullying behavior can take many forms and may vary dramatically in how serious it is, and what impact it has on the targeted individual and other persons. Accordingly, there is not a single disciplinary response to bullying. Conduct that rises to the level of “bullying” as defined above will warrant disciplinary action against the (alleged) aggressor of such bullying. The extent to which to impose disciplinary action is a matter of professional discretion of the director. Bullying behavior will not be tolerated and we will discipline you to the fullest extent available which could include suspension, expulsion and a report to the police.

### **Consequences for Knowingly Making False Reports**

False reports of bullying behaviors will be regarded as serious offenses and will result in disciplinary action or other appropriate sanctions.

### **Threats of Violence**

Threats of violence toward other persons, NCA staff, or facilities are prohibited and may result in suspension or expulsion, regardless of whether the person has previously engaged in such conduct.

All employees and students are required to report evidence of threats of violence to the director.

In cases of threats that may constitute a serious violation of criminal law, the director shall notify law enforcement authorities.

In cases of threats that constitute a minor violation of criminal law, the director has the right to notify law enforcement authorities if appropriate.

Research “best practices” anti-bullying programs and make recommendations to the Executive Director as to these findings.

Anti-Bullying Policies and procedures will be submitted to the NCA board of trustees for approval and adoption.

Anti-Bullying Policies and procedures will be included in all NCA handbooks and/or personnel manuals .

Pending board approval, begin use of Formal Bullying Complaint Form.

Disseminate copies (either electronically and/or by hard copy) of Policies and Procedures for Anti-Bullying in staff training and/or to all staff.

In order to be most effective in decreasing bullying behaviors, it is recommended that the NCA adopt an Anti-Bullying program immediately.

Include all staff in anti-bullying training.

### **Notice of Prohibition against Bullying and Anti-Bullying Interventions**

The prohibition against bullying shall be published by including the following statement in NCA handbooks or personnel manuals:

“Bullying behavior by any person at NCA is strictly prohibited and will not be tolerated and we will discipline you to the fullest extent available which could include suspension, expulsion and a report to the police. “Bullying” is any written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more person at NCA, on NCA grounds, in NCA vehicles, or at NCA activities or sanctioned events.” Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a person which may, but need not be based on the person’s race, color, sex, ethnicity, national origin, religion, disability, age, or other derogatory statements that a reasonable person under the circumstances should know will have the effect of:

Placing a person in reasonable fear of physical harm or damage to the person’s property

Physically harming a person or damaging a person’s property

Insulting or demeaning any person or group of persons in such a way as to disrupt or interfere with NCA’s mission or the progress of any person at NCA.

This behavior may possibly cause long-term psychological/emotional harm to the target.

Staff or parents may file verbal or written complaints concerning suspected bullying behavior to NCA staff, administration or board (based upon type of complaint). Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the alleged aggressor, up to and including suspension and/or expulsion from NCA.

Staff will be reminded at the beginning of each year about the Anti-bullying Policy, as well as their responsibilities regarding bullying behavior.



# Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

medical history

complete unclothed exam (with parent approval)

developmental screening (to assess if child's physical and mental abilities are age appropriate)

vision screening

dental screening

hearing assessment

immunization assessment (making sure child receives them on time)

[lead screening](#); and

other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information: Read the Healthchek and Pregnancy Related Services Information

Sheet: [English](#) , [en Español](#) or [Somali](#)

Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.

## NORTHSIDE CHRISTIAN ACADEMY HANDBOOK ACKNOWLEDGEMENT

Please sign and return the lower portion of this acknowledgement to NCAP.

This handbook describes important information about Northside Christian Academy Preschool's policies and regulations. Please review the handbook carefully and direct any questions to the appropriate classroom teacher or administrator.

Policies in the handbook are in effect for all students and their families at all times. However, NCAP reserves the right to make decisions regarding any information in the handbook based on individual circumstances.

My child and I have read the NCAP Handbook and understand its contents. We agree to abide by the guidelines stated in this handbook throughout the 2024-2025 school year.

X \_\_\_\_\_  
(Please Print) Family Name

X \_\_\_\_\_  
Parent Signature

X \_\_\_\_\_  
E-mail address

