**Welcome to Bethel Christian Academy**

**Preschool Division**

The staff of Bethel Christian Academy, Inc. realizes the privilege and responsibility that is given to us. Our parents/guardians have entrusted us with their most precious possessions which are their children. We strive daily to be worthy of that trust. The goal of the BCA is to provide a safe, healthy, happy and caring atmosphere for the children in our care. Our objective is to give children:

1. Love and understanding during their hours with us.
2. The basic tools for social interaction with their peers and others.
3. The fundamentals of learning.
4. The essentials of respecting the personal property of others and themselves.
5. Knowledge that they are unique and special in the eyes and hearts of their families and teachers.

Quarterly conferences will be scheduled for each family to discuss the child’s educational and developmental progress, goals, social and physical needs, or any concerns with the center staff.

To help maintain a strong partnership between our families and educators, Bethel Christian Academy, Inc. schedules family engagement activities throughout the entire calendar year.

At Bethel Christian Academy, Inc. we are proud of our program, and feel that we have much to offer. BCA has an Open-Door Policy; therefore, we urge parents/guardians to feel free to visit. Additionally, should a parent/guardian have a need, question, or concern, we strongly encourage open communication between the family and educator(s). If a parent/guardian desires to visit your child’s classroom, we require that parents/guardians schedule a conference/visit with the student’s teacher **prior** to your visit to the classroom. Employees are to discuss any concerns or questions with the center director and/or owner.

**Basic Information**

Bethel Christian Academy, Inc. is licensed by the Ohio Department of Job and Family Services. The license and inspection reports are posted on the Parent Board located in the Parent Center area. Inspection reports, complaint investigation reports, and licensing records which will include compliance report forms and evaluations from Building and Fire Departments are available for review from ODJFS via their website at jfs.ohio.gov/cdc/childcare.stm. Please refer to the posted license, indicating the laws and rules for your review. Furthermore, they are available at the center upon your request. The Ohio Department of Job and Family Services has provided a toll free number for the purpose of reporting a suspected violation by the center. This number is located on the center’s license.

The standard teacher to student ratio is 1 teacher to 12 students.

It is unlawful for the center to discriminate in the enrollment of children based upon race, color, religion, sex or national origin or disability in violation of ADA Act of 1990.

Bethel Christian Academy, Inc. reserves the right to dismiss any student whose continued misconduct has been addressed with the director, parent/guardian, and teacher. If the disruptive behavior continues, he/she will be disenrolled from the program.

General hours of operation are Monday through Friday, 8:30 a.m. to 3:30 p.m. Extended Hours of 6:30 a.m. to 6:00 p.m. are available for an additional $50 per week/per student. The parent/guardian will be assessed **a late fee of $10.00 every 5 minutes** untilthe child is picked up. Late fees are due by the parent/guardian the same day at the time of arrival. **There will be absolutely no exceptions.**

**Procedure for Enrollment**

1. Complete the following forms:

* **General Enrollment Forms**
  + Enrollment Application
  + Pickup Authorization Form
  + Contractual Agreement
  + Photo Consent Form
  + Policy Signature Form (*must be* signed by parent/guardian)
* **Child Enrollment and Health Information For Child Care**
  + Each BCA student will have an ODJFS “Child Enrollment & Health Information for Child Care” form (JFS 01234) completed and on file by the first day of attendance. The Child Enrollment & Health Information for Child Care form is reviewed at least annually by the parent and updated as needed when information changes. The parent and administrator will initial and date the form when the information is reviewed or updated.
* **Medical Statement (signed by a licensed physician)**
  + Bethel Christian Academy, Inc. is mandated to have on file verification of a medical examination for each child enrolled. Children who attend a grade of kindergarten and above in an elementary school are exempt from this requirement. The medical statement must be on file at the center within thirty days of the child's first day of attendance and updated every thirteen months thereafter from the date of the examination. A parent and/or guardian’s failure to comply with this policy may result in a child’s temporary suspension until compliance is met, up to disenrollment from Bethel Christian Academy, Inc.

The medical statement shall contain the following information:

(a) The child's name and birth date.

(b) The date of the medical examination.

(c) A statement that the child has been examined and is in suitable condition for participation in group care.

(d) The signature, business address and telephone number of the physician, physician's assistant (PA), advanced practice registered nurse (APRN) or certified nurse practitioner (CNP) who examined the child.

(e) A record of the immunizations that the child has had, specifying the month, day and year of each immunization. This record may be an attachment to the medical statement.

(f) A statement from the physician, PA, APRN, or CNP that the child has been immunized or is in the process of being immunized against the diseases required by division 5104.014 of the Revised Code and found in appendix A to this rule or a statement that the child meets one of the following:

(i) A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.

(ii) A statement from a physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age.

(iii) ***A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.***

* **Request for Administration of Medication** (if applicable)
* **Child Medical/Physical Care Plan** (if applicable)

In the event that a child has a special health condition, The ODJFS "Medical/Physical Care Plan" (JFS 01236) will be used for children with a condition or diagnosis that require the following:

(a) Monitoring the child for symptoms which require the staff to take action.

(b) Administering procedures which require staff to be trained on those procedures.

(c) Avoiding specific food(s), environmental conditions or activities.

(d) A school-age child to carry and administer their own emergency medication.

Bethel Christian Academy, Inc. will:

(i) Ensure the parent/guardian completes and signs a form for each condition per child.

(ii) Review the form for completeness and ensure the form is signed by the administrator or designee.

(iii) Implement and follow all requirements of each child's form.

(iv) Update the form as needed and at least annually.

(v) Ensure the form is signed by any trained child care staff member who is providing care to the child.

(vi) Keep the completed form on file at the center for at least one year.

(vii) Maintain a current form for any child who requires one, in a location that can be easily and quickly accessed and removed from the center if there is an emergency that requires the children to be moved to another location.

The plan will be reviewed by the parent at least annually and updated as needed, including an updated list of trained staff members, if applicable. The parent and administrator shall initial and date the form when the information is reviewed or updated. The plan shall be on file with Bethel Christian Academy, Inc. by the first day of attendance or upon confirmation of a health condition. If Bethel Christian Academy, Inc. suspects that a child has a health condition, the center may require a physician's statement within a designated timeframe. Only staff members trained by the parent or a certified professional shall be permitted to perform medical procedures. There will be a trained child care staff member on-site at all times whenever a child who has a health condition is present.

Children's records are confidential, but shall be available to the Ohio Department of Job and Family Services for the purpose of administering Chapter 5104 of the Revised Code and Chapter 5101:2-12 of the Administrative Code. The immunization records are subject to review by the Ohio Department of Health (ODH) for disease outbreak control and for immunization level assessment purposes.

* **Ohio’s Step Up to Quality Forms**
* **4C Child and Adult Care Food Program (CACFP) Forms**
* **Cincinnati’s Preschool Promise Forms** (if applicable)
* **HCJFS Child Care Co-Payment Agreement Form** (if applicable)
* **Permission to Photograph Release**

**Note:** The above forms must be completed ***before*** any child is admitted into BCA. Documents are required by state law and no exceptions will be made.

2. **Enrollment Fee**

An $80.00 non-refundable, Enrollment Fee is charged for each newly enrolled child. The fee is to be submitted with all enrollment forms. If a child is withdrawn from BCA, and re-enrollment is desired, the Enrollment Fee must be paid again. Annually, BCA hosts a summer enrichment camp. A camp registration/enrollment fee is assessed per child, separately.

Please submit ***all*** required forms with your registration fee to complete enrollment.

**Child Assessment Process:**

**Informal & Formal Assessments**

Children are assessed on an ongoing basis beginning with the Ages & Stages Questionnaire-3 (ASQ-3) comprehensive assessment within the child’s ***initial 60 days of enrollment***. Parents/Guardians are asked to complete the Ages & Stages Social-Emotional Questionnaire to allow opportunity for family input in the assessment process. Further child assessments are conducated through routine observations and documentation. A collection of pictures, work samples, and Anecdotal Notes are compiled into each child's developmental/educational portfolio. The data is imput into the TS Gold data system. Next, that information is used to complete the TS Gold formal assessment checkpoints, twice a year; in the Fall and Spring. Furthermore, the evidence and assessment results are shared with each child's family during quarterly Parent/Teacher Conferences. Lastly, families are given the opportunity to collaborate with the program to develop developmental/educational goals for individual children. Children's individual developmental/educational goals are documented on an individualized child plan, and incorporated into lesson and environmental planning. After implementation of planned activities, teachers reflect on this process, document observations, and make any necessary adjustments.

An individualized child plan is maintained on each child that includes interests and developmental/educational goals determined by the family and teachers. The information from this plan is considered when planning activities and experiences within the program. Instruction is adjusted based on individual children's needs and interests. For example, if a child is struggling with Motor Skills, the teacher may provide additional support with hand-over-hand assistance in holding meal utensils. Additionally, if many children need support with Literacy Skills, the teacher may create an environment that is print rich, to expose all children in the group to this strategy.

Individual child progress is evaluated through informal and formal assessments (i.e. ASE-Q3 Comprehensive assessments, observations, a variety of work samples, and TS Gold Checkpoint reports). Children are observed and work samples are maintained in the child's portfolio. Next, the child's progress data is imput into the TS Gold data system, which monitors progress toward benchmark checkpoints, twice a year. These checkpoints identify whether the child has successfully reached or has experienced challenges reaching a developmentally appropriate benchmark.

In the process to analyze and interpret child assessment data, once checkpoints have been identified; evidence and assessment results are shared with the families during quarterly Parent/Teacher Conferences. At which time, families have the opportunity to collaborate with the educator to establish, review, or redetermine developmental/educational goals and strategies toward the accomplishment of determined goals. The teacher uses these goals and plan to inform lesson/environmental planning.

**Transition Policy**

Bethel Christian Academy, Inc. has established a Transition Policy which enables our students and families to better prepare for the transition into, within, and out of the program. The transition policy activities include, but are not limited to:

* **Into the Bethel Christian Academy, Inc. Program:**
  + The administrator meets with the prospective student and parents
  + Prospective parents and students conduct a tour of the classroom and have an opportunity to meet the teacher
  + The teacher greets the new family upon arrival and departure
  + The teacher communicates with the new student’s family, in writing, on the first day of school
  + Upon arrival, current students introduce themselves to the new student
  + On the first day of school, the new student is assigned a classroom “Buddy” to assist in the acclimation process
* **Within the Program:**
  + The administrator and current teacher meet with the student’s family to discuss the details of the transition. A Transition Plan Form is completed detailing the dates of the transition, special requests, comments from the family, and any additional teacher recommendations (form is included in this handbook).
  + The current teacher facilitates conversations with the student; at which time, questions are answered.
  + The student is allowed to visit their new classroom briefly during the school day.
  + The new teacher facilitates conversations with the student; answering questions, reviewing goals, class rules, and expectations.
* **Out of the Program:**
  + The teacher facilitates conversations with the student regarding change, and specifically, moving to a new school.
  + The administrator and teacher will communicate with the family to answer questions, and review the transition policy.
  + The administrator will assist the family in completing the Request for Child Records to be Transferred form (please review attached form in this handbook).
  + Visit a Kindergarten classroom or ask a Kindergarten teacher to visit the Pre-Kindergarten classroom.
  + Teach bus safety and how to safely walk to/from school.
  + Allow students to begin bringing their lunch.
  + Decrease the nap/rest time to mirror the Kindergarten schedule

**Transition Plan Form**

**Date of Development**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Staff Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) of Transition:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Requests:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Transitional Activities**

Bethel Christian Academy, Inc. has established age-appropriate activities to prepare children transition to a new classroom or educational setting. This would include children moving from one classroom/group to another within a program, or to a new program.

**Activities for children transitioning from Preschool to Kindergarten:**

* Visit a Kindergarten classroom or ask a Kindergarten teacher to visit the Pre-Kindergarten classroom
* Teach bus safety, and how to safely walk to/from school
* Allow students to bring bag lunches
* Decrease the length of the nap/rest time to mirror the Kindergarten schedule
* Include Name Recognition activities into the daily curriculum

**Young School-Age to School-Age Classroom:**

* Visit the School-Age classroom
* Introduce the student to the new teacher
* Facilitate conversations with the children about the schedule
* Assign the child an older “Buddy” to help the child meet other children, and learn the routine of the group

**Transitioning out of BCA**

To better prepare our students for transition out of the program, we foster activities such as:

* Visit a Kindergarten class and/or invite a Kindergarten teacher to visit the student
* Teach bus safety and how to safely walk to school/bus
* Allow students to begin bringing their lunch from home
* Decrease the nap/rest time
* Facilitate discussions on “Making New Friends”

**Request for Child Records to be Transferred**

It is our policy to transfer child records at the request of, and with the written consent, of the child’s family within one week of receiving the request.

|  |  |
| --- | --- |
| Name of releasing school/center/agency |  |
| Date of Request |  |
| Child’s Name |  |
| Date of Birth |  |

Records to be released to:

|  |  |
| --- | --- |
| Name of School/Agency |  |
| Mailing Address |  |
| City, State, Zip Code |  |
| (Office Use Only) |  |

1. Records released to the person or agency listed above is not to be released to another to person or agency without the written consent of the parent/guardian.
2. Parents/legal guardians may request a copy of the records being released as specified above. However, if copies of records are released to them \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is relieved of responsibility for confidentiality of those records.

I consent to the release of the records as indicated above.

|  |  |
| --- | --- |
| Signature & Date |  |
| Phone Number |  |
| Home Address |  |
| City, State, Zip Code |  |

**Bethel Christian Academy, Inc.**

**Preschool Daily Schedule**

6:30 a.m. – 7:45 a.m. Arrival

Large Muscle Activities/Open Play

Health Screenings/Hand washing

7:45 a.m. – 8:00 a.m. Clean-up; Prepare for Breakfast

Hand washing

8:00 a.m. - 8:30 a.m. Breakfast

8:30 a.m. – 8:45 a.m. Restroom Break & Hand washing

8:45 a.m. – 9:00 a.m. Daily Bread Devotion

9:00 a.m. – 11:00 a.m. **Multi-Level Child Guided Activities**

(Social-Emotional, Reading, Language Arts/

Literacy Skills, Math, Social Studies, Geography,

Motor Skills, Science, Art)

11:00 a.m. – 11:15 a.m. Restroom Break

Hand washing

11:15 a.m. – 11:45 a.m. Recess

11:45 a.m. – 12:00 p.m. Hand washing & Lunch Preparation

12:00 p.m. – 12:30 p.m. Lunch

12:30 p.m. – 12:45 p.m. Restroom Break & Hand washing

12:45 p.m. – 1:00 p.m. Reading Circle

1:00 p.m. – 3:00 p.m. Quiet/Rest Time

3:00 p.m. – 3:15 p.m. Restroom Break & Hand washing

3:15 p.m. – 3:30 p.m. Hand washing & Snack

3:30 p.m. – 4:00 p.m. Hand washing

Dismissal

**Bethel Christian Academy, Inc.**

**Before & After School Program Daily Schedule**

**Before School:**

6:30 – 7:45 a.m. Arrival Time/ Hand washing

Homework Assistance

Games

7:45 – 8:00 a.m. Prepare for Breakfast – Hand washing

8:00 – 8:30 a.m. Breakfast

8:30 – 8:45 a.m. Hand washing

**After School:**

3:30 – 4:00 p.m. Hand washing/Arrival

Restroom/Snack

4:00 – 4:30 p.m. Homework Assistance

4:30 – 5:00 p.m. Craft Activities/Story time

5:00 – 5:30 p.m. Free Play

Hand washing

**School Uniform Policy**

In keeping with establishing a sense of community at school, BCA has adopted a school uniform policy. Just as a uniform solidifies a sports team, we feel a uniform helps to link students together. Reducing the distraction of what a fellow classmate is wearing will hopefully result in a more focused student in the classroom. **All BCA students are required to wear the BCA designated uniforms every Monday through Thursday.** BCA students are permitted to wear their personal clothing on Fridays. To ensure the safety of all of our students, and to alleviate BCA’s liability for injury and/or death, ***male students are not permitted to wear earrings.*** Also, to ensure safety and alleviate liability, female students’ hair adornments are restricted to barrettes, hair ribbons, and hair balls. ***Absolutely no hair beads are permitted at any time.*** Male students are to maintain neatly cut, and groomed hair. No engravings or designs are permitted to be cut into the hair. As an academy, our goal is to maintain a traditional image, and prepare our students for success.

**Safety of Children**

Bethel Christian Academy, Inc. will always strive to maintain the highest standards of safety and health. The following rules concerning safety will be enforced at all times.

**Before and After School Care –** Procedures for determining the whereabouts of children arriving from another program before and/or after school. BCA will contact:

* The child’s school
* The parent/guardian

\*Parents/guardians please notify BCA should your child be absent. **The BCA office number is (513) 924-9777, Ext. 1 or 2.**

1. A child will never be left alone or unsupervised including nap time.
   1. **School Aged children (Ages 5+) are allowed to move unsupervised, but will be monitored in a timely manner.**
2. A child will never enter or leave the building without a parent/guardian. The parent/guardian or reliable adult must enter the building with the child and check in with a staff member. BCA does not assume responsibility for any child until he or she has been signed in and is in the care of a staff member. You must also come into the building to pick- up and sign out your child. Please help us by complying with these rules.
3. Your child will be sent home only with an authorized adult listed on your transportation authorization form, unless direct written permission is given to BCA staff.
   1. **The custodial parent/guardian must provide court documentation indicating parental access/non-access to non-custodial parent(s). BCA must have this documentation on file.**

**Safety**

**Weather Emergency & Safety Plans & Drills**

Fire and Tornado drills are conducted and recorded monthly, and vary in start times. Emergency/Lockdown drills are conducted and recorded quarterly. BCA is sufficiently sheltered.

The plan for action to be used in case of emergency is located in each classroom:

a. In case of **Fire Emergency**:

* + 1. All students will be accounted for through attendance and all emergency medication/supplies will be gathered by the teacher; the classroom will be secured; and all students will be evacuated to the nearest intersection of Elmshade and Section Road.
    2. Notify the Administrator of whether all students are present and if any are missing or unaccounted for.
    3. Call 911 and the Carthage/Vine Fire Department at (513) 721-7044.
    4. Parents/guardians will be notified by a designated BCA staff member as soon as possible.
    5. At which time, BCA will be under the direct supervision of the Police and Fire Department.
  1. In case of a **Weather Emergency**:
     1. **Tornado/Severe Weather Storm**
        1. All BCA students will be accounted for through attendance and all emergency medication/supplies will be gathered by the teacher; the classroom will be secured, and all students will be evacuated to designated areas.
        2. Notify the administrator of whether all students are present and if any are missing or unaccounted for.
        3. Parents/guardians will be notified as soon as possible.
        4. Students will assume their safe positions as directed by teacher.
        5. Students will wait for the “All Clear” announcement by the Administrator before returning to classrooms.
  2. In case of a **Threat of Violence:**
     + 1. Students will be secured in the designated safe location.
       2. Attendance will be taken by the teacher.
       3. Call 911 and follow instructions from the authorities.
       4. Account for all students with name to face.
       5. Parents/guardians will be notified as soon as possible.
  3. In case of **Loss of Power, Water, and Heat:**
     + 1. The local utility company will be contacted and informed of outage.
       2. An assessment of expected time of outage will be completed.
       3. An evaluation of factors will be completed including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices.
       4. Administrator or designee will make the determination as to whether the center will be closed or not.
       5. Parents/guardians will be notified as soon as possible.
  4. In case of **Poisoning**:
     1. Call Poison Control at University Hospital (513) 636-5111 for further instructions.
     2. Parents/guardians will be notified as soon as possible.
     3. Student will be transported to Children’s Hospital with designated BCA staff member for treatment.
  5. In case of a **Dental Emergency**:
     1. Follow the Dental First Aid Chart posted in the classroom, unless Parent/guardian provides other written or needed documentation at their discretion.
     2. Parents/guardians will be notified as soon as possible.
     3. Parents/guardians will determine where designated BCA staff member is to transport student.

**Safety Procedures**

BCA staff members are obligated by law to call 241 Kids with any suspected cases of child abuse or neglect.

When an incident occurs involving injury to the student, an Incident/Injury Report Form (JFS 01299) will be completed by the BCA staff member in charge of the group and a copy will be given to the parent/guardian or the person picking up the child, at the time of departure. Should an injury or accident occur, a phone call will be made to the parent/guardian.

* 1. A child becomes ill or receives an injury which requires any first aid treatment.
  2. A child is transported in accordance with this rule to a source of emergency assistance.
  3. A child receives a bump or blow to the head.
  4. An unusual or unexpected incident occurs which jeopardizes the safety of a child or staff; such as, a child unattended, a vehicle accident with or without injuries or children exposed to a threatening person.

In case of a medical emergency, the parent/guardian will be notified immediately and according to the nature of the emergency, 911 will be called.

* 1. Emergency Transportation (513) 352-2302
     1. Center’s Director or additional Support Staff will accompany child to Hospital.
     2. Additional Support Staff will supervise other children that need monitoring.
  2. ***BCA will not provide child care/educational services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.***

**Health**

Our staff have been trained to recognize the commons signs of Communicable Diseases or other illnesses are required by Rule 5102-2-12-31 of the Administrative Code.

The following precautions will be taken for children suspected of having a communicable disease:

BCA will immediately notify the Parent or Guardian of the child’s condition when a student’s condition has been observed with signs or symptoms of an illness.

A child with any of the following signs or symptoms of illness will be immediately isolated, under the supervision of a designated staff member, and discharged to his or her Parent or Guardian:

(1)      Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the auxiliary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.

(2)      Diarrhea (three or more abnormally loose stools within a twenty-four hour period).

(3)      Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

(4)      Difficult or rapid breathing.

(5)      Yellowish skin or eyes.

(6)      Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.

(7)      Untreated infected skin patches, unusual spots or rashes.

(8)      Unusually dark urine and/or gray or white stool.

(9)      Stiff neck with an elevated temperature.

(10)    Evidence of untreated lice, scabies, or other parasitic infestations.

(11)    Sore throat or difficulty in swallowing.

(12)    Vomiting more than one time or when accompanied by any other sign or symptom of illness.

**Should your child exhibit any of these symptoms, we require that your child be kept home until seen by a family physician.**

BCA staff has been trained to recognize the signs and symptoms of Communicable Illnesses and in the proper method of hand washing to minimize cross infection. BCA staff is trained to disinfect the washable surfaces that come in contact with the children (table, cots, toys, etc.) with the approved germicidal solutions. This is done on a daily basis.

It is the policy of BCA to exclude staff members from the work force if they exhibit the following sign of illness: elevated temperature, sore throat, diarrhea, of if they have knowingly been exposed to Communicable Diseases until the incubation period has passed.

**Health Screenings**

Upon enrollment, all Bethel Christian Academy, Inc. families receive a copy of the Recommendations for Preventative Pediatric Health Care Chart to ensure families are informed of all required health screenings for their child. Parents/guardians may speak with administration to receive information about community agencies that will perform these screenings. In the event a family inquires of available community agencies, a referral list of recommended agencies is kept on file in the center’s administrative office. Please see the attached Preventative Pediatric Health Care Chart.

**Reporting Child Abuse and Neglect**

All BCA employees are trained and certified in Child Abuse Recognition and Prevention. Therefore, as child care professionals, we are obligated and responsible to report any ***suspected and/or known*** instances of child abuse and/or neglect to the proper authorities,

**Prescription Medication**

The prescription label must include the child’s name, current date, the exact dose to be given daily, and the route of administration. The label must be attached to the original container. If the label reads, “to be given as needed” instead of the specific number of doses, the Parent/guardian must give written instructions. We cannot administer prescription or non- prescription medicine, food supplement, or modified diet without the Request for Administration of Medication form filled out by the Parent/guardian and by the student’s physician. **Only trained and authorized BCA staff will administer all medication.**

**Non-Prescription Medication**

A few nonprescription medications may be administered to a child with written instructions from the doctor on BCA’s special form. The medications include:

* + Fever reducing medicine without aspirin
  + Cough or cold medicine without codeine.

These medications must be in the original containers with the original label. The label must specify appropriate dosages based on the child’s weight and or age. Parent/guardians’ written instructions cannot exceed the manufacturer’s recommended dosage. BCA will administer these medications no longer than three days at any one time.

A child suspected of Communicable Disease shall be:

* + Immediately isolated in a room or portion of a room not being used for child care.
  + Provided with a cot and a blanket for use until he is discharged to his parents. The cot and blanket will be sanitized with an appropriate germicidal detergent upon the discharge of the student
  + A BCA staff member will be within sight or hearing of the isolated student. No student is ever left alone or unsupervised.

A student who becomes ill during the day will be discharged to the care of their parent/guardian as promptly as possible. If the parent/guardian is unable to report to BCA to take charge of an ill student, BCA may discharge the ill student to an adult who has been designated by the parent/guardian on the Emergency Form.

Bethel Christian Academy, Inc. cannot be held liable for any accident or injury sustained while a student is being cared for if the parent/guardian is unable to be located within a reasonable time frame.

When a student has been discharged to the parent/guardian due to illness, the student is permitted to return to class after 24 hours with no fever; or unless all visual signs of illness have disappeared in accordance with BCA’s Communicable Disease policy.

**Note:** The Communicable Disease Chart is posted in the Parent Center. When a child has been exposed to a Communicable Disease at BCA, parents/guardians will be notified verbally or a written statement will be provided or posted.

**Non-Prescription Medications**

Non Prescription Topical Ointments, Creams or Lotions

The Request for Administration of Medication for Child Care (JFS 01217) is only valid for months, or the specified determination of the physician. Parents/guardians may cancel the request at any time by written notification. If these medications are used for any skin irritations, they will not be applied for longer than 14 consecutive days at any one time.

All medication will be stored in a safe location away from children. Refrigerated medicine will be kept in the kitchen refrigerator, enclosed in a secure bag, labeled with your child’s name unless otherwise arranged. A designated BCA trained staff member will administer all medications. Each dosage and/or application will be recorded on the Job and Family Services 01217 Medication Form.

**Discipline Policy**

At Bethel Christian Academy, Inc., we desire to ensure the happiness, social adjustments, and safety of the entire group. We use positive disciplinary techniques such as redirecting and problem solving. Additionally, we have developed disciplinary procedures which we believe to be consistent, loving and firm. The procedures are applied when a child becomes disruptive to a group, displaying non-loving actions towards others, or being discourteous to students and/or staff. Applied disciplinary procedures include:

* + - Verbal reprimand
    - Apology to group or individual(s) for behavior
    - Time-limited Time Out
    - Withholding of reward or privilege
    - Written disciplinary note to the child’s parent(s)/guardian(s)

We reserve the right to dismiss any child whose refusal to cooperate results in the continued disruption of the class.

**Note:** Verbal abuse, cruel, harsh, or unusual punishment, such as punching, pinching, shaking, biting etc. is strictly prohibited.

No discipline technique(s) will ever be delegated to another child. This policy applies to all employees of the center.

**What to Bring**

Please bring a small blanket for nap time that can remain at BCA. We also need a complete change of clothing for each student in the event of a toileting accident or otherwise. Please submit all clothing items in secured packaging, labeled with your child’s name. Please mark all clothing to prevent mix ups or losses. We will keep the change of clothing in individual cubicles until needed. Please note all blankets and extra clothing items are sent home for laundering *weekly*; and should be returned the following Monday, upon arrival.

**Outdoor Play**

Weather permitting; the children have daily outside play. Children need outdoor exercise and fresh air to develop good physical coordination and to aid in healthy muscle and bone structure. In the following instances, the center will not go outside for recreation:

* Extreme Temperatures
* Wind Chill
* Rain
* Lightning

**Indoor Play**

Daily indoor play activities include, but are not limited to:

* Calisthenics
* Run in place
* Head-to-toe movement
* Arm and hand stretches
* Exercises

**Food Program**

4C Child and Adult Care Food Program - Centers

Bethel Christian Academy, Inc. participates in the United States Department of Agriculture Child and Adult Care Food Program (CACFP). It operates under the sponsorship of **4C for Children** a Child Care Resource and Referral Agency. This program reimburses qualifying entities for nutritious meals served to children. It is part of the National School Lunch Act. The benefits of this act are available to the children in our child care center through the 4C Child and Adult Care Food Program. The 4C Child Care Food Program is open to all eligible participants regardless of race, color, age, sex, handicap or national origin.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Meal Patterns for Infant and Children**

The CACFP meal pattern requires centers to serve meals that meet the nutritional needs of children, are consistent with the Dietary Guidelines for Americans. Using the meal pattern requirements assist the menu planner in providing well- balanced meals and snacks that provider the appropriate amounts nutrients a child needs during critical stages of growth.

The charts that follow show the required components for meals and snacks, with the minimum required serving size for each age group.

For more information about portion sizes on the Meal Pattern Chart, please refer to the following page.

**Whole Grain- Rich**

Whole Grain – Rich under the Hunger- Free Kids Act of 2010, as October 1, 2018: A Whole Grain is required to be served at least once a day. A Whole Grain – Rich food that contain 100 percent of whole grains or that contain at least 50 percent whole grain and the remaining grains in the food are enriched. This requirement only applies to meals served to children: it does not apply to infants’ meals.

**Milk**

Child care centers are required to serve milk at all meals as a beverage and may choose to serve milk as one component of a snack when the other component is not juice. Milk used as an ingredient in cooked meals, such as casseroles, puddings, and other foods, is not considered a serving.

The Healthy, Hunger-Free Kids Act of 2010 requires that all milk served in the CACFP to children over the age of two be low-fat (1 %) or fat free (skim) [CACFP 21-2011 *Revised*-*Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions,* September 15, 2011].

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**Examples of Milk**

• Pasteurized unflavored or flavored milk (1% or fat free for 6 +), buttermilk, reduced-lactose milk, acidified milk, reconstituted powdered milk, Ultra-High Temperature (UHT) milk

**Medical Statements**

In order to claim a meal that does not conform to the regulatory meal pattern, there must be a medical reason or a special dietary need and a signed statement on file.

**Special Dietary Needs**

If an institution is serving a child with special dietary needs (e.g., vegetarian), the parent/guardian may request substitutions by submitting a medical statement signed by a recognized medical authority, such as physician, physician assistant, nurse practitioner or other professional specified by the State agency, listing the foods to be omitted and appropriate substitutions. For more information about the required Special Diet Form, please refer to the following page.

**Note:** Milk substitutions that are made due to special dietary needs that are not a disability must be nutritionally equivalent to milk, even if accompanied by a medical statement. The institution can make such substitutions at its discretion. For additional information, see FNS Instruction 783-2 *Accommodating*

**Enrollment Process and Annual Enrollment Renewals**

An Enrollment Form and Income Eligibility Application must be completed by parent or guardian upon enrolling a child in this child care program. Renewals are completed during the month of August every year, this process includes both an Enrollment Form and Income Eligibility Application.

**Contact Information for 4C for Children:**

Debbie Edmonds [dedmonds@4cforchildren.org](mailto:dedmonds@4cforchildren.org) 513-758-1213

Mercee Lee [mlee@4cforchildren.org](mailto:mlee@4cforchildren.org) 513-758-1305

Terri Burch [tburch@4cforchildren.org](mailto:tburch@4cforchildren.org) 513-758-1326

Annetta Rutland [arutland@4cforchildren.org](mailto:arutland@4cforchildren.org) 513-758-1203

This institution is an equal opportunity provider.

**Tuition Policy**

A weekly tuition fee of $185.00 (full-time; part-time is discouraged) is charged for each child. Payment is due on each Monday morning, upon arrival. Extended Hours are available upon request at an additional $50/per week/per student. Any tuition/co-payment fees that are not submitted on Monday morning will incur a late fee of $10.00 per day until receipt.

**Returned Check Policy**

In the event a check is returned to BCA by your bank unpaid, the parent/guardian will be charged an additional $50.00 service charge. After two returned checks, BCA will only accept cash, Cashier’s Checks, or Money Orders as forms of payment.

**Late Arrivals**

Daily curriculum begins at 8:30 a.m. Therefore, in the event of a late arrival, please call the center before 9:00 a.m. There will be no admittance after 9:00 a.m. If your child has a doctor’s appointment, you must arrive at BCA by 10:00 a.m.

**Late Pick-Up Charge**

For any student (not previously registered for Extended Hours) discharged *after* the standard 3:30 p.m. dismissal, the parent/guardian will incur an immediate late fee of **$10.00 every 5 minutes late until arrival**. Extended Hour students discharged after 5:30 p.m. will also incur a late pick up fee of **$10.00 every 5 minutes late until arrival**. Time will be relegated according to the center’s clock. Payment is due immediately upon arrival. **No exceptions.**

**Illness or Vacation**

**Unfortunately, a child’s absence/vacation does not eliminate operational expenses. Therefore, in the event of any absence/vacation, tuition, co-payment, and applicable fee(s) are required as usual.** In the event of a family emergency, an allowance may be considered if the unusual circumstance is approved by the center director.

**Holidays**

BCA will be closed on designated holidays and Professional Development In-service dates which will be provided at enrollment and posted in the Parent Center. **Tuition payments during holiday closures remain the same despite the school closure.** Your compliance is appreciated.

**Sleep and Nap Policy**

Bethel Christian Academy, Inc. provides quiet-time and a relaxing environment for children who want to rest or nap during Quite Time. Rest time is in accordance with the developmental needs of the child. Rest or nap areas are lighted to allow for visual supervision of all children at all times. Any child who does not fall asleep during a designated quiet time has the opportunity to engage in quiet activities (i.e. computers, puzzles, books, etc.). During Quiet Time, the teacher to student ratio is doubled for no more than two hours; and is only doubled if all of the children in the group are on cots or on mats.

**Cots and Mats**

Cots or mats are individually assigned, cleaned and sanitized before reassignment to another child. Children’s cots are placed at least three inches and not more than eighteen inches off the floor. Children are not permitted to rest, nap, or sleep on the floor without a cot or mat.

**School Closings/Delays/Early Dismissal**

BCA’s calendar is *closely aligned* with the Cincinnati Public School district’s school closing/delay schedule. **Parents/guardians are advised to review your local news and weather stations for updates regarding cancellations or delays. In the event of a delayed schedule, students should arrive no earlier than 10:15 a.m., and classes will begin at 10:30 a.m.** Furthermore, in the event of an Early Dismissal, each parent/guardian will be notified by phone, and expected to pick-up their child(ren) by the designated time. Please refer to the school schedule located in your BCA enrollment registration packet for scheduled closings.

**Disenrollment**

Failure to comply with BCA’s policies, procedures, and financial agreements may result in disenrollment. Any parent/guardian having difficulty complying with any policy, procedure, and/or financial agreements should meet with the center director. All tuition and HCJFS co-payments are due ***every Monday upon arrival***. If monies are not received at this time, an additional $10.00/day late fee will be incurred, until receipt; unless prior arrangements have been approved by the management. Persistent non-compliance with payments may result in a student’s suspension and/or disenrollment.

**Field Trips, Routine Trips, and Walking Field Trips**

In order to ensure the safety and adequate supervision of children traveling from the center’s premises while under the care of a center employee, children shall be supervised at all times in accordance with the following:

(1)      The staff/child ratio requirements are met on field trips and routine trips. Children are assigned to specific child care staff members for all field trips.

(2)      On routine trips, the driver is an employee or child care staff member with the exception of contracted transportation services.

(3)      Parents/guardians authorized by the center may be drivers of their own child(ren) on field trips provided that staff/child ratio requirements are met at the destination.

**Transportation**

All vehicles operated by the center or driven by the center staff, or vehicles used by contractors for transporting children for routine trips or field trips have been subject to an annual safety check from an automotive service excellence (ASE) certified mechanic. During the months that the center vehicle is operated by the center or driven by center staff, a weekly safety inspection is conducted to ensure the vehicle’s safety.

**Supervision**

In order to ensure the safety and adequate supervision of children traveling off the premises of the center while under the care of a center employee, state staff/child ratio requirements shall be maintained at all times. Children shall be accounted for at all times while boarding the mode of transportation, while in route, throughout the duration of the destination, as well as, upon return to the center.

**Permission**

  The center will obtain written permission from the parent or guardian before transporting or walking children off the center premises or out of the areas approved for child care. The permission form signed by the parent or guardian will include:

(1)      The child's name.

(2)      The specific destination(s).

(3)      The dated signature of the parent or guardian.

(4)      For field trips, the date of the field trip and the approximate time during which the children will be on the trip.

(5)      A statement notifying parents or guardian that their child will be participating in activities near water if water that is more than two feet in depth will be accessible to the children on the field trip.

(6)      A statement notifying parents or guardians how their child will be transported, such as if the child will be transported by vehicles provided by the center, other parents' vehicles or public transportation.

**Additional Information**

The following shall be available on all trips, including routine walks:

(1)      First aid supplies

(2)      The completed "Child Medical/Physical Care Plan" (JFS 01236) or the equivalent form for any child who has health conditions which could require special procedures or precautions during the course of the trip. The center will also take supplies needed to provide treatment

(3)      A record listing each child on the trip.

(4)      A working cellular phone or other means of immediate communication, which shall not be used by the driver while the vehicle is in motion.

(5) Except for routine trips to and from the child's school or home, each child on the trip shall have identification attached containing the center's name, address, and a telephone number to contact in the event the child becomes lost.

**Pandemic**

In accordance with the guidelines set by the governor of Ohio or the director of the Ohio department of health, the center shall ensure the following:

(1) The center will ensure the staff child ratios and maximum group size limitations are maintained at all times.

(2) The center shall follow all hand washing procedures pursuant to rule [5101:2-12-13](http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-13.stm) of the Administrative Code with the following additions:

(a) All administrators, child care staff members and employees must wash their hands upon entering a classroom and prior to leaving for the day.

(b) All children must wash their hands prior to leaving for the day.

(3) The center shall ensure that all administrators, employees, child care staff members and children take their temperature prior to or as soon as they arrive each day.

(a) The center shall immediately send home any child or administrator, child care staff member or employee who has a temperature of one hundred degrees or higher. If any staff, children, or adults have a fever of 100 degrees or higher, they may not enter the facility.

(b) The individual shall not return to the center until he or she has been fever-free without the use of fever-reducing medication for at least twenty-four hours.

(c)  If the individual has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the center, he or she must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department.

(d) The requirements of this paragraph also apply to anyone whose temperature is taken after arrival.

(4) Mandate all employees and adults entering the center to wear a face covering.

(5) Limit access to the center; prohibiting parents/guardians and visitors from proceeding beyond the Parent Center entrance.

(6) Require children’s blankets (pillows, if applicable) to be laundered weekly by the parent/guardian.

(7) Implement a rigorous cleaning schedule.

(8) **If an Employee Tests Positive for COVID-19**

If an administrator, employee, or child care staff member employed by the center or a child enrolled in the center tests positive for COVID-19, the program shall:

(a) Notify ODJFS by the next business day in the Ohio child licensing and quality system as a serious incident pursuant to rule [5101:2-12-16](http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-16.stm) of the Administrative Code.

(b) Notify the local health department by the next business day.

(c) Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to being permitted to return to the program.

(9) **Room Dividers**

If the center needs to divide a room into smaller spaces to serve multiple groups of children, dividers may be used if they meet the following requirements:

(a) The dividers are at least six feet in height.

(b) The dividers are made from a nonporous material or other material that can be sanitized.

(c) The dividers meet any requirements set by the department of commerce, local building department, state fire marshal or local fire safety inspector.

(10) **Confirmed Cases**

In the event of confirmed cases, the center will:

(a) Immediately isolate and seek medical care for any individual who develops symptoms while at the center.

(b) Immediately communicate any confirmed cases of COVID-19 to parents/guardians and staff.

(c) Shutdown rooms for deep sanitation.

(d) The center will immediately notify the Department of Job & Family Services in writing of any confirmed cases of COVID-19 among children or staff.

(e) Work with the local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.

(f) Mandate testing of all suspected infections or exposures

(g) Following testing, contact the local health department to initiate appropriate care and tracing.

**Blended Learning**

According to Ohio Revised Code (ORC 3301.079), "blended learning" means the delivery of instruction in a combination of time in a supervised physical location away from home and online delivery whereby the student has some element of control over time, place, path or pace of learning. The key components of this include instruction in both a physical learning space away from home and online. The other components include some student choice of certain elements, like “time, place, path or pace of learning.” All these elements must be present to be considered a blended learning environment.

**WHY BLEND?**

A formal program of blended learning for instructional delivery allows students to have truly personalized learning experiences. Digital technology has revolutionized daily life and modernized the definition of success on a global scale. Ohio students require the right tools and technologies to engage them in relevant and quality instruction—engaged in learning as they are in their everyday lives.

Learning is more than the transfer of information. By embracing technology as a transformative tool and driving force of communication, creativity and globalization, educating Ohio students can move from a traditional style of learning to a more personalized approach. Bringing digital innovations and blended learning initiatives into the classroom will foster world-class knowledge and skills that enable students to achieve success in the global economy.

**Parking**

Upon arrival and departure to BCA, please:

* Only use the provided parking spaces in the BCA Parking Lot. Please do not park in an unauthorized area.
* Do not leave your car running, while unattended, during arrival or departure from the center.
* Be mindful of the volume of your music as you enter the school premises.
* For the safety of all, please be reduce your speed while on school premises.

**Student Technology Contract**

**Bethel Christian Academy, Inc. (BCA) School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner during class times/non-class time, on campus and off.**

**Each tablet is assigned to one student only.** DO NOT allow others to use your computer.

**Only one account assigned by BCA is to be used on your computer. Students will not create or use additional accounts on their Tablets.**

**The school’s internet connection should be used for research or information gathering** that is directly related to academic assignments or extracurricular projects supervised by BCA faculty.

**Only games directly related to school assignments or activities can be played during class time.**

**Instant messaging, e-mail, or any other computer communication should be used only for appropriate and responsible communication among students, faculty, and the outside world.** Rude, profane, abusive, threatening, or otherwise inappropriate language is not permitted and will result in confiscation of your computer.

**Blocked websites such as Facebook, Twitter, Instagram, and other blocked websites may not be accessed from the school district internet at any time.**

**Any account which bypasses management or security may result in the immediate loss of the Tablet.** This includes the use of any website which allows users to bypass web/internet, proxy, or other restrictions.

**Students may access only those files that belong to them or that they have been given permission to use. Without explicit authorization, students may not touch or use another person’s tablet/computer.** Using your login to access another tablet is strictly prohibited.

**Students are expected to follow all copyright laws.** The sharing or transferring of copyrighted materials is prohibited. This activity is illegal and may result in the loss of the tablet for everyone involved. Music stored on individual tablets will be assumed by the district to be owned by the student. The student will be responsible for any copyright violations, should the district officials learn otherwise. The district will not be monetarily responsible for any copyright infringements on student machines. When in doubt, ask first.

**Tablets and related equipment belong to and are distributed by the school.**

Access to Bethel Christian Academy, Inc. computer systems is a privilege not a right. Violating the letter or spirit of the above regulations may be cause for denial of student access to Bethel Christian Academy, Inc. computer systems, and/or may result in more serious disciplinary action(s).

Bethel Christian Academy, Inc. School District retains the authority to amend this contract as needed. This contract does not preclude further restrictions that are not specifically stated.

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| **Tablet Expectations and Usage** |
| **Lost or Stolen Tablet:**  Any loss of tablet (fire, theft, misplaced, etc.) will require a police/trooper report and investigation. Prosecution will be pursued for any fraud or other criminal activity. Report forms are available at the principal’s office.  **Damages:**  Any damage to tablet or accessories caused by malice, assault, vandalism, or similar actions will result in a police report and possible criminal charges being filed.  **Tablet cases and tablets are to remain free of drawings, markings, scratches or student-applied stickers.**  Tablets can be severely damaged by exposure to extreme cold. Keep your tablet well insulated while traveling. In the event of exposure to the cold, let it sit at room temperature for at least 30 minutes before turning it on.  **Student Expectations:**  Students are required to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day. (Full charging will take at least 45 minutes.) Students shall return the computer equipment to the Bethel Christian Academy, inc. School District immediately if the student moves or ceases to attend in the school district and shall surrender the computer equipment to a teacher, school administrator, or designees for inspection upon demand.  Students shall ensure that the use of school equipment outside of school occurs in a responsible, appropriate, and legal manner. Students shall immediately report to the school principal any problems with the tablet. Students shall NOT attempt to repair the tablet and shall NOT use, load or delete any software from the tablet.  **Parent/Guardian Expectations:**  Monitor the student’s use of the tablet at home (BCA Technology department only is authorized to attempt to clean or repair the tablet) and ensure that the use of school equipment outside of school occurs in a responsible, appropriate, and legal manner.  Report to the school principal any problems with the tablet. Do not use, load or delete any software from the tablet.  The tablet is issued for exclusive student use.  Understand that the tablet must be returned in the same condition as when it was issued. |

**Policy Signature Form**

I have read and understand the Preschool Policy Handbook of Bethel Christian Academy, Inc. I agree to comply with all of the written policies to fulfill my responsibilities to the school.

**Please return this signed form to the BCA Executive Administrator to complete enrollment.**

Parent/Guardian Signature Date

Executive Administrator/Designee Signature Date