

# Zion Buds of Promise Christian Academy



2018 – 2019  
Day Care & Before/After Care  
Parent Handbook

## Revision Log

Version	Date	Details
2018.0	July 17, 2018	Initial publication
2018.01	August 7, 2018	School Hours, Admission Policy

# **Zion Buds of Promise Christian Academy**

*Located behind the*

## **Zion Travelers M. B. Church**

14875 South Wallace Street

South Holland, IL 60473

708-331-7337 (Phone)

708-331-2361 (Fax)

Elder Alfred E. Smith, Pastor

Gerrie L. Shepard, Academy Director

## **Philosophy and Purpose**

At Zion Buds of Promise Christian Academy, we believe the first eight years of a child's life are crucial in creating a foundation for all areas of their future development. We believe a child's physical, intellectual, emotional, social and spiritual growth should be supported within the home, the community, and in early childcare centers. We realize every child is unique. They learn and develop differently. That is why we endeavor to know the children we care for. For it is only by observing children and developing awareness of their strengths, interests and needs that we can provide a developmentally appropriate curriculum that is also individually appropriate. We believe this approach of allowing children to experience the learning process at a level appropriate for them, guarantees their success without fear of failure.

At Zion Buds of Promise Christian Academy, we believe learning takes place in the context of relationships - teacher to child, child to parent and parent to teacher. So, we strive to create an environment where children, teachers and parents can strengthen these interrelationships. It is our mission to satisfy the needs of children, their parents and their teachers. For children, Zion Buds of Promise Christian Academy will be an extension of their homes, providing love, compassion and training. We realize parents are entrusting us with their most precious possessions and, therefore, need to know their children are in a clean, child-safe center where they will be fed nutritious meals, allowed sufficient play time, rest time and instruction time. Zion Buds of Promise Christian Academy is committed to satisfying all of these parental needs and expectations. Lastly, Zion Buds of Promise Christian Academy cannot successfully carry out its mission without the assistance of wonderful, committed teachers and staff members. We believe child care workers desire to share themselves with the children in their care. They desire to mold youngsters so they will become self-sufficient and able to move on to higher levels of development smoothly. Teachers and staff want to be recognized and appreciated for their efforts. The Zion Buds of Promise Christian Academy will do all it can to provide the resources and appreciation required to enhance our staff's teaching experience.

At Zion Buds of Promise Christian Academy, we will provide superior care in a loving, Christian environment. The day care/preschool, kindergarten, before/after school and summer programs will emphasize the development of the total child: emotional, intellectual, physical, social and spiritual. The instructional program at Zion's center will provide the skills, attitudes, and knowledge needed to enable each child to serve as a citizen of God's kingdom, for we believe children are God's Buds of Promise, bouquets of great possibility and potential.

## **Formal Religious Observance and Instruction**

Zion Buds of Promise Christian Academy practices Christian beliefs. All subject matter will be presented from a Christian perspective utilizing the A Beka Book and Learning Every Day curriculums. The school day will begin with prayer and prayer will be recited before all meals and snacks.

## **Goals**

- To creatively provide quality child care and instruction that meets the needs of the individual child.
- To combine teachings in Christian morals with lessons designed to enhance cognitive development.
- To establish a solid foundation on which a child's future learning can successfully build upon.
- To never give up and label certain children un-teachable or unreachable, but to alter teaching styles and approaches until he or she 'gets it'.
- To allow ample play time, since the interactions of playing enhance relationship building, cooperative behavior and other aspects of the maturation process.
- To develop children's individual talents and encourage their creative abilities in ways that glorify God.
- To promote the concept of Christian care and concern for others while teaching self-respect and self-love.
- To nurture each child's faith and to encourage the development of character qualities that reflect the fruit of God's Spirit (love, joy, peace, patience, gentleness, goodness and self-control).
- To develop and maintain a cooperative, team relationship with parents and/or guardians, working together to provide superior care and instruction for their children.
- To provide a professional, quality, Christian work environment for our staff, resources for their growth and opportunities for advancement.

## **Statement of Faith**

1. We believe the Bible to be the only inspired, inerrant, and therefore, authoritative Word of God.
2. We believe that there is one God, eternally and simultaneously existent in three distinct and equal persons known in the Scriptures as the Father, Son, and the Holy Spirit.
3. We believe in the absolute deity of Jesus Christ, His virgin birth, sinless life, miraculous works, atoning death through the shedding of His blood, His literal and bodily resurrection and ascension to the right hand of the Father, and His personal return to the Earth in power and reigning glory.
4. We believe the present ministry of the Holy Spirit is in the conviction and drawing of lost sinners to Christ for their salvation, His indwelling of believers to enable them to live godly lives in the image of Christ, and His guidance in the truth of the written Word of God.
5. We believe that all men are lost because of sin's penalty and can only be saved by repentance from sin and placing our faith in Jesus Christ apart from works.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto resurrection of life, and those who are lost unto the resurrection of condemnation.
7. We believe in the spiritual unity of all believers as part of the universal church, the body of Christ.

# **School Hours**

Zion Buds of Promise Christian Academy operates Monday through Friday, unless otherwise posted. Our hours are 6:00 a.m. to 6:00 p.m. with the following start times: Before Care - 6:00 a.m., Devotion 8:30 a.m., School Instruction 9:00 a.m., After Care 3:00 p.m. and Extended Care (care that exceeds ten hours or care between 5:30 p.m. and 6:00 p.m.) Please note: to ensure student participation in developmental activities and to avoid schedule disruptions, our arrival cut-off time is 10:00 a.m. Students arriving after 10:00 a.m. may not be allowed to attend for the day.

School closings due to inclement weather can be verified in the following ways:

- Download and activate the Zion Buds of Promise mobile app. Look for a closure notice on the Home page.
- Visit the Zion Buds of Promise website at [www.zbop.net](http://www.zbop.net) and look for a closure notice on the Home page.
- Call Zion Buds of Promise Christian Academy on 708-331-7337 and listen for a closure notice on the Voice Mail greeting message.

# **Admission Policy**

- We are only able to take children when there is an opening in the class. We must abide by the teacher/student ratio issued by the state of Illinois.
- The number of part-time openings is limited to 10% of the total number of children Zion Buds of Promise Christian Academy is licensed to care for.
- Children are accepted on a first come-first served basis. So, it is possible for this center to have a child base that is 100% full-time.
- The following documents are needed to complete the application process:

○ Application Agreement, Signed
○ Student Information Form, Signed (Includes Emergency Information, Emergency Care Consent and Child Release sections)
○ Health Examination Form, Signed by a physician
○ Eye Exam Form (Kindergarten-5 students)
○ Dental Exam Form (Kindergarten-5 students)
○ Fundraiser Schedule
○ Academy Policy Forms, Signed
○ Copy of Birth Certificate
○ Photo ID for persons authorized to pick up child
○ Food Program Enrollment Forms, Signed
○ DCFS Standards Summary Form, Signed
○ Tuition Express Forms, Signed (For electronic payments)

Zion Buds of Promise Christian Academy (hereafter referred to as ZBOP) admits students of any race, color and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its policies and programs.

# **Confidentiality Policy**

State law requires that some agencies (i.e. the Department of Children and Family Services and the Illinois Department of Public Health) have access to the records of children attending day care centers. Other than what is required by Illinois State law, no student information will be released to persons or organizations without signed approval to do so.

## **Curriculum**

### **Infant, Toddler, Pre-Kindergarten (PK) and Kindergarten-4 (K-4)**

Our Infant, Toddler, PK and K-4 programs offer a curriculum that surrounds students with age-appropriate toys and tools that encourage exploration and discovery. Our programs offer a curriculum developed around themes utilizing learning centers which give opportunities for children to learn about God's world and how we should live in it. Learning centers are areas within the classroom that provide concrete experiences which teach, reinforce, stimulate and enhance your child's physical, social, mental, emotional and spiritual development, at his or her own pace.

Examples of learning centers include:

Art Center	Block Center
Dramatics Center (Housekeeping)	Large Motor
Library	Math Center
Music/Movement	Outdoor Play Area
The Quiet Place	Sand/Water

### **Kindergarten-5 (K-5)**

Our K-5 program offers a curriculum that mirrors the Toddler, PK and K-4 learning centers described above, however, in addition to the 12 listed above, K-5 also includes a Science Center and a Social Studies Center. Themes and activities presented to K-5 students are developmentally appropriate for that age group and provide learning opportunities that will ensure student 'readiness' for entering first grade.

### **Computer Lab**

Our K-4 and K-5 programs offer a computer technology curriculum that develops fundamentals necessary to operate a computer and provides an introduction to coding.

### **School Age**

Our before/after school, school holiday, school break and summer programs continue our curriculum-based approach to learning and fun, while helping children succeed in school. Homework help, interesting projects, arts and crafts, games, computer time, outdoor play and fun with friends make for an enjoyable time. Themes and activities presented to school age students are developmentally appropriate for that age group.

The start and end dates of our before/after school, school holiday and school break (Christmas and Spring) programs will coincide with the school year start and ending dates as defined by the school districts in our surrounding communities.

Details about the summer program will be published on our ZBOP Day Camp flyer which will be available in April.

## **Day Care/Kindergarten Daily Schedule**

<b>6:00 a.m.</b>	Children begin to arrive – Hand washing – Free play or nap time
<b>7:45 a.m.</b>	Hand washing / Prayer / Early Snack
<b>8:30 a.m.</b>	Morning Devotion, Pledges, Singing
<b>9:00 a.m.</b>	Developmental Session
<b>10:00 a.m.</b>	Hand washing / Prayer / Breakfast
<b>10:30 a.m.</b>	Developmental Session
<b>11:30 a.m.</b>	Indoor/Outdoor play (weather permitting)
<b>11:55 a.m.</b>	Hand washing
<b>12:00 Noon</b>	Prayer / Lunch
<b>12:30 p.m.</b>	Toileting / Hand washing
<b>1:00 p.m.</b>	Nap / Quiet time
<b>3:00 p.m.</b>	Toileting / Hand washing
<b>3:15 p.m.</b>	Prayer / Afternoon Snack
<b>4:00 p.m.</b>	Spanish / Sign Language
<b>4:30 p.m.</b>	Free Play / Outdoor play (weather permitting)
<b>5:00 p.m.</b>	Toileting / Hand washing
<b>5:15 p.m.</b>	Prepare to depart
<b>5:30 p.m.</b>	End of day

## **Day Camp Daily Schedule**

<b>6:00 a.m.</b>	Children begin to arrive – Hand washing – Free play or nap time
<b>8:15 a.m.</b>	Hand washing / Prayer / Early Snack
<b>8:30 a.m.</b>	Morning Devotion, Pledges, Singing
<b>8:45 a.m.</b>	Curriculum Worksheets, Reading
<b>10:00 a.m.</b>	Hand washing / Prayer / Breakfast
<b>10:30 a.m.</b>	Inside play (arts and crafts, board games, electronic games, etc.)
<b>11:15 a.m.</b>	Indoor/Outdoor play (weather permitting)
<b>12:00 Noon</b>	Hand washing / Prayer / Lunch
<b>1:00 p.m.</b>	Afternoon activities (nap, movies, puzzles, games, etc.)
<b>3:00 p.m.</b>	Toileting / Hand washing
<b>3:15 p.m.</b>	Afternoon Snack
<b>3:30 p.m.</b>	Free Play / Outdoor play (weather permitting)
<b>5:15 p.m.</b>	Prepare to depart
<b>5:30 p.m.</b>	End of day



## Before/After Care Daily Schedule

6:00 a.m.	Children begin to arrive – Hand washing – Free play or homework
7:45 a.m.	Hand washing / Prayer / Early Snack
8:00 a.m.	Toileting / Hand washing / Prepare to depart
8:30 a.m.	End of Before Care
3:00 p.m.	Children begin to arrive – Hand washing – Free play
3:45 p.m.	Toileting / Hand washing / Prayer / P. M. Snack
4:00 p.m.	Homework / Quiet activities
4:30 p.m.	Outdoor play (weather permitting)
5:00 p.m.	Hand washing / Indoor activities
5:15 p.m.	Prepare to depart
5:30 p.m.	End of After Care

## Arrival and Departure of Children With Parent or Approved Designate

- Please park in the school parking lot and walk your child into the building through the ZBOP main entrance.
- Each child must be turned over to a ZBOP staff member either in a classroom before 8:30 a.m. or at the front door after 8:30 a.m.
- Each child will have a quick Health Check upon arrival. This process requires only a minute to complete and includes observing general appearance, scalp, face, eyes, ears, nose, mouth, throat, neck, skin on arms and legs.
- Any child deemed too sick for school (i.e. raised temperature, skin breakouts, etc.) will not be allowed to remain.
- Each child must be signed/punched in and out by the adult dropping them off. There will be a **per child** charge of \$1.00 when it is determined a child is in attendance, but is not listed on the attendance system or the sign-in sheet.
- When picking up a child, the student's parent or guardian must do so with the acknowledgement of a ZBOP staff member. This will assure the safety of the child and keep good communication between parent/guardian and the faculty/staff member.
- Please do not use these times to talk to your child's teacher. If you have any cares or concerns, please make an appointment for a conference or leave a message for the teacher to call you.
- If there is something that your child's teacher needs from you for the following day or
  - days, a note will be placed in your child's mail slot. If there is something that your child's teacher needs to know for that day, inform the Director or Office Assistant who will inform the teacher.
- Your child will not be allowed to be picked up by anyone but you, the child's parent/guardian, or a prior approved individual (as indicated on the Child Release Form) who has a picture ID. We cannot listen to the child in such matters.
- Please inform your child's teacher of various emotional traumas that the child may be going through such as; divorce, sick relative, death in family, moving, or anything that may change the child's character or actions in any way.

## **Arrival and Departure of Children with Transportation Service**

- ZBOP will expect your child's arrival and/or departure at the time you specified on your Application Agreement form.
- If your child has not been picked up 30 minutes after the expected time, ZBOP will phone the transportation service to determine why. If pickup cannot be arranged, ZBOP will phone parent or guardian. If pickup still cannot be arranged, ZBOP will care for your child until picked up by parent, guardian or approved designate. A half day or full day fee will be charged depending on the timeframe your child is cared for.
- If your child has not been dropped off 30 minutes after the expected time, ZBOP will phone the transportation service to determine why. If an expected drop off time is not given or if your child has not been dropped off 60 minutes after the original expected time, ZBOP will phone parent, guardian or emergency contact. ZBOP will maintain phone contact with transportation service, parent, guardian and/or emergency contact until:
  1. Child is dropped off at ZBOP by transportation service.
  2. Parent or guardian or approved designate picks up the child from school **AND** comes to ZBOP to sign him or her out.
  3. 6:00 p.m. at which time ZBOP will call city services (911) to report your child missing.
- Please inform your transportation service to park near the ZBOP main entrance (southeast door) and wait until a ZBOP staff member acknowledges they have released or received your child.
- Each child will have a quick Health Check upon arrival. This process requires only a minute to complete and includes observing general appearance, scalp, face, eyes, ears, nose, mouth, throat, neck, skin on arms and legs.
- Any child deemed too sick for school (i.e. raised temperature, skin breakouts, etc.) will be kept in the Director's office until he or she is picked up by parent, guardian or approved designate.

## **Transportation**

Transportation to and from ZBOP and other schools/locations in the Harvey, Phoenix, South Holland, Dolton, and Calumet City areas is available. See center Director for additional information.

## **Payment Process**

- Registration is FREE.
- Book/Screening/Supply fees are due when your child's enrollment application (new students) or annual re-enrollment paperwork (currently enrolled students) is submitted.

- Zion Buds of Promise is **NOT** a “drop-in” center. All ZBOP families contract to reserve class slots for the school year which begins the last week of August.
- Tuition payments are NOT based on attendance. Tuition payments maintain your child’s full or partial day class slot at ZBOP and will be accrued to your account weekly. Non-payment
  - may cause your child’s class slot to be given to applicants on our waiting list. No tuition credit is given for unscheduled absences, scheduled absences, vacation periods (besides the one contract week vacation mentioned below) or holidays.
- **Tuition is due and payable in advance on or before the first business day of the week at the time of drop off. Co-pays are due and payable in advance on or before the first business day of each month at the time of drop off.**
- Tuition and fee payments must be made using Tuition Express which is part of the Procure Software system we use to manage our center. Payments must be made by either:
  - Online Transactions – Parents initiate payments by using the Tuition Express website. *PLEASE NOTE: If paying by the Online Transaction method, parents must initiate payments at least one BUSINESS day before payment due dates. Doing so ensures Tuition Express will complete the payment process BEFORE the time of drop off.* Complete and return the TUITIONEXPRESS.COM REGISTRATION form.
  - Automated Transactions – ZBOP initiates automated tuition payments or co-payments using debit/credit card or bank account information. Complete and return the ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD form.
  - Debit/Credit Card Transactions at Check-In – Parents will initiate automated payments using the ZBOP Check-In system. No forms are needed for this method, however, an email address must be stored in Procure for electronic receipts.
- There is a \$5.00 per day late fee. Late fees are assessed beginning at the end of the first day they are due and every day thereafter. After five days, families will not be allowed to attend until full payment is made. After ten days, families will be withdrawn.
- Families who withdraw from and then return to ZBOP within an academic calendar year will be charged a re-enrollment fee of \$150. Families who return to ZBOP after a summer withdrawal period (second week of June through August) will not be charged a re-enrollment fee.
- If a ZBOP holiday falls on a Monday, payment is due on the Tuesday following the holiday. See *School Closures* section for a list of holiday dates. ***Please Note:*** A full week’s tuition is due for weeks that have holidays.
- Private-pay families are entitled to a one contract week vacation within a calendar year (12 months). Tuition will not be billed to your account during the approved vacation week. After the days of vacation, appropriate payments resume. Parents are asked to give a two week notice of vacation by completing a Vacation Notification Form and submitting it to the Director.
- New ZBOP families planning to apply for state subsidized tuition payments must pay 100% of the total weekly tuition amount until ZBOP receives written approval of the co-payment amount assigned by Action for Children. Once approval and payment is received from the state, these advanced payments will be returned less appropriate fees and co-pay amounts.

- **If your payments are already state subsidized, you are responsible for submitting re-determination paperwork in a timely fashion.** Action for Children requires at least one month (sometimes longer) to process paperwork, so please, submit re-determination paperwork and all attachments at least one and one-half months in advance of your subsidy expiration. **While awaiting approval, children will be allowed to attend ONLY if parents pay 100% of their tuition.**
- In the event your child will be absent, you should notify ZBOP immediately. If your child is absent five consecutive days without notification, your child's class slot may be given to an applicant on our waiting list. After ten days, your child will be withdrawn.

## **Tuition Discounts**

ZBOP offers a Church Membership Discount – **OR** – a Multiple Sibling Discount. Private-pay families can take advantage of one, but not both discounts. To take advantage of the Church Membership Discount, church information must be documented on the Application Agreement document. A confirmation form will be mailed to the documented church and must be completed, signed and returned to ZBOP. The discount will be take effect upon receipt of the completed, signed form.

## **Late Pick-Ups**

ZBOP is licensed to operate from 6:00 a.m. to 6:00 p.m. **At 6:00 p.m. a \$25.00 per child late pick-up charge will be assessed.** At 6:15 p.m., calls will be made to others documented on authorized pick-up lists and there will be an additional **per child late pick-up charge of \$1.00 for every minute your child/children remain at ZBOP past 6:15 p.m.** All late pick-up charges are due and payable upon pick-up and will not be added to account balances. Children will not be allowed continued ZBOP attendance until late pick-up fees have been paid. If late pick-ups continue, ZBOP will have no other choice but to discharge repeat offenders from our program.

At 6:30 p.m., if we have been unable to locate parents, authorized designates or emergency contacts, children who are still in our care will be transported to the Phoenix Police Department which is located one block south of our center at 625 East 151<sup>st</sup> Street, Phoenix, Illinois, 708-331- 2181. Parents will have to pick children up from the Phoenix Police Department and will be subject to the laws, policies and procedures associated with child abandonment situations.

## **Screening Assessments**

In an effort to promote early identification of developmental delays, we have chosen the Early Learning Accomplishment Profile (E-LAP) System to screen students who are 4 weeks to 3 years of age and the Learning Accomplishment Profile-3 (LAP-3) to screen students who are 4 and 5 years of age. Screening by itself does not provide a diagnosis, but is the first key step in the diagnostic process. Children will be assessed three times during the academic school year, i.e. at the beginning, mid-year and year-end. Screening results will either confirm to parents and teachers that students are progressing appropriately or they will alert them to seek special services early. Children whose delays are caught during this time see much better long-term progress results than those who are treated later.

## **Standardized Achievement Testing**

The Stanford Achievement test series is a state-of-the-art tool to measure student progress toward high academic standards. This assessment instrument is used by Christian school educators to find out what their students know and are able to do. Test results empower teachers and parents to identify and help children who are behind national standard levels as well as those who are meeting or exceeding expectations.

K-5 students will be tested in April. Test results will be distributed with final Report Cards for the academic school year to parents/guardians with no outstanding balances.

## **Parent/Teacher Conference**

During the second or third week of September, all parents are urged to attend a Parent/Teacher conference session where you will be afforded the opportunity to meet your child's teacher. You will also hear information about our school, your child's class, your child's progress and upcoming events. In addition, you are encouraged to invite family or friends who are looking for early childhood education. This would be the perfect event for them to learn about ZBOP and tour our facilities.

## **Referral Bonus**

If new families enrolling their children document your name on their application as the person who referred them, you will earn a \$50 referral bonus after the new family has been a part of the Zion family for three months AND their account is in good standing.

## **Fundraisers**

Zion Buds of Promise Christian Academy will sponsor fundraisers during the school year. This is a shared responsibility that all ZBOP families are expected to participate in. Fundraisers generate monies that are used solely for the purpose of improving our facility, curriculum and equipment. Families who choose not to participate in fundraising efforts will have a \$40 family fundraiser allotment amount added to their account balance for each missed fundraising activity. Unpaid allotments will result in outstanding account balances which will affect report card/progress report distribution, standardized test score distribution, graduation participation and, possibly, school attendance.

## **Rest Time**

A supervised nap, rest or quiet period is required for children under six years of age who remain at ZBOP for five or more hours. Children who do not sleep during this period will be allowed to participate in a quiet activity while other children are napping.

# Separation Anxiety

If this is your child's first experience in a "day care or school" setting, there is often a variety of problems that may arise. Here are some ideas for a smooth transition:

Do:

- Get excited about going to school.
- Let your child know that they are going to have fun and make friends.
- Tell them what time you will be back (even if they can't tell time it still helps.)
- Practice leaving them and coming back. If they have never or rarely been left with others, do a few trial runs with the help of friends or family. This will help them to know that when you are apart...you will return. If you have no way of doing any "trials" you may consider a graduated pick up the first few days (example: 8:00-11:00, 8:00-1:00 then 8:00-3:00).

Don't

- Make promises you can't keep (I will come get you at lunch time if you will just stay now.)
- Let them think that you will "get them out" of a special activity.
- Give into a temper tantrum or fit (calm them down and be firm, but kind.) If you give in once you will find that the problem gets worse not better. Children rise to expectations.
  - **Be sure that the teacher knows that your child has arrived. Kiss your child and tell them bye, please do not remain in your child's room. It can make the period of adjustment more difficult. Feel free to call back and check on your child.**
  - **Should your child not adjust after a few days of care, ZBOP will work with you to determine your needs and will make referrals to other day care and/or early childcare agencies.**

## Dress Code

- During the ten-month academic school year (August – June) K-4 and K-5 students are required to wear clothing designated in our ZBOP School Uniform policy (see below). ZBOP may designate non-uniform days. Notification of these non-uniform days will be documented on the ZBOP School Calendar, memos and/or mobile app notifications that will be sent to parents in advance.
- During non-academic months, children should arrive dressed for indoor and outdoor play. ZBOP staff members will NOT be responsible for changing children into "play" shoes. Children must wear gym shoes in order to participate in outside play. Children must NOT wear flip flops.
- **Please** keep a complete set of weather appropriate clothes at ZBOP in case of an accident. During potty training, it is wise to keep 2-3 sets.

- Children should wear comfortably fitting attire. If children wear shorts or skirts, they should be knee-length. No spaghetti strap, halter or bare midriff tops are allowed. No clothing with skulls, slogans, advertisements, or messages is allowed.
- If necklaces, bracelets, watches, rings, hair beads, etc. are worn and become a distraction, the items will be stored in the Director's office and given to parents at the end of the day. Boys will not be allowed to wear any type of objects in their ears. If girls wear earrings, they should be small and of a 'close to the ear' type.
- Children will **NOT** be allowed to use cell phones on ZBOP premises. Phones brought to school will be kept in the Director's office and given to parents at pick up time.
- Label all clothing that is easily removed (coats, jackets, sweaters, shoes, etc.)
- ZBOP is not responsible for valuables brought to the center nor any items that are lost or damaged within or without the center.

## **School Uniform**

We believe school uniforms promote a sense of pride in our school and solidarity between our students. We believe also that a clean-cut and professional image reduces distractions and promotes learning. Therefore, school uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the style and color choices listed below.

<b>Girls</b>	<b>Boys</b>
Red Polo Shirt (Long or Short Sleeve)	Red Polo Shirt (Long or Short Sleeve)
Black Uniform Jumper, Skirt, Scooter or Pants	Black Uniform Pants
Solid White, Red or Black Socks or Tights	Solid White or Black Socks
Solid Black Shoes	Solid Black Shoes
Solid Black or Red Vest or Cardigan worn over Red Polo Shirt (Optional)	Solid Black or Red Vest or Cardigan worn over Red Polo Shirt (Optional)

Uniforms may be purchased from any store or internet site selling uniform quality clothing. Leggings, sweat pants and bottoms made of a jersey or knit types of material will not be allowed.

All students are expected to comply with our School Uniform policy. Non-compliance may result in, but not be limited to, the following:

### **1st Offense:**

- Student will receive a verbal reminder. Additionally, written notification and a copy of our School Uniform policy will be sent home to parents/guardians.
- If available, students will be required to wear a clean uniform from the reserve closet at the school, unless a parent/guardian brings a uniform from home. The student is expected to return the uniform to the school office at the end of the school day. The per item cost for borrowing uniform items for the day will be \$1.

## **2nd Consecutive Offense:**

- Parents/ Guardians will be called to discuss the School Uniform policy and to offer strategies that aid the family in complying.
- Parents/ guardians will be asked to bring missing items to the school. If they are unable to do so, students will be required to wear a clean uniform item from the reserve closet at the school, if available. The per item cost for borrowing reserve closet uniforms for the day will be \$2.

## **In Case of an Emergency**

Although we strive to prevent accidents and injuries, they tend to happen from time to time. ZBOP staff are certified in First Aid, CPR and Heimlich maneuvers. Should your child have a minor injury or accident, ZBOP staff will triage your child and provide first aid.

Should there be a medical emergency due to accident or injury, our program will call city services (911). They will transport your child to the most appropriate medical facility. A ZBOP staff member will accompany your child.

In **both** types of incidents, minor injuries or accidents and medical emergencies, we will contact the parents, guardians or emergency contact person listed in your child's emergency information.

Your signed consent form with your insurance and medical information will allow the medical facility staff to make decisions properly while taking care of your child. Please remember to update your home, work, and emergency phone numbers as well as your child's medical information as changes occur.

If your child is exempt from receiving medical care, you must indicate that on your child's Student Information form in the Emergency Information section.

## **Insurance**

ZBOP carries liability insurance necessary for state license. This insurance does not include medical coverage for students. Parents/guardians are expected to carry medical insurance coverage for their child's illness or injury.

## **School Closures**

Labor Day	New Year's Day
Veteran's Day	Martin Luther King, Jr. Day
Columbus Day	President's Day
Thanksgiving Day	Good Friday
Day After Thanksgiving	Memorial Day
Christmas Eve	One-Week Summer Break
Christmas Day	Independence Day
Center Administration Day	



If a holiday falls on a Saturday or Sunday, ZBOP will observe the holiday on the following Monday. Other school closures or early dismissals will be communicated at least one week in advance.

## **Supplies You Provide**

Parents bring the following items to ZBOP, if required: baby food, baby formula, disposable diapers, disposable training pants, baby wipes, powder, Vaseline, lotion, ointments and medicines. ZBOP will notify parents when required supplies are running low. If supplies for your child/children run out, ZBOP will provide what is needed for the day on a "per item" fee basis. Supply fees will be added to your tuition balance and should be paid with the next week's tuition payment.

Parents must also provide a complete change of clothing, including socks and underwear. **Please label all of your child's belongings. ZBOP will not be responsible for lost items.**

Toys are provided and should not be brought from home except for Show and Tell days. Items brought from home will be stored in the Director's office and returned to parent/guardian at pick up time.

## **Sickness Policy**

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness.

Children exhibiting symptoms such as those listed below shall not be admitted to ZBOP while symptoms persist:

- Chicken pox (varicella), until at least six days after onset of rash
- Diarrhea
- Fever (oral temperature of 101° F or higher or under the arm temperature of 100° F or higher)
- Head lice, until the morning after the first treatment
- Impetigo, until 24 hours after treatment has been initiated
- Measles, until four days after disappearance of the rash
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious
- Mumps, until nine days after onset of parotid gland swelling
- Purulent conjunctivitis, until 24 hours after treatment has been initiated
- Rash with fever
- Scabies, until the morning after the first treatment
- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness
- Vomiting two or more times in the previous 24 hours
- Whooping cough (pertussis), until five days of antibiotic treatment have been completed

Children absent due to illness for three or more days must obtain a doctor's written approval before being allowed to return to ZBOP.

## **Medicines**

ZBOP will dispense medications according to instructions parents/guardians specify on a signed Permission to Administer Medication consent form. Both prescription and non-prescription medication shall be accepted only in its original container. Prescription medications shall be labeled with the full pharmacy label. Over-the-counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable. A specific staff person shall be designated to administer and properly document the dispensation of the medication. ZBOP shall maintain a record of the dates, times administered, dosages, prescription number, if applicable, and the name of the person administering the medication.

When a child no longer needs to receive medication, the unused portion or empty bottle shall be returned to the parent.

## **Bathroom Visits**

Bathroom visits will occur at regularly scheduled times as well as when individual children express a need to go. **All** bathroom visits will be supervised by a ZBOP teacher, aide or assistant. Boys will use a bathroom designated solely for them and girls will use a second bathroom designated solely for them. Preschool and school-age children will use the bathrooms separately, at different times.

## **Potty Training**

Potty training for your child will not begin until he or she is ready. If your child shows the general signs of readiness, such as he/she is aware of the need to go by saying, "potty", then we will start training. We cannot begin toilet training if your child shows no interest, has no understanding, or does not have the muscular control to succeed at this. We will not permit children to wear any cloth underpants if they are not potty trained well. When potty training begins, we request that you not dress your child in clothing that is hard to manipulate, i.e. one-piece outfits, overalls, T-shirts that snap between the legs, pants with snaps and zippers, belts and one-piece thermal underwear.

## **Birthday Cake**

If you would like to bring snacks or cake for your child's class, please inform your child's teacher at least one or two days in advance so proper arrangements can be made.

PLEASE NOTE: State regulations restrict us from allowing homemade treats to be brought to ZBOP. Please bring store bought items only.

## **Visitors**

Parents and guardians are welcome at any time to visit ZBOP, announced or unannounced, however, we request your visits not last more than 30 minutes. Other individuals and children that are not in our program will not have permission to visit.

**\*\*Legal documentation must be submitted to inform us if a parent or guardian is not permitted to pick up or allowed to visit a child while attending ZBOP.**

**Due to the general state of our world today, safety is a top priority. We philosophically hold to the fact that our students are your children and that we are responsible to you for their well-being while they are here. Therefore, we will not allow access to your children without your knowledge and written consent. This includes lawyers, officers of the court, estranged parents, etc. We hold to our rights that this is private property and we will ask anyone to leave who is deemed not welcome and/or is a potential threat to our facilities, staff, or students.**

## **Field Trips**

ZBOP's curriculum is based on active learning. At times, children may take off-site trips. Permission slips detailing the adventure, cost, etc. will be sent home for parent/guardian approval. Parental volunteers may be sought to accompany children and staff on field trips.

When the weather permits, we will, at times, take walking trips in the community.

## **Communications**

Parents of infants and toddlers will receive daily care reports about their child's activities, behavior, health issues, toileting issues, etc. Parents will receive requests for supplies on Supplies Needed forms, requests for assistance on Notes Home forms, and updates on your child's academic progress on Report Cards or Progress Reports.

Information about ZBOP's planned events, the month's menus, special announcements, lesson plans and other information deemed pertinent for parents and guardians will be communicated on ZBOP's mobile app and website, [www.zbop.net](http://www.zbop.net).

## **Expressing Concerns and Seeking Information**

To communicate concerns and/or seek answers to questions, parents/guardians are encouraged to arrange conference times to speak with their child's teacher or with the ZBOP Director.

## **Rules of Conduct for Children**

**ZBOP will not tolerate** Backtalk, Biting, Disrespectful or Vulgar Expressions or Motions, Hitting, Yelling (unnecessary noise), Kicking, Temper tantrums, Disrespect, Fighting, Pinching or Ugly or Vulgar Language

***ZBOP does not tolerate violence in any form. Faculty/Staff, students, parents, and the Administration are committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family - student, teacher, parent/guardian, support staff, board member, administration, or others while on school property and at school sponsored events - is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious and respectful.***

## **Food Restrictions**

Since ZBOP is a part of the Illinois Department of Education's food subsidy program, we are required to offer students food components that are defined by the state. If your child is allergic to certain foods or should not be offered certain foods, please get a food substitution form from the ZBOP Office. This form must be completed by a physician and must list foods that cannot be offered along with a list of alternate foods that provide the same nutritional value as the restricted foods.

From time to time, our facility is visited by state monitors. If they notice a child being fed food items that differ from the printed menu, we must be able to show your doctor's statement that limits our food offerings.

## **Before/After School Care Departure/Arrival Policy**

Parents/guardians shall be legally responsible for making sure their school-aged children get to and from their schools safely.

Parents/guardians shall be legally responsible for selecting their school-aged children's walking routes from and to Zion Buds of Promise Christian Academy.

Parents/guardians shall be legally responsible for providing supervision that is appropriate to the student's age, maturity, and conditions that exist on the walk route.

Parents/guardians should direct walk route safety concerns to the association or law enforcement agency responsible for the specific location/area.

Plans for transporting school-aged children from and to before/after school care must be established and agreed upon in writing by parents/guardians, the school and Zion Buds of Promise Christian Academy.

Parents must sign a written consent allowing school-age children to be transported to another location or to their home where they are placed on their own supervision.

Transportation plans may include, but are not limited to:

- A) Children leaving the center to go to school;
- B) Children leaving school to go to the center; and
- C) Children leaving the center.

## **Guidance and Discipline Policy**

Here at ZBOP, our philosophy is for each child to be nurtured in a non-threatening environment, which does not include the use of corporal punishment. Staff shall help ensure children develop self-control and assume responsibility for their own actions. Limits and consequences shall be clear and understandable to children, consistently enforced and explained to the child before and as part of any disciplinary action.

Firm positive statements about behaviors or redirection of behaviors shall be our goal. In circumstances where a child may need to be removed from the group to help a child gain control, it shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.

Children shall not be disciplined for toilet accidents. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear, any threatening or actual withdrawal of food, rest or use of the bathroom; abusive or profane language, or public or private humiliation, including threats of physical punishment or any form of emotional abuse, including shaming, rejecting, terrorizing or isolating a child will not be acceptable or tolerable.

Children shall have reasonable opportunity to resolve their own conflicts. Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

Our goal here at ZBOP is to assure the success of each and every child. Therefore, should there be an issue to resolve, we will not only contact the parents, but we will work with the parents to develop an intervention plan. The center Director will monitor the implementation by staff and keep all parties apprised of the plan's progress.

In certain circumstances, where ZBOP has been unsuccessful in resolving the child's behavior, we will, as we will throughout this process, request assistance of the child's parents. Any program developed with the assistance of the parent will include Director, Staff and Parents monitoring the progress of this plan of action.

When efforts by ZBOP have been unsuccessful, a clinical behavior management plan may be developed to meet the needs of a particular child, if developed with the parent and a professional clinician. These efforts will be documented in the child's file, along with the appropriate consents. All staff working with the child shall receive training on implementing the plan.

## **Termination**

Our goal is to assure the success of every child in our program. Unfortunately, despite the best efforts of our staff, despite developing and following intervention and/or professional clinician plans, a child may be discharged. Any child, after attempts have been made to meet their individual needs, who demonstrates an inability to benefit from the type of care offered by our program or whose presence is detrimental to the group, shall be discharged from the program. Children will also be discharged from the program for non-payment of tuition and fees and or repeated late pick-ups.

In all instances, when ZBOP decides that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves our facility, including referrals to other agencies or facilities.

## **Withdrawal**

If you plan to withdraw your child from ZBOP, please provide a two (2) week advance notice.

## **Our Responsibility**

We will do our best to make your child's ZBOP experience a positive one!

We will love your child and will honor the responsibility you have given us.

We will teach your child about Christ through songs, lessons and our lives.

We will do our best to listen and explain things to your child on their level.

We will model the behavior we expect from your children.

We will do our best to encourage, praise, and award students for appropriate behavior.

We will do our best to keep our parents up to date on activities, etc.

We will do our best to stay consistent in our rules and procedures.

We will do our very best to answer all questions you may have.

We will do our best to be kind to and respect students and parents at all times.