



# ZTCA K3-6th Grade PARENT/STUDENT HANDBOOK

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Train up a child in the way he should go; and when  
he is old, he will not depart from it. Proverbs 22:6

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Welcome to Zion Temple Christian Academy:

We bring you greetings in the Name of Jesus. We are so glad that you chose Zion Temple Christian Academy for your child's education. The school began with a vision from the late Bishop Jasper J. Phillips, Founder. We feel Zion Temple Christian Academy is a place where God's love dwells. The word of God says, **"Train up a child in the way he should go: and when he is old, he will not depart from it."** (Proverbs 22:6). Children must be faithfully trained, line upon line, precept upon precept, day after day after day.

Come to our school for a look at what we have to offer. Acquaint yourself with the ABEKA Program, meet our staff and delve into the rich history of Zion Temple Christian Academy. We want to help your children grow and become good, smart, decent men and women in our community and a good citizen of the Kingdom of God.

With God's guidance and a daily Christian atmosphere, we will teach students to live by: **Galatians 5:22-23 – "But the fruit of the spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law."** Our mission is that the students feel secure in knowing we are consistent, and they can count on us. We praise and encourage our students to achieve so they will enjoy learning and in turn are "prepared unto every good work."

This handbook contains information regarding the school program. It is very important that you read and return the forms included in this handbook. Keep this handbook readily available as long as your child is enrolled in the program. It will answer many of the questions you have about Zion Temple Christian Academy.

We pray you have an enjoyable year and believe that if students, parents and staff work together, this will be a very successful year for your child(ren). With God's help, we look forward to working with your child(ren) until they finish the sixth grade. Please let us know if you have any questions that may not have been addressed in the handbook.

We look forward to hearing from you. Our administration is ready and willing to answer any questions you may have.

God bless you and your family.

## **PROGRAM INFORMATION**

### **History/Mission Statement/Statement of Faith/Core Values**

#### **History**

Zion Temple Christian Academy began with a vision borne out of prayer and the Word of God. The school was founded by the late Dr. Jasper J. Phillips and his wife Dr. Beulah K. Phillips on Tuesday September 6, 1983. Sister Geneva McGee was the first Director. The school was founded on the vision of training up a child in the way he should go; and when he is old, he will not depart from it. (Proverbs 22:6)

Zion Temple Christian Academy originally opened with 6 students. The school staff with teachers and other willing workers are truly dedicated to the Lord and His work and are faithful in their service to the school. We offer an excellent academic education from a Christian perspective with graded curriculum from K4 (preschool) through grade six. All were volunteers.

We deeply appreciate the support of the parents, friends and community who have prayed, supported, and given of themselves unconditionally for the work of this ministry. Truly, we are grateful for God's abundant blessings, and we can look back and say, "Look at what God has done," toward the children of men.

#### **Mission Statement**

"Train up a child in the way he should go: and when he is old, he will not depart from it."  
(Proverbs 22:6)

#### **Statement of Faith**

Our Faith, Discipline, Rules of Order and Doctrine are in the WORD of God as taught and revealed by the Holy Ghost. (John 14:26; I Corinthians 2:9-13). "All scripture is given by inspiration of God, and is profitable for Doctrine, for reproof, for correction, for instruction in righteousness; that the man of God may be perfect thoroughly furnished unto all good works." (II Timothy 3:16-17).

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Zion Temple Christian Academy's faith, doctrine, practice, policy and discipline, our Pastor, Executive Board, and Board of Directors are Zion Temple Christian Academy's final interpretative authority on the Bible's meaning and application.

#### **Core Values**

- We believe in an educational program that is based on the truths of God's word and the preeminence of Jesus Christ. Bible lessons are incorporated in our curriculum as we

believe in God's supremacy and the Bible is the absolute truth of the revelation of God's Nature and will for mankind.

- We believe in teaching our students that the Lord Jesus Christ is the redeeming Son of God who came to earth and died for our sins.
- We believe in providing a safe and respectful learning environment where students are actively engaged and challenged in their learning. We challenge students to develop a biblical worldview; seeking God's will, a view of the world based on God's revealed truth and the Bible which directs our life in the world and that our students be not conformed to the pattern of this world.
- We believe that all scripture is given by inspiration of God and encourage our students to use the Bible as a tool to implement spiritual development into their everyday lives.
- We believe in providing spiritual training from a holiness viewpoint that fosters the development of Christian character in our students.
- We believe in teaching students to show honor and respect to those whom God has appointed to leadership.
- We believe in encouraging students to follow Christ's example of leadership through servanthood and glorify God through service in their school church, and community.

### **Non-Discrimination Statement**

Zion Temple Christian Academy is passionate about the differences with which God has created everyone. We admit students of any race, color, national or ethnic origin, or qualified disability to all rights, privileges, programs, and activities generally accorded or made available to our students.

## **Philosophy/Goals Educational Objectives**

In a comfortable Christian atmosphere, each child will be guided to grow spiritually, emotionally, socially, physically, academically. and in Christian faith.

### **Goals**

Zion Temple Christian Academy is not a school merely for the sake of academics, but character training is one of the goals of Christian education. Students must be faithfully trained, line upon line, precept upon precept, day after day after day. To train means to exercise, to discipline, to teach, and form by practice. When students are trained, it becomes part of their character to do what they have been taught. It is built into their spirit, and they have to go against their own spirit to do the wrong thing. Training builds habits that are right, and training must take place all through the day, not merely in a "character lesson" taught once a day or once a week. It is not enough to simply talk about doing right. Students are taught to have self-esteem, pride, respect authority, be attentive, obey willingly and immediately, apply themselves to the task at hand, learn rules and apply them, do their best, learn to work hard, develop habits of orderliness, carefulness, obedience, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, discipline, endurance, helpfulness neatness, patience, and respect. These goals will enable students to develop

spiritually, intellectually, physically and socially. Our goal is that each student will have the things that make life successful (love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance) as well as a quality education and the confidence that “I can do all things through Christ which strengtheneth me.” **(Philippians 4:13).**

### **Educational Objectives**

- To provide a Christian-based curriculum is provided for a well-rounded education.
- To provide a computer literacy program for all students K4 – Grade 6.
- To provide opportunities that will help enable pupils to develop spiritually, intellectually, physically, and socially (for example, Student Council)
- To promote high self-esteem in pupils.
- To provide opportunities to develop pride and patriotism in pupils.
- To provide opportunities to explore the “World of Careers”.
- To inspire self-control through godly discipline based on effective teaching, common sense, and the Word of God.

### **Zion Temple Christian Academy Offers:**

- Uniformed Environment
- Safe/Non-violent Environment
- Before/After School Watch
- Multiple child discounts
- Summer Program (Preschool through grade 6<sup>th</sup> Grade),
- Computer Lab (including IXL)
- CCM Suzuki Violin
- Children’s Choir
- Track Team (grades K4-6<sup>th</sup> Grade)
- Art Club
- Educational Outings/Field Trips
- Exposure to the ARTS
- Spring Athletic Program
- Active PTO

## **Curriculum/Non-Profit/License**

### **Curriculum**

Zion Temple Christian Academy uses the **Abeka Curriculum**, which is a Christian-based curriculum that provides for a well-rounded education. The Abeka curriculum is a faith-based, traditional educational program for preschool through sixth grade which emphasizes biblical

values and character building. It focuses on a spiral learning approach that reinforces concepts throughout the year.

## **Non-Profit**

We are a Non-Profit Preschool through Sixth Grade school that was created out of a need to serve the community and teach children about Christ.

## **License**

Licenses and other valuable information are posted in the school office. Zion Temple Christian Academy is in compliance with health, building, and fire regulations. At the end of the handbook, you will find an attachment about licensing and other valuable information. Please take the time to read this information.

# **Admissions/Forms**

## **Admissions**

A student is considered to be enrolled in school only after the registration packet and fee has been received, administration confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted before admission. A physical exam must be completed within the past 12 months. This medical form must be updated 30 days after the expiration date. **If a physical is not updated within 30 days after notice, student will not be permitted to return to school until the physical is updated.**

## **Forms**

**These forms are required before admission to the classroom:**

- Children Enrollment & Health Information
- Child's Medical Statement ( a current completed exam and immunization form by a licensed physician or certified nurse practitioner)
- Verification Parent/Guardian Review of Policies Receipt
- Zion Temple Christian Academy Tuition Agreement
- Copy of Birth Certificate
- Authorization to Release Form
- Photo Release Form
- Handbook Statement
- Walking/Park/Transportation Permission Forms Admission Forms

All forms can be found on ZTCA website at [www.ztca.org](http://www.ztca.org) or contact the school office (513)861- 5551 for any concerns.

New Preschool Families will be scheduled for an Orientation to take a tour of ZTCA, speak to teachers, and go through all of the important information you need. This is time for you to ask questions.

#### New Family Admission Forms

Please fill out the Admission Form found on our website, [www.ztca.org](http://www.ztca.org) or contact the Admissions Office, (513) 861-5551. This is the only form you will need to fill out until you hear from us! If you are a returning parent please call the office first before reapplying.

## Hours and Days of Operation

### Hours

We are open for operation Monday through Friday from 7 a.m. to 6 p.m. All students should arrive by 8:30 a.m. Students are considered late after 8:30 a.m. We must receive a phone call to say that your child will arrive late due to an appointment or uncontrollable situation. If you come after 10:00 you will not be allowed to attend school that day. A late fee will be charged if a student is picked up after closing time. **(Please see Early/Late Pick- up Charges.)**

### Closing for Special Days

Zion Temple will be closed to observe the following: Labor Day, Veterans' Day, the Wednesday before and the Friday after Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Presidents Day, Winter Recess Days, Good Friday, Spring Recess, Memorial Day, Juneteenth Day, Parent/Teacher Conference Days, and Professional Development Days, Early dismissal occurs on the following days: Open House, Christmas Program, and Closing Day Program. **Full tuition is due for the months in which these special days fall.**

### Closing for Inclement Weather

On rare occasions, it may be necessary to close the school due to poor weather conditions. We will make every effort to open our doors at the normal time. Weather related school closings, delays, and early dismissals are broadcast on local television stations each morning on the day of the closing. You can also check our school calendar, which can be found on our website at [www.ztca.org](http://www.ztca.org). **Full tuition is due for the months in which these occur. No refunds for Before/After School Watch Tuition.**

## **Preschool Staff/Student Ratios and Class Size**

### **Preschool Voucher Funding (PFCC)**

The Ohio Department of Job and Family Services (ODJFS) provides Publicly Funded Child Care (PFCC) to help eligible parents and caretakers with the cost of child care while they work, attend school, or take part in job training. Parents that qualify are responsible for knowing where to swipe the child in and out daily. Your child is required to be in attendance a minimum of 30 hours per week. Failing to swipe your child in for the 30 hours per week will require payment from the parent/guardian. It is the parent's responsibility to notify the office if they receive any voucher or have any issues about their voucher.

### **Preschool Ratio**

Zion Temple Christian Academy preschool will not exceed the State of Ohio required ratios:

1-10 Preschoolers (3 years- 4 years)

1-12 Preschoolers (4 years- until eligible for kindergarten)

Because we desire to provide a higher level of quality care, we will strive to maintain a 1-10/1-12 in the preschool classrooms. Ratio for preschoolers may be doubled for 1 ½ or 2 hours at naptime as long as all students are resting quietly on their cots and enough staff are in the building to meet the regular required staff/student ratio if there is an emergency.

### **Preschool Group Size**

The maximum group sizes for preschool class are 12.

Maximum group size is defined by the number of students in one class. Limitations do not include naptime, lunchtime, outdoor play or special activities.

### **Preschool Required Documentation**

Failing to provide the required documentation including immunization record, physical form, and enrollment forms in a timely manner will result in termination per regulations. In the event that a child is terminated, the staff will prepare the child for termination from the program in a manner that is consistent with the child's ability to understand

## **Daily Schedules**

Students' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for students. We want students to view their school as a safe and comforting place, where they know what to expect and when to expect it.

## **Preschool 3 years old Schedule**

### **Before School Watch**

7:00 – 8:00 Arrival/Hand Wash/Breakfast/Free Play

### **Class Schedule**

8:00 – 9:00 Arrival/Restroom & Hand Wash/ Indoor Gross Motor  
9:00– 9:15 Devotion  
9:15 – 9:30 Bible  
9:30 – 9:45 Restroom  
9:45 – 10:00 Group Time  
10:00–10:30 Language & Literacy Development  
10:30 -11:00 Cognitive & General Knowledge  
11:30–12:00 Free Play/ Cleanup/Restroom  
12:00–12:45 Lunch/Cleanup  
12:45 – 1:00 Restroom Numbers/Language Development/Restroom  
1:00 – 1:45 Outside/Indoor Gross Motor Activities

1:45 – 2:00 Restroom  
2:00 – 3:00 Quiet/Nap time  
3:00 – 3:30 Dismissal  
3:30 – 4:00 Prepare for After School Watch  
4:00 – 4:30 Snack  
4:30 – 5:45 Free Play/Gross Motor Activities  
5:45 – 6:00 Cleanup/Dismissal

## **Preschool 4 years old Schedule**

### **Before School Watch**

7:00 – 8:00 Arrival/Hand Wash/Breakfast/Free Choice Play

### **Class Schedule**

8:00 – 8:30 Hand Wash/ Skill Development  
8:30 – 8:45 Restroom  
8:45 – 9:00 Devotion  
9:00 – 9:15 Bible  
9:15 – 9:35 Free Play  
9:35 – 9:55 Phonics  
9:55 -10:15 Handwriting  
10:15 – 10:30 Numbers  
10:30 – 10:45 Phonics/Number Review

10:45 – 11:00 Music/ Poetry/ Drama  
 11:00 – 11:30 Arts and Crafts  
 11:30 – 11:50 Language Development  
 11:50 – 12:00 Cleanup/Restroom  
 12:00 – 1:00 Lunch/Clean up/Free play/Restroom  
 1:00 – 2:00 Recess: Outdoor/Indoor Gross Motor Activities/Computer Lab  
 2:00 – 3:00 Quiet/Nap time  
 3:00 – 3:30 Dismissal  
 3:30 – 4:00 Prepare for After School Watch

### **After School Watch**

4:00 – 4:30 Snack  
 4:30 – 5:45 Free play/Gross Motor Activities  
 5:45 – 6:00 Cleanup/Dismissal

## **Registration, Tuition, Fees, and Payment**

### **Tuition**

School tuition is due promptly by the end of each month beginning in August. Special tuition discounts apply for accounts that are **paid in full** before the first day of school. For the current monthly fee for students, please refer to our website, [www.ztca.org](http://www.ztca.org). If payment is not received by the end of each month, the account will be considered delinquent. (See delinquent payments.) In the event of illness, full payment is expected to maintain student space. Enrollment must be made for tuition and before/after school watch to: **FACTS Tuition Management Program** (first payment due in August and continue for 10 months through May until paid in full). Accounts must be paid by credit card or automatic bank payments. For all other fees, make money orders or cashier's checks payable to: **Zion Temple Christian Academy**.

### **FACTS Tuition Payment**

**FACTS** is a quick, secure method for paying your tuition balance in full. Enrolling in a **FACTS** tuition payment plan allows you to select a payment option that best suits your financial needs. The plans listed below are offered by ZTCA. Depending on the start and end date of each plan, they may not always be offered. FACTS payment methods offered: **Credit Card and Automatic Bank Draft. Payments made through a credit card are assessed as an additional charge for processing**

### **Tuition Plans**

- Payment in Full: Pay tuition in full.
- Semi-Annual Payments: Pay your tuition in two installments.

- Quarterly Payments: Pay your tuition in quarterly installments.
- Monthly Payments: Spread your tuition balance over monthly installments
- Bi-Monthly Payments: Spread your tuition balance over two week installments

For more details about the options above, create an online account by following these simple steps:

1. Create an online account in FACTS.
2. Then click on the Set Up a payment plan link.
3. Select the school year for which you will be paying.
4. Complete the steps as prompted.

Discounts up to three children per month are awarded if tuition is paid by the due date each month. However, after two late payments, all discounts for the remainder of the school year will be void. Since our tuition is significantly low, there can be no exceptions.

Re-enrollment fee is due at the time of registration. It includes registration, testing and student promotional fees. Re-enrollment Book fee may be paid in two equal monthly installments. Initial fees are due upon registration. Registration, testing, tuition and student promotion fees are nonrefundable. Financial records are kept on a 10-month basis and are averaged to make it easier for you – August through May (10 months). Tuition is due on the 5<sup>th</sup>, 15<sup>th</sup>, after the 20<sup>th</sup> weekly, biweekly or end of each month. Full tuition is due for the months in which holidays fall, and students may be out of school due to inclement weather or other emergency closing

### **Registration Fee**

An annual, non-refundable registration fee for new enrollees or a re-enrollee fee is charged. This fee is for each student enrolled. A student is not considered enrolled until the registration fee is received. Please refer to our website, [www.ztca.org](http://www.ztca.org).

### **Book Fee**

A one-time non-refundable book fee for Pre3 classes and for K4 classes is charged. This fee is for student curriculum books. Please refer to our website, [www.ztca.org](http://www.ztca.org).

### **Student Promotional Fee**

An annual, non-refundable student promotional fee charged. Please refer to our website, [www.ztca.org](http://www.ztca.org).

## **Vacation**

Zion Temple Christian Academy must be notified of vacation dates at least two weeks in advance. This will allow teachers time to prepare homework packages for students. Students that enroll in the Summer Activity Program will receive one week's vacation. **Full payment is expected to maintain student space.**

## **Holidays**

Full tuition is due for any period including holidays.

## **Delinquent Accounts**

A fee of \$65 will be charged to the account if payment is not received by the designated day. The parent will be required to pay all fees by cashier's checks or money orders until all account balances are settled for the remaining school year. FACTS Tuition Management Program charges a \$30 fee for insufficient funds. A fee of \$65 will be charged to the account if payment is not received by the designated day. ZTCA will charge a \$35 fee for insufficient funds.

## **Before/After School Watch (additional cost)**

As a service to our parents, we offer a Before/After School Watch program where students are monitored by our staff before and after the instructional day. After School Watch includes planned activities to engage students. Please refer to the Before/After School Watch form on our website, [www.ztca.org](http://www.ztca.org), if interested.

### ***Hours and Days of Operation***

- Before School Watch (additional fee) 7:00 am - 8:00 am
- Classroom doors are open. 8:00 am
- Academic Preparation and Planning 8:30 am - 8:45 am
- Instructional Hours 8:45 am - 3:00 pm
- No additional fee with job letterhead 3:00 pm - 4:00 pm
- After School Watch (additional fee) 4:00 pm - 6:00 pm

\*All students are expected to arrive no later than 8:30 am. Students arriving after 8:30 am must report to the office

## **Early/Late Fees**

Students who are not registered for the Before School Watch (7 a.m. to 8 a.m.) or After School Watch Program (4:00 to 6:00 p.m.) are charged a \$14.00 daily fee. Fee is due at the time of

drop off/ pickup. This fee can be paid by cash only. If your child stays two or more times a week in the Before/After School Watch program, you must register for the program.

### **Before/After School Watch Overtime**

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as students fear they have been forgotten when parents do not arrive at their usual time. Overtime fees will be charged if a student is picked up after 6 p.m. Pick up after 6 p.m. causes hardships for the staff and their families, please be respectful of their time. First occasion late fee is \$12.00, at 6:01 p.m. an additional \$12.00 will be charged for every five minutes after 6:05 p.m. On the second occasion, the late fee is the same as the first time. On the third occasion the late fee is \$50.00 at 6:01 p.m. An additional \$25.00 will be charged for every five-minute segment. Payment is due upon arrival. Cashier's check or money order is to be made payable to Zion Temple Christian Academy. Overtime payment is due on the same day. The fee is to be given directly to the teacher who supervised your child while waiting for pick-up. Please remember that your child must be in your care at 6 p.m. **No exceptions to this rule.**

**School is dismissed at 3:00 p.m., and unless prior notice is given to the school, parents are expected to pick up children at that time. There will be a \$50.00 Late Pickup Fee beginning at the first minute after 6:00 p.m. and an additional \$10.00 for every minute after.**

### **Parent Withdrawals**

The office is to be notified two weeks in advance by a parent in writing for a student withdrawal or to change enrollment status. Parent/Guardians will be responsible for tuition until your withdrawal or enrollment update is completed. It is our goal to meet the needs of every child in our care. However, Zion Temple Christian Academy reserves the right to withdraw any student if we feel we are unable to meet his or her needs; however, the decision is left to the discretion of the Administration Staff. **Tuition Fee is Non-Refundable**

## **Suspension or School Withdrawal from ZTCA**

Every effort is made to avoid suspension or school withdrawal; however, Zion Temple Christian Academy reserves the right to terminate a child's enrollment. There are several instances that may result in a child being withdrawn from school.

### **Tuition Payment**

Zion Temple Christian Academy relies solely on tuition's collected to fund the school program. If a child's tuition is not paid, administration will notify the parent in writing that payment is expected. If payment is not made within a timely manner, then your child will be withdrawn from the school. Past due tuition payments will still be expected. **Report cards and records will be held until full payment is made.**

### **Parent Misconduct**

As a Christian school we assume that our parents value and appreciate Christian values and that they would govern themselves accordingly when interacting with staff and while visiting the building. Parents must refrain from any behaviors that are inappropriate and could cause a person's sense of mental and/or physical well-being to feel jeopardized. This could include threatening or verbally abusing staff, students or other parents, using profanity, or displaying overall aggressive behavior. At the discretion of the administrator, the parent will be asked to leave the premises, and their child will be immediately withdrawn. Tuition will not be refunded.

### **Non-Compliance**

Parents and students are expected to comply with all policies and procedures outlined in this Handbook. Parents and students should read and familiarize themselves with its contents and directions. Disregard for school policies and procedures will result in the student's withdrawal from the school.

## **Supervision**

A major responsibility of Zion Temple Christian Academy staff is to ensure the health and safety of each student entrusted in our care. The staff is alerted to the safety needs of our students, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

### **Preschool Arrival/Departure**

Preschool parents are required to bring students into the classroom and to sign in on the attendance book by the door or on the teacher's desk. Any special messages, medications, special pick-up notes, etc. are to be given to the teacher. Preschool students may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each student's presence before the parent departs. At the time of pick-up, parents are asked to contact their child's teacher or supervising staff member to ensure that the staff is aware that the student has been picked up. Parents are responsible for the supervision of their child until they sign in. The parent or pick-up person is responsible for the student before and after signing out, once they are in the student's presence. No student is permitted to be sent out to the parking lot for pick-up.

### **Kindergarten-Sixth Grade Arrival/Departure**

Students in Grades Kindergarten through Sixth Grade are allowed to enter the building on their own. Once entered they may go to their classroom or appointed area. During dismissal, all

Kindergarten through Sixth Grade students are assembled at entrance B to be dismissed from 3:00-3:30. Parents may drive up to the entrance where they will be greeted by an adult who will bring their child to the car. After 3:30, students will return to class and will be called down when the parent comes in to request them.

### **Parking**

Please Park in the parking lanes provided during drop off and pick up times. Do not park in fire lanes, near the school building, or the children's play area (orange cone area) due to carbon monoxide drifting into classrooms and ensuring the safety of our students.

### **Supervision of Preschoolers**

At no time will a student be left unattended. The staff will always supervise students, including naptime. If a student becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a teacher or staff member.

### **Absence**

If your child is absent for any reason, please contact the office or your child's teacher. The office will notify the teacher of the child's absence. Upon return to school the student must bring a note stating the reason for the absence. Failure to bring in a written note will be considered an unexcused absence. Students absent three or four days without notice are requested to bring a physician's note to return. Student absence five or more days without notice will be considered truant. Please notify the office/teacher if your child will be absent or ill. By law ZTCA must report truancy in Preschool.

### **Release of a Student**

Staff will release students only to people on the release form provided by the parents. The drop-off person must write the time of the arrival/dismissal for preschool along with their signature. Authorized adults must be eighteen or older. Any person on the pickup list between the ages of fourteen and seventeen years of age must have written permission on file from the parent to pick up the student. Anyone thirteen or younger cannot be on the pickup list. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check the IDs of anyone they do not recognize. Please let the pickup person know about this ahead of time so they may bring a picture ID, and they are not offended. Students' safety is our priority! **If a staff member is transporting a child independently of the school, at the request of the parent, permission by the parent is required and this agreement is considered separate from the school and will be treated in the same way as an outside person that the parent has transporting their child.** Our staff will not release students to anyone including parents who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the student home. **Authorities will be notified if necessary.**

## **Custody Agreements**

If there are custody issues involved with your child, you must provide Zion Temple Christian Academy with court papers indicating who has permission to pick-up the student. Zion Temple Christian Academy may not legally deny a parent access to their child without proper documentation. Zion Temple Christian Academy must follow the court order as written. **Authorities will be notified if necessary.**

## **Transitioning Preschool Students**

Arrival time can be a hard time for a student in the morning. Parents are expected to help students settle into activities, which will help the students have a great day. Your child spends many hours at Zion Temple Christian Academy, it is important for them to have time to show you their friends, the materials they work with, and to hear you say goodbye before you leave.

Children transition into the next classroom at the beginning of the next school year, depending on the age requirement for that group. Often, children will become the age of the next group, while they are still in a specific classroom, and for continuity of care, we do not move children mid-year.

Before a transition into the next classroom takes place, we will have the child visit the classroom that he or she will be going into. These visits are generally made with one or two other children that will be transitioning, as well. Each transition will be made in a way that will be best for that specific child. We will communicate with parents to make the transition successful for the child.

## **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff have suspicions that a student is being abused or neglected, they **Must** make a report to the local children's service agency. The safety of our students is always our first concern.

## **Field Trips/Transportation of Students**

### **Emergency Transportation**

Zion Temple Christian Academy will not transport students in emergency situations. If a student requires transportation, the parent or the emergency squad will be contacted. **Zion Temple will not provide childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.**

### **Field Trips and Tracking**

Occasionally, students are taken on field trips for fun or for educational interest, which will be done with trained staff members on a state licensed bus. Before departing the school, an account will

be taken of all the students, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the students have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During field trips, each staff member will have specific students that they are responsible for supervising. Before any student participates in a routine or field trip, the school will obtain written permission from the parent or guardian. Students must have a recommendation from the teacher to go on a field trip. There will be a charge for most trips. Students will lose the privilege of field trips for unacceptable behavior and will not be permitted to come to school. No refunds will be granted.

### **Water Activities/Swimming**

During the summer months, children enrolled in ZTCA Summer Program will participate in some type of water play on a weekly basis. Water play days allow the children to play in sprinklers, play with the water table, and play games associated with water. Children may also go into a wading pool on some field trips. School children may have swimming lessons and swim in a pool. We ask that your child bring a bathing suit, a towel, and perhaps water appropriate shoes. A note will be sent home to let you know what day your child's class will participate so that you can pack and prepare for water activities. Before any student participates in water activities, the school will obtain written permission from the parent or guardian.

## **Code of Conduct**

Our school mission is to "Train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6). To that end, we have adopted a code of conduct grounded in our statement of faith and established parameters for acceptable behavior. Maintaining a safe, productive environment inside our schools and classrooms is our number one goal at Zion Temple Christian Academy. This Code of Conduct applies to all ZTCA students in Preschool through 6th grade.

### **Guidance**

Zion Temple Christian Academy staff believe that helping a student to learn self-control is very important. Our hope is that each student will learn self-discipline through careful guidance. Your child will be treated with love and respect. We believe if students are treated with respect, they in turn learn to respect teachers and their friends. Our expectations will be kept within the student's capabilities, and the student will be made aware of these expectations. Positive reinforcement (commenting on students doing the "right thing") and positive redirection (removing the child and giving them an appropriate consequence) will be used.

### **Thinking Time-Out**

A student may be asked to sit for a short period of time to give the student a chance to regain control if they are having a difficult time. Thinking Time will be age appropriate.

## **Behavior**

If a student is consistently endangering himself, peers, staff, property or not complying with the reasonable requests of any adults, it may become necessary to withdraw the child from the school. Every attempt will be made to work together with the parents and the student to correct the behavior when possible, but in extreme cases, administration may withdraw from a student who is not a good fit for the school. The safety of students and staff is always our primary concern. The administrator would be in communication with the parents prior to this occurrence. If the student demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to notify the parent to pick the student up immediately. Good behavior is encouraged daily. **All guidelines for the guidance and management of children apply also to the staff of Zion Temple Christian Academy.**

## **Behavior Report**

If a student displays chronic disruptive behavior they may be assigned a daily behavior calendar which will reflect the student’s behavior and progress daily. If your child is assigned a Behavior Report the parent must sign and return it daily.

## **Gender**

Students are to dress in conformance to one’s biological gender. Students are to use the restrooms and changing facilities conforming to one’s biological gender. The school has the right to ask a family to withdraw if they are not willing to comply with the expected standards of conduct as outlined in this document.

## **Fail to Respond**

If the parent has failed to respond to suggestions for outside referrals or if a parent refuses to work with the staff on a behavior intervention plan, or if the child has needs that are beyond the capabilities of the school to reasonably provide, a meeting with the administration will occur to determine the proper placement for the child.

## **Expectations**

### **Lunchroom**

- All children are to enter and leave the lunchroom in an orderly manner.
- There will not be any talking until the children have finished their lunch.
- Children are to remain seated until they are instructed to clean up.
- Before leaving the lunchroom, children are expected to clean their area.
- Children are expected to keep their voices low in the lunchroom.
- Children are expected to try and complete their meal.

## **Play Area**

- Fighting will not be tolerated.
- Disrespect to teachers or other students will not be tolerated.
- Rough play will not be tolerated (it can lead to hurt feelings and fighting).
- When recess is over, line up automatically. No talking is permitted when entering the building.
- No profanity is permitted.
- Remove caps/hats when entering the building.
- Always show good sportsmanship.

## **Hallways**

- Avoid unnecessary movement or talking in the hallways during the school day.
- Stay to the right in the hallways.
- No writing or marking on walls.

## **Classrooms**

- Students must comply with all classroom rules and reasonable requests.
- Students must be respectful and obedient to all adults.

## **Bathrooms**

- Respect others' privacy.
- Wash hands and clean up after yourself.
- No horseplaying

## Behaviors/Consequences

Behavior	Possible Consequence
Verbal Disrespect to Anyone	Written Apology, Parent/Teacher Conference, Suspension
Use of Bad Language	Apology, Lunch Detention, Parent Conference
Fighting/Hitting/Spitting	Sent to Office, Conference and/or Suspension
Destruction of Property	Apology/Restitution, Parent Conference, Restitution Suspension
Field Trip Behavior	Loss of Privileges to Attend Future Field Trips
Tardiness/Unexcused Absence	Conference with Parent
Stealing	Apology, Restitution, Parent Conference, Suspension
Running/Talking in Hallway	Lunch DT, Loss of Privileges
Bringing Toys from Home	Conference with Parent
Being Out of Uniform	Send to the Office to Call Parent
Disrupting Class	Apology/Lunch DT, Parent/Teacher Conference, In Building or Home Suspension
Pulling Fire Alarm	Send to Office, Parent Conference, Suspension, Pay for False Alarm
Cell Phones	Policy per Teacher Guidelines

## Meals and Snacks

### Hot lunch

Hot lunches are available for parents who want to take advantage of this convenient option. Students pay \$5.50 per day for lunch provided by Aunties Catering. Parents can sign up online to have payments paid through FACTS once a month. **Parents must sign up for the entire year. Once signed up for the year you cannot cancel your payments.** Likewise, you must sign up at the beginning of the year and cannot be added midyear. Hot lunch includes an entrée, side dish, milk and fruit. Vegetarian options are available upon request

## **Bag lunch**

Cold lunch must meet current nutritional requirements. Lunches are to be in lunch carriers clearly marked with your child's name.

**For Preschool**, bag lunch meal (minimum portion sizes for 3-6 years old) must be nutritional from the following food groups: protein (1½ oz.), grain (½ slice bread or ¼ c. pasta, etc.), two foods from the fruit/vegetable group (½ c.). **Fluid milk is also required daily**, which the school will not provide. Bag lunches will be refrigerated. Children's lunches should meet the nutritional requirements; the school is not mandated to provide the children with any appropriate additional food(s). **Lunch will not be warmed.**

**For Grades Kdg. - Sixth Grade, we recommend that** Nutritional items (sandwiches, vegetables, potato chips, pretzels, fruit) should be prepared for the students. Sugared items (fruit roll-ups, snack cakes, candy) are not recommended as they decrease the child's appetite. Microwavable items are not permitted. A drink is brought from home with the student's lunch.

Zion Temple Christian Academy does not provide a morning breakfast snack. Students may bring breakfast with them between 7:00 a.m. until 7:50 a.m. Lunch time is 12 noon. An afternoon snack is provided for students at the afterschool watch around 4:05 p.m. Each of the pre-packed snacks will contain at least two nutritional foods. **Class starts at 8 a.m. Students should eat breakfast before class.**

## **Snacks**

We will serve pre-packed snacks to students that are in attendance after 4 p.m. for a fee if they are not on the Before/After School Program. Please let us know ahead of time in writing from your physician or for religious beliefs if your child is not permitted to have any type of foods due to allergies.

# **Emergency Response Plan**

## **Response Plan**

This plan defines emergency response operations such as communications plans, student release procedures, general emergency actions, and hazard-specific procedures. Please read and sign the emergency plan statement. *Parents of re-enrollees are to review annually the Emergency Handbook*

## **Evacuation**

Zion Temple Christian Academy has devised several procedures to follow if an emergency would occur while a student is in the care of the school. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to ensure that students have arrived at the designated spot. To prepare students for the unlikely need to evacuate, the school does conduct monthly fire drills, and

periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the school, our emergency destination is the Hirsch Center Recreation Complex, 3630 Reading Road or North Avondale Montessori School, 615 Clinton Springs Avenue. If the immediate area must be evacuated, we will evacuate to the Avondale Public Library, 3566 Reading Road. Signs will be posted on the school doors indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted by text, email or voicemail as soon as possible to come to pick up their child.

### **Environmental/Violence Threat**

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure students in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to parents. As we practice lockdown drills you will be notified.

### **Inclement Weather or Emergency**

On rare occasions, it may be necessary to close the school due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch your local television station for closing information. On these occasions, regular payment is expected. No refunds for Before/ After School Watch Tuition. Please refer to our website, [www.ztca.org](http://www.ztca.org).

## **Management of Illnesses**

### **Symptoms for Discharge**

Zion Temple Christian Academy provides students with a clean and healthy environment. However, we realize that students become ill from time to time. If this is your child's first school experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all students as they enter the classroom to quickly assess their general health. The school will immediately notify the parent/guardian of a child's condition when he/she has been observed with signs or symptoms of an illness. The parent/guardian is expected to make immediate arrangements for their child to be picked up from school. We ask that you not bring a student to school sick. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school. Parents must pick students up immediately after being contacted. A physician's note must be submitted before a student can return to school. **The Administrator/Principal has the right not to re-admit a student with a physician's note if they feel the student needs more time to heal before returning to school.**

A student with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100° F- in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)

- Severe coughing (causing the student to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching and thick and purulent (pus) discharge or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

### **Isolation Precautions**

Any student demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parents will be notified. If a student does not feel well enough to participate in school activities, the parent will be called to pick up the student. Anytime a student is isolated they will be kept within sight and hearing of a staff member. In preschool, the cot will be disinfected, and any linen used will be sent home to be washed and disinfected before being used again. Parents will be notified in writing if students have been exposed to a communicable illness. Students will be readmitted to school after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a physician's note will be required stating that the student is not contagious. **The Administrator/Principal has the right not to readmit a student with a physician's note if they feel the student needs more time to heal before returning to school.**

### **Immunizations**

All students must have updated immunizations to attend ZTCA or a proper exemption must be obtained in writing by a religious leader or a philosophical exemption. However, when there is an outbreak of vaccine-preventable disease, children who have not had the disease and who have not been vaccinated should be excluded from school.

### **Medications**

The school will administer medications to a student only after the parent completes a Request for Medication form and Medication Plan form. All proper sections must be completed, and the medication handed to the teacher each day. Medications will be stored in a designated area not accessible to students. We cannot give any medication to the student if the label on the prescription has expired or the label is not on the prescription. **Medications may NOT be stored in a student book bag or lunch box.**

## **Inhalers**

Parents must sign a Request of Medication form and Medication Plan form stating that they are permitting their child to always have access to the inhaler. Inhalers must be given directly to the teacher for immediate safe storage. The student should come to school every day with the inhaler. The inhaler must be in the original container with a prescription label on it. We cannot give inhalers to the student if the label on the prescription has expired.

## **Prescription Medications**

Medications must be in their original container and administered in accordance with instructions on the label. Over the counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request of Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician. We cannot give medication to the student if the label on the prescription or over the counter medication has expired. Zion will administer prescription medication when considered reasonable accommodation necessary to accommodate a child with a disability.

## **Food Supplements/Modified Diets**

If a student requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator/principal for any questions regarding our policy.

## **Provision of Medical Care**

We are not licensed to provide medical care, and our staff are not trained to provide medical care. Our staff does not provide invasive medical treatments (Such as insulin injections, feeding tubes), nor do they determine the dosage of medication

## **Incident/Injury**

Our staff members have received training in First Aid, Communicable Diseases, and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury/illness were more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the student to the hospital with all available health records. Staff may not transport students in their vehicles. Only parents or EMS will transport.

## **Incident/Injury Report**

An incident/injury report will be completed, and given to the person picking up the child on the day of the incident/injury if any of the following occur: the student has an illness, accident, or injury which requires first-aid; the student receives a bump or blow to the head; the student has

to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If the student is a preschool student we will report the incident within twenty-four hours of the occurrence. The school shall also contact licensing personnel from the appropriate ODJFS office within that same twenty-four hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within three days of the incident.

## **Parent Information**

### **Parent Participation/Visitation**

Parents are encouraged to participate whenever possible in the activities at Zion Temple Christian Academy. Upon request, parents have limited access to areas of the building used by their students during hours of operation. **For security purposes, all parents/volunteers and visitors must sign in at the office upon entering the building and sign out upon leaving the building.** Parents may wish to attend field trips, class parties, and special programs or simply stop in to see our daily activities. Teachers are available to discuss a child’s progress or needs. However, due to staff responsibilities and schedules, parents are asked to make appointments when it’s necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

Due to the fact that we are a Christian school, teaching our children Christian values and standards, we ask that parents and guardians be dressed modestly when entering the school building.

### **Volunteer**

Parents may be volunteers for field trips, school programs, social and educational events. Volunteers must be 18 years of age or older.

### **Weekly Parent Newsletter**

Each Friday of the week, the principal sends out a communication with highlights of the week, important news and calendar events. It is sent home by backpack and emailed to individual parents. Please take the time to read it to prepare of the upcoming week.

### **Staff Email/Phone**

You can contact your child’s teacher whenever you have a question or need assistance or have a question. Phone numbers and email addresses are located on our school website. [www.ztca.org](http://www.ztca.org).

### **Teacher's Corner**

Our teachers share important information on their individual teacher page for students and parents to stay current on class happenings and school work. [www.ztca.org](http://www.ztca.org).

## **Parent Concerns**

If parents have any concerns or questions regarding our policy, students or staff at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Contact the student's teacher directly
2. Contact the Administrator (if preschool)
3. Contact the Principal

It is important to bring concerns up when they occur. Often, they can be addressed when they are smaller problems before they grow into bigger problems. Our staff fully realizes that you trust us with your little ones, and we want our relationship to be a good one. Communication is the key to a positive home/school relationship. It is important for all parties to be aware of all the facts regarding the concern so a mutual consensus can be reached. When this happens, it is a WIN/WIN for the child.

## **Student Academic Performance**

### **Student Progress Communication**

Communication is the key to running a successful school and ensuring students perform at their highest level. The goal of Zion Temple Christian is to ensure that all children are making progress in all areas of development. Some of the most common types of communication are:

- **Conferences:** We assess children within 60 days (Fall Quarter) of enrollment and 90 days (Spring Quarter) thereafter. Parent input is a necessary component of this assessment, and you will be invited to a goal- setting conference Fall Quarter and Spring Quarter to discuss your child's strengths, areas they are working on, and concerns that teachers or parents may have. The results of assessments are also used to plan and conduct age and developmentally appropriate activities for children. Conferences are scheduled to discuss students' behavior, progress, and social and physical needs throughout the year. These conferences will help inform parents that teachers do not see or talk to them on a regular basis. Sometimes parents and teachers feel that conferences cannot wait until the end of a grading period. Conferences may be arranged by communicating with the teacher via note, phone or email to set up a time most agreeable to both the parent and the teacher.
- **Report cards** may be obtained online at the end of each quarter for all students of K5 through grade 6.
- **Progress reports** will be available online each mid-quarter for all students of grades K5 through 6.
- **E-Mail/Newsletters, Text Messages, Voice Mail, and Website:** These types of communications are used most often to inform and remind parents and students of upcoming educational, social, and fund-raising events.
- **Notes/Phone Calls:** While face-to-face meetings are usually best, personal notes or brief phone calls are often effectively used by teachers to keep parents informed of the progress of the student.
- **Entrance Tests:** An entrance test is administered to all new enrollees (Grade 1 – Grade 6) to school.

- Standardized Tests: The Stanford Achievement Test is highly recognized and used across the country. This is not a pre-entrance test. It is given at least once a year during the Spring Quarter to K5 through grade 6 students. The Otis-Lennon School Ability Test is also given to K5 – Grade 6 students to test a more comprehensive view of the student’s ability.
- SCPP Test (Walnut Hills test) is administered through the Cincinnati Public Schools, [www.cps-k12.org](http://www.cps-k12.org).

## **Homework**

We believe that homework plays an important role in the total school program. As the amount and kinds of homework increases, the amount of responsibility connected with homework increases.

The student who successfully learns how to organize his/her work, budgets his/her time and develops a feeling of responsibility toward his/her assignments will be the student who can best cope with what is expected in high school and beyond (higher education).

Students, teachers, and parents must bear the responsibility of homework. The teacher must give assignments that are definite and clear as well as practice in basic skill areas. The parent must show an interest, provide encouragement, and a satisfactory study plan and area for study.

Student responsibility begins the moment the teacher makes the assignment. It is the student’s responsibility to accurately copy the homework and plan time to complete it. The work must be done to the best of the student’s ability. He must seek help when necessary and bring the completed assignments to school on time.

Parents and teachers can help students learn self-discipline through self-direction and independent study which will help in pursuing your special interest and your own development.

## **Make-Up Work**

Students with excused absences may make up work. Work may not be made up due to excessive unexcused absence or suspension.

## **Children with Special Needs**

Our policy is to review each child’s academic and physical needs on a case-by-case basis to make a reasonable effort to accommodate any child who can successfully participate in our school program.

Please discuss your child’s needs with the administrator/principal before you enroll. If you have additional information or documentation about your child’s needs, just let us know. Having it helps us to provide the best possible care for your child.

If you have any questions or concerns regarding enrollment or care of your child with special needs, please contact the ZCTA Preschool Administrator/Principal.

### **Special Accommodations**

At Zion Temple Christian Academy, we strive to provide your child with the best educational experience we can offer. We ask that prior to registration, you consult with the preschool administrator/principal regarding any special accommodation for your child. We will work to provide reasonable accommodation upon request and based on the information provided. Inclusive information for children with special accommodations must be provided at the time of registration directly to the administrator/principal. **Not sharing this information is a violation of the registration process and may result in removal from the program.** After reviewing the information and a meeting with officials, a decision will be made if the request is a reasonable accommodation. Individualized Educational Plan (IEPs) are especially helpful as they are useful in determining if the special accommodations fall in the typical scope of our program and how we might be able to implement the child's IEPs. Your child's IEPs can be requested from your current school district.

### **Attendance Policy**

Being present and on time are important factors in our school system. Students should be present and on time daily to avoid a drop-in grade. If a student is absent, please send a note to the teacher upon the student's return to school.

### **Tardiness and Early Dismissal**

School starts at 8:30 a.m. and students who arrive after 8:45 a.m. are considered tardy and must report to the office before going to class. Keep in mind that daily devotion/bible study is from 8:45 – 9:30 and cannot be interrupted by tardy students. In the case of preschool, the parent will have to wait with the child until they can be admitted to class. K5- 6th grade will not be permitted to class without a tardy slip from the office. The parents of a student with four days of tardiness or more per quarter may be required to meet with administration to discuss the concern. For preschool, arrival from 10:45 a.m. to 12 noon is considered 1/2 day. Any early dismissal prior to this time is considered a full-day absence.

**Parents are asked to attempt to schedule outside appointments for after school hours. If a student must leave school during the day, a note of explanation should be brought to class. Parents must sign students out in the office. These directives also apply to Pre3 & K4 students.**

### **Early Release from School**

Early dismissal (dental, medical, etc.) requires a note or phone call from home. Students are to be picked up and signed out in the school office.

Students will be released only to authorized adults. Parents must call the school and inform the office if someone who is not on the pick-up list will be picking up students for the first time. For safety reasons, please let your first-time pick-up person know that identification is needed for the school to release the students. Any person on the pick-up list under the age of 18 must have written permission from the parent(s) to pick up students.

### **Custody Agreements**

If there are custody issues involved with your child, you must provide Zion Temple Christian Academy with court papers indicating who has permission to pick-up the student and what information can be shared. Zion Temple Christian Academy may not legally deny a parent access to their child without proper documentation. Zion Temple Christian Academy must follow the court order as written. Authorities will be notified, if necessary.

### **Absence Policy**

Upon return to school the student must bring a note stating the reason for the absence. He/She will not be permitted to class without an absence slip from the office. Failure to bring in a written note will be considered an unexcused absence and the student will not be permitted to make up the work.

Excused absences of 1-3 days per quarter are allowable. Students with four or more days of absence are requested to bring a physician's certificate of illness.

## **Additional Information**

### **School Supplies**

Necessary supplies (pencils, paper, crayons, etc.) are required in order to function each day in the classroom. Each teacher will have a supply list. These are some of those supplies needed to help keep class healthy, to take things home in, and to use in class: Please check your child's supplies on a regular basis and your child's teacher's website for any updates.

### **Preschool 3 years old (Pre 3)**

- 1 Box of Children's Mask (3 ply)
- 2 Glue sticks
- 2 Fat pencils

2 Boxes of crayons (8 count large crayons)  
1 Pencil pouch  
4 Boxes of tissues  
1 Large boxes of storage size zip lock bags  
1 Large boxes of sandwich size zip lock bags  
2 Large container of baby wipes (72 count)  
4 Plastic folders with pockets and middle fasters (middle fasters for behavior report)  
1 Pack of 25 clear sheet protectors  
1 Large book bag  
1 Large bottle of hand sanitizer  
2 Canister of Lysol/Clorox Disinfecting Wipes  
Durable Headphones

### **Preschool 4 years old (K4)**

1 Box of Children's Mask (3 ply)  
4 Glue sticks  
2 Fat pencils  
2 Boxes of crayons (8 count large crayons)  
1 Pair of safety scissors (rounded edges)  
1 Pencil pouch  
4 Boxes of tissues  
1 Large boxes of storage size zip lock bags  
1 Large boxes of sandwich size zip lock bags  
2 Large container of baby wipes (72 count)  
5 Plastic folders with pockets and middle fasters (middle fasters for behavior report)  
1 Pack of 25 clear sheet protectors  
1 Large book bag  
1 Large bottle of hand sanitizer  
2 Canister of Lysol/Clorox Disinfecting Wipes  
Durable Headphones

### **Kindergarten - Sixth Grade**

#### **Kindergarten**

3 - Boxes of Crayons (24 count)  
1 - Pair of Safety Scissors  
1 - Box Markers  
2 - Elmer's Glue Stick  
8 - Dixon Ticonderoga Primary Pencils  
2 - Pack of Erasers  
4 - Plastic Pocket Folders  
1 - Book Bag w/o Wheels  
1 - Soft Sided Pencil Case  
3 - Boxes of Tissues  
2 - Canister of Lysol/ Clorox Disinfecting Wipes

1 - Box of Ziploc Storage Bag (small or large)  
1 – Large Bottle Hand Sanitizer with Pump  
1 - Bag of Baby Wipes  
1 – Computer Headphone – jack or USB (Please do not send expensive headphones. We are not responsible, nor will we replace them). You can find some at Five and Below.

### **1st Grade**

1 - Bible (King James Version only)  
1 - Pencil Box/No pouches  
1 – Student Milk crate  
1 - Ruler (inches & centimeters)  
4 - Pocket folders no prongs  
1 - Composition notebook  
Book Bag (no wheels)  
Erasers (big)  
2 - 16 Count Box of Crayons Only  
Pair of scissors  
1 – Computer Headphone – jack or USB (Please do not send expensive headphones. We are not responsible, nor will we replace them). You can find some at Five and Below.

### **2nd Grade**

1 - Bible (King James Version only)  
1 - Soft sided pencil case  
1 - Student Milk crate  
1 - Ruler (inches & centimeters)  
4 - Notebook paper (wide rule)  
2 - pocket folders no prongs  
1 - Assignment Book (with dates)  
2 - Dozen Pencils  
Book Bag (no wheels)  
Erasers  
Liquid glue  
2 - Box of Crayons or Colored Pencils  
Pair of scissors  
3 - Boxes of tissues  
1 - Large Bottle of hand sanitizer with pump  
2 – Canister of Lysol/Clorox Disinfecting Wipes  
1 – Computer Headphone – jack or USB (Please do not send expensive headphones. We are not responsible, nor will we replace them). You can find some at Five and Below.

### **3rd Grade**

1 - Bible (King James Version only)

- 1 - Soft sided pencil case
- 1 - Student Milk crate
- 1 - Ruler (inches & centimeters)
- 4 - Notebook paper (wide rule)
- 2 - pocket folders no prongs
- 1 - Assignment Book (with dates)
- 2 - Dozen Pencils
- Book Bag (no wheels)
- Erasers
- Liquid glue
- 2 - Box of Crayons or Colored Pencils
- Pair of scissors
- 3 - Boxes of tissues
- 1 - Large Bottle of hand sanitizer with pump
- 2 – Canister of Lysol/Clorox Disinfecting Wipes
- 1 – Computer Headphone – jack or USB (Please do not send expensive headphones.  
We are not responsible, nor will we replace them). You can find some at Five and Below.

#### **4th/5th/6th Grade**

- 1 - King's James Version Bible
- 2 - two pocket folders
- 1 - ruler with centimeters
- 1 - soft sided pencil case
- 1 - three ring binder
- 5 - spiral notebooks
- 1 - milk crate
- 1- collegiate style dictionary with thesaurus
- 3 - loose-leaf notebook paper (wide rule)
- Mechanical pencils
- pens - blue or black ink non-retractable
- highlighters
- an assignment book
- index cards
- erasers, colored pencils
- dry erase markers
- protractor (6th grade)
- compass (6th grade)
- 2- boxes of tissues
- 2 - Canister of Lysol/ Clorox Disinfecting Wipes
- 1 - 24 or 32 oz personal bottle of water for daily use
- 1 – Computer Headphone – jack or USB (Please do not send expensive headphones.  
We are not responsible, nor will we replace them). You can find some at Five and Below.

## **Uniform Guidelines and Dress Code**

We are a Christian school, teaching our children Christian values and standards. We ask that parents and guardians be dressed modestly when entering the school building. All children should be dressed in uniforms each and every day unless otherwise specified. Administration determines the fashions that do not meet Christian school criteria.

## **Dress Code Policy**

Students must be in school uniform daily. Any student out of dress code will be sent to the office and a parent will be called to bring proper attire or pick up the student.

## **Girl's Dress Code**

**Uniform Dress Jumper (Must be knee length for all ages) When purchasing jumpers, keep in mind shrinkage and your child's growth to prevent the shorts from being seen. Uniform Blouses are required. (white only)**

- **Socks or Tights** (solid white, dark blue, or red. Socks must be above the ankle.)
- **Sweater** (solid white, navy blue or red)
- **Shoes** (solid black dress/solid black or white gym shoes)
- **Shorts** (Black or navy and must never be seen under uniform. No biker shorts) Shorts may be purchased at Schoolbelles.
- **Earrings** (Small stud only. No dangling, hanging, or swinging loosely earrings)
- **Excessive jewelry is not permitted.**
- **Hair** (Hair color should be the natural color of the student's hair and not be altered in non- traditional hair styles. Teachers are not responsible for misplaced hair accessories.) Beads for younger children are a safety hazard and are discouraged.

**Corporate Devotion** girls must be in corporate uniform with black dress shoes and white socks every Friday. **Children out of uniform will be sent to the office and the parent will be called for clothing. Uniforms may be purchased at Schoolbelles (513-921-3417).**

## **Boy's Dress Code**

- **Uniform Pants** (Navy blue **without signature designs and no more than four interior pockets.**) **Shorts are not permitted during the academic school year.**
- **Uniform shirt** (white only)
- **Socks** (solid white, dark blue, or red)
- **Sweaters** If the classroom is too cool, children are permitted to wear white, navy blue, or red sweaters. Heavy outerwear and hoodies are not to be worn in the classroom.
- Solid white, navy blue, or red sweater. No Heavy outerwear and Hoodies permitted to wear in classrooms.)
- **Tie** (Solid navy blue and no designs on tie. **No bow ties**)
- **Shoes** (solid black dress/solid black or white gym shoes)
- **Earrings** (No earrings)
- **Piercings and tattoos are not permissible.**

- **Hair** Hairstyles should be conservative. Hair must be cut basically plain short without features such as a Mohawk. Two straight 3-inch lines cut into the side of hair are allowable. Hair color should be the natural color of the student's hair and not be altered in non-traditional hair colors or styles: ponytail, dreadlocks, or braids are not permitted. Hair should be well-groomed and no longer than **2 inches** in height.

**Corporate Devotion** boys must be in corporate uniforms with navy blue pants, white shirts, navy blue ties, black dress shoes, and white socks every Friday. **Children out of uniform will be sent to the office and the parents will be called for clothing.**

## **Toys**

Toys must not be brought to class unless permitted by the teacher. The school is not liable for any computer games, iPads, cell phones, video games, etc. The school is not responsible for any lost, damaged, or broken items listed above or otherwise which may be on or off school property. Any item disruptive to the school day can be taken from the student and returned to the student at the end of the day or to the parent.

## **Computer Lab**

The computer lab will be open to K4 through Sixth Grade students weekly. Students may use the lab for research purposes, special assignments and IXL practice. **Parents must sign a Computer Lab Release Form** for students to enter and use the computer lab.

## **Indoor/Outdoor Play**

Research has shown that children stay healthier when they have indoor/outdoor play. Based on this information (especially in the case of preschool state requirements), indoor/outdoor play will be provided for our students daily when possible. We will limit the amount of time outside when the temperatures are very warm or very cold. Students will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, heat warnings, etc. On days that outdoor play is not provided due to these conditions, we will include time for indoor play. Please send students with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the wintertime.

## **Birthday Parties**

Birthday parties are allowed with the permission of the teacher. Parents must notify their child's teacher at least two days in advance of the party. Please be reminded that the teacher has the right to refuse any party in the classroom due to a pre-planned schedule.

## **Pet Animals**

Pets are not allowed in the classroom on a regular basis. In the event we have a pet visiting a classroom notification will be given to the parents. ALL animals visiting the school must be fully immunized and suitable for contact with children as documented by a licensed veterinarian or zoo. The teaching staff will supervise all interactions between the children and animals as well as instruct the children on safe behavior when interacting with the animals.

## **Parent Drop Off**

When dropping off students, please use entrance (A) at the front of the school by the playground area. Also, be advised and inform all of your designated individuals to escort children to the front door (entrance A) or appropriate school personnel for proper supervision. Sometimes children attempt to go back out and seek the parent, or designated appointee, before going to class or coming into the building because they forgot something.

## **Parent Pick Up**

Please be patient during the first week of our new dismissal while we adjust our procedure as needed. If your child is in grades K5- 6<sup>th</sup>, please use Gate 2 and follow the signs to enter the pickup line for entrance (B). If your child is in K3 or K4, enter Gate 2 to park in the back lot and come in entrance (A) to sign your child out. (See attached diagram) If the person who is coming to sign out a student **is not** on the medical emergency card, we **cannot** release the student. This procedure is for safety reasons. Adults must have a photo I.D. when picking up your child.

The doors are always locked so from 8:45 a.m. on all parents are to sign in at the office or preschool classroom. Parents of kindergarten thru grade 6 students are to sign in at the office and pick up a tardy slip from the office for admission to class.

Parents of preschoolers must always sign in/out with the teacher or designated watch personnel. However, at 8:45 a.m., preschool parents are to sign in at their child's classroom. They do not need a tardy slip for classroom admission.

## **Parking**

Please park in the parking lanes provided during drop off and pick up times. Park away from the fire lane and children's play area and building.

## **Building Entrance**

All students should use the main entrance (A) when arriving or entering the building. Students should report directly to their assigned classroom. For the safety of the children, a security system has been installed.

## **Summer Activity Program**

Zion Temple Christian Academy Summer Activity Program is a fun-fill ten-week program that provides an assortment of activities, projects, and more. Refer to our website, [www.ztca.org](http://www.ztca.org) or contact the school office, (513) 861-555

## **Ohio Department of Job and Family Services**

### **Parent Information Required by Ohio Administrative Code**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

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

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

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cbc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-30 of the Ohio Administrative Code.***

***Parents of re-enrollees are to review the Parent Handbook annually for updates or revisions. Refer to our website, [www.ztca.org](http://www.ztca.org) or contact the school office, (513) 861-5551***

## **Zion Temple Christian Academy**

### **Acknowledgment of Parent/Student Handbook**

Parents, after reading the handbook and reviewing it with your child/children, please sign and return this form to the Administrative Office of Zion Temple Christian Academy upon registration and no later than the first day of school. Please feel free to contact the school with any questions about any of our policies in this Handbook.

**I acknowledge that I have received a copy of the Parent's Handbook for Zion Temple Christian Academy and have reviewed the policies. I agree to follow all policies outlined within.**

**I understand that this Handbook does not contractually bind Zion Temple Christian Academy and is subject to change without notice by decision of the Academy's governing body.**

**I understand that admission to the school is a privilege, not a right and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of privilege.**

**Both parents/guardian's signatures if apply.**

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**Child's Name**

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**Parent/Guardian Print Name      Date**

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**Parent/Guardian Signature      Date**

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**Parent/Guardian Print Name      Date**

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**Parent/Guardian Signature      Date**

**Zion Temple Christian Academy  
Transportation and Walking Permission  
Form**

**Transportation Permission**

I do hereby give permission for my child \_\_\_\_\_ to attend Zion Temple Christian Academy field trips and to be transported during the school year and the summer activity program.

I understand that my child will be driven to and from the activity by a properly licensed bus company and a qualified bus driver. I do hereby agree to hold harmless from any and all liability, claim demand, expenses, including attorney expenses, Zion Temple Christian Academy and its respective officers, employees, and volunteers, Zion Temple First Pentecostal Church, and do hereby for myself, my heirs, executors and administrators, waive and release and forever discharge any and all rights and claims for damages which I may have hereafter accrued to me arising out of resulting from my child's transportation on a licensed bus, except for the direct negligence of Zion Temple Christian Academy.

In the event I cannot be reached in an emergency, I hereby consent for Zion Temple Christian Academy to arrange for the transportation of my child for medical treatment.

\_\_\_\_\_  
Parent's Print Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Person

\_\_\_\_\_  
Emergency Number

**Walking/Park Field Trip**

Occasionally children are taken off school grounds to visit a nearby park, or general community walks. Before your child can participate, written approval is needed. These are walking trips of one mile or less.

Child's Name \_\_\_\_\_ has my permission to participate in walking/park field trips throughout the school year and summer program.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Print Name \_\_\_\_\_