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This document serves as an addendum to the Milford Christian Academy handbook. Preschool parents and students are responsible to cooperate with additional applicable policies and procedures within the MCA handbook located on the MCA website at <https://handbook.mcabulldogs.org/>.

## **Program Information**

### **Milford Christian Academy Preschool**

1365 Woodville Pike

Milford, OH 45150

(513) 575-1708

Tax Identification Number: 31-1388498

[www.mcabulldogs.org](http://www.mcabulldogs.org)

### **Preschool Administrator:**

Kim Ketchum

[kim.ketchum@mcabulldogs.org](mailto:kim.ketchum@mcabulldogs.org)

## **Philosophy and Goals**

Milford Christian Academy Preschool is a licensed program that provides education with a biblical worldview for preschool students ages three to five. The preschool exists to encourage and assist families committed to fulfilling the Biblical mandate of rearing their students in the nurture and admonition of the Lord. Upon first establishing and reinforcing the parents' priority of training students in spiritual values, MCA will then focus great energy on academic excellence, that includes both quiet and active play.

As a ministry of First Baptist Church, we believe and teach the doctrines of the Christian faith as embraced by the historical, Biblical Baptist position. We believe in the divine inspiration of the Scriptures; the triune God; the fallen nature of man and his just condemnation; salvation by grace through faith, the free gift of God; the necessity of repentance and faith brought by the Holy Spirit; the glorious display of God's purpose and grace; the progressive work of sanctification; the keeping power of God; the harmony of the law and the Gospel; the prominence of immersion and the sacrament of the Lord's Supper; the devout observance of the first day of the week; the honoring of civil government; the resurrection of the righteous to eternal life and the wicked to eternal damnation; and the eminent, personal, pre-tribulation, premillennial return of our Lord and Savior Jesus Christ. We believe in the verbal, plenary inspiration of the Bible. Only the King James Version is used in the pulpit and for classroom instruction.

## **Admissions**

MCA admits students of any race, color, nationality, and ethnic origin and does not discriminate on the basis of race, color, nationality, or ethnic origin in our educational and athletic policies and programs.

Enrollment into MCA is an opportunity granted by the administration. The administration reserves the right to deny any student enrollment. Enrollment in MCA is a privilege, not a right. The school reserves the right to remove any student who fails to meet or adhere to MCA standards, school policy, or the philosophy of the school and the First Baptist Church of Milford. Parents are also expected to support the school's purpose and philosophy.

Families who desire to enroll their child in preschool must follow the application process (<https://mca-oh.client.renweb.com/oa/?memberid=13096>):

1. Submit a completed online application

2. Submit a copy of IEP or 504 Plan, if applicable, by uploading in the application or submitting directly to the school.
3. Click the link in the application confirmation email and schedule a family interview.
4. We will notify you when a decision has been made by our administration.
5. Once accepted, complete the enrollment process and submit a non-refundable registration fee (one per family) to reserve your student's spot.

Students are admitted to MCA based upon available classroom space, personal character, and scholastic record. The school reserves the right to place a student in a lower grade if deemed necessary. MCA will not accept students who have been expelled from other schools or who have a history of disciplinary problems for behavior.

Students must reside with parents or legal guardians in order to be enrolled in and remain in school. Written statements regarding custody agreements must be disclosed upon enrollment and documents maintained on file. These documents must be legitimate orders from the court and must provide specific instructions as to pertinent custodial matters that affect the student. Three-year-old preschool students must be three on their first day of attendance and may be required to repeat the three-year-old program the following school year depending on their birthdate.

Four-year-old preschool students must be four by September 30 of the current school year in order to enroll in the four-year-old preschool program.

### **Orientation**

A parent/student orientation will be held prior to the first day of school for all new and returning families. Orientation is an opportunity for students and parents to communicate with staff, meet other families, and become familiar with the layout of the building. See school calendar for dates and times. <https://www.mcabulldogs.org/calendar>

### **Student Withdrawal or Expulsion**

Student withdrawal must be conducted by the parent through the school office. Should it become necessary for a student to transfer, the parents will be responsible for the tuition through the current semester of the student's enrollment. No refunds will be given for partial months of tuition. Outstanding tuition and fees must be paid in full at time of withdrawal. School records and report cards cannot be released until all accounts are paid in full.

Should it become necessary for a student to be expelled, financial obligation is expected to be paid through the end of the semester in which the student was enrolled.

### **Student Reenrollment**

Currently enrolled students have priority reenrollment for the following school year beginning in January of each school year. If reenrollment is not completed by the announced deadline and classes are full, students may be placed on a waiting list. Accounts must be current in order to reenroll.

### **Payment Policies and Fees (<https://www.mcabulldogs.org/about/tuition>)**

All families are required to set up a FACTS account. All tuition payments and miscellaneous fees will be paid through a FACTS account. Students will be subject to withdrawal whenever

accounts become two months past due. Withdrawn students may return to school when payment is made to allow the account to be no more than one month past due. Official report cards and transcripts will not be issued to students whose accounts are past due. MCA reserves the right to increase tuition during the school year should it be necessary to meet operating costs. Book fees must be paid prior to the beginning of school and are non-refundable after the first full day of classes. Students will not receive textbooks if the curriculum fee is outstanding.

### **Classroom Hours**

- Monday through Friday - 8:00 a.m. to 12:00 noon (half-day) or 3:00 p.m. (full-day) or
- Monday/Wednesday/Friday - 8:00 a.m. to 12:00 noon (half-day) or 3:00 p.m. (full-day)
- Limited Tuesday/Thursday hours available upon request for three-year-old students only
- Students may arrive as early as 7:30 a.m.

### **Attendance**

While preschool attendance is not mandated as compulsory, a student's regular attendance in class is vital to spiritual, academic, and social development. Regular attendance is expected. When it is necessary that a student be absent, parents should notify the office the morning of the absence stating the reason. Students are expected to arrive prior to the start of the school day and be picked up promptly within the dismissal period (see Late Stay for more information).

### **Late Stay**

Preschool students who are not picked up from school when the dismissal period ends will be checked in to Late Stay, which is available to students in preschool through sixth grade. This service is provided until 5:30 PM each school day, unless otherwise stated. Weekly charges will be charged through FACTS.

Students may only be released to a parent or person designated by the parent as having permission to pick-up via FACTS. A valid I.D. may be requested at pick-up. Students who are not picked up by 5:30 PM will be charged an additional fee.

### **Arrival and Dismissal Procedures**

**<https://www.mcabulldogs.org/resources/dropoff-dismissal>**

Parents should park in the designated parking area and accompany their child to the preschool reception area. School-age students under the age of 16 may not accompany a child to preschool. Students should use the restroom and wash their hands before going to their classroom. Parents should drop their child off at the classroom door. Staff members will assist students in putting away their backpack and coat.

Should you need to communicate information to the teacher at the start of the school day, please do so in the form of a note or email, so teachers may give attention to the proper supervision of students in their care.

Half-day students are dismissed at 12:00 noon and should be picked up in the lobby adjacent to the parking lot. Full-day students are dismissed between 2:50 p.m. and 3:10 p.m. and should be picked up in the preschool reception area.

### **Potty Training**

The program is designed for students who are potty trained and self-sufficient in the restroom prior to their first day in attendance. Students are not permitted to wear diapers or pull-ups.

Because potty accidents and illnesses occur, students must have a seasonally appropriate change of clothing in a disposable plastic bag, labeled with the student's name and inside their backpack at all times. The bag will be used to return soiled clothing and should be replenished the following school day.

### **Dress Code and Grooming**

MCA takes a stand for modesty as taught in the Word of God. It is vital that proper dress and grooming be upheld. Students must wear clothing that is specific to the child's gender (at birth). Students may wear clothing that is modest, comfortable and appropriate for both indoor and outdoor play, and suitable for the current weather conditions. Their clothing should allow for ease when using the restroom. Footwear should be suitable for the gymnasium (no hard soles) and the playground (no flip flops or slides).

Girls' hairstyles must reflect a traditional feminine appearance, while boys' hairstyles must reflect a traditional masculine appearance.

Jewelry and makeup, including nail polish, are not permitted for preschool boys. Preschool girls may wear jewelry in moderation. Makeup is not permitted for preschool girls, with the exception of light nail polish.

Administration reserves the right to disapprove of any trends in hairstyles, makeup, or any attire that is deemed inappropriate.

### **Curriculum**

Milford Christian Academy instructs students in Bible, language arts, numbers, art, music, and poetry using the Abeka Curriculum (<https://www.abeka.com/Preschool/>). Students engage in age appropriate learning through play while laying a strong foundation for kindergarten.

### **School Supplies**

Preschool students will be supplied with all the necessary school supplies such as crayons, pencils, glue, scissors and other necessary items. Parents are responsible to provide a backpack.

## Daily Schedule

<b>Time</b>	<b>Three-Year-Old Preschool</b>	<b>Four-Year-Old Preschool</b>
7:30 a.m.-8:00 a.m.	Arrival/Play Time	Arrival/Play Time
8:00 a.m.-8:30 a.m.	Group Time	Group Time
8:30 a.m.-9:00 a.m.	Play Time	Play Time
9:00 a.m.-9:30 a.m.	Restroom and Snack	Snack and Restroom
9:30 a.m.-11:30 a.m.	Group Time	Group Time
11:30 a.m.-12:00 noon	Outdoor play (weather permitting)	Outdoor play (weather permitting)
12:00 noon-12:30 p.m.	Dismissal (half day)/Lunch	Dismissal (half day)/Lunch
12:30 p.m.-1:00 p.m.	Restroom Break	Restroom Break
1:00 p.m.-2:30 p.m.	Nap/Rest Time	Nap/Rest Time
2:30 p.m.-3:00 p.m.	Play Time/Dismissal Prep.	Play Time/Dismissal Prep.
3:00 p.m.	Dismissal	Dismissal

## Nap/Rest Time

Preschool students will have a scheduled nap/rest time each afternoon, not to exceed one and a half hours. Cots are provided, however students should bring a small blanket, pillow, and stuffed animal (optional) in a sealable bag (provided) labeled with the student's name. Nap supplies will be sent home weekly (typically Friday) for laundering and should be returned the following school day (typically Monday). students who do not fall asleep in the designated time may engage in quiet activities on their cot (reading a book, working a puzzle, etc.).

## Supervision

Milford Christian Academy provides safe, secure supervision of students. Staff members do not engage in duties that draw their attention away from the supervision of students assigned to their group. Staff/child ratios will be adhered to so that safe supervision can be maintained.

<b>Age of Child</b>	<b>Staff/Child Ratio</b>
Three Year Olds	1 to 12
Four Year Olds and Five Year Olds, not in kindergarten or school	1 to 14
Ratios may be doubled during nap/rest time based upon the age of the youngest child in attendance, with additional staff members readily accessible to meet ratios	

Preschool students will never be left alone or unsupervised. Staff members will be assigned to a specific group of students and will have regularly scheduled work hours. Staff will be present to actively guide and observe the child, ensuring each child's presence as well as being physically close enough to intervene if necessary. Staff members will be able to hear students without the aid of mechanical devices.

Parents must bring their child to the classroom entrance. Upon arrival, a staff member must be made aware of the child's presence before the parent departs.

students will be released from the center only to parents or individuals sixteen years of age or older (with written parental authorization on file). Staff will require any person unknown to them to provide picture identification before releasing the student to someone other than the parent or guardian. Notification through FACTS must be complete to release a student to someone other than the parent or guardian.

### **Snacks and Food Service**

Staff members and students are required to wash their hands prior to consuming snacks and meals. Staff members will wear gloves when distributing non-packaged food items or when assisting students with food items.

Parents are required to provide a healthy snack for morning snack time. A healthy snack is a food that contains ingredients that are good for your body and can provide nutrition, boost energy, and help keep blood sugar levels even.

Lunch may be packed by the parent or purchased through the catering service. Information for ordering through the catering service will be provided prior to the start of school.

- Meals should be packed in a manner that maintains appropriate temperatures by including an ice pack or by packing hot foods in a thermal container.
- Meals may not be cooked or heated while at school.
- All necessary utensils and condiments should be included in a student's packed lunch.
- Food items that present a possible choking hazard (i.e. hot dogs, grapes, cherry tomatoes, etc.) should be sliced in half prior to packing.
- A student's lunch box or bag should be clearly marked with their name.
- Students may not share or trade food items with other students or staff members.
- Food items may be restricted based upon documented food allergies of students enrolled in the center. Administration will notify parents of any such restrictions (i.e. peanut butter, etc.).
- Students may not bring food from an outside source to be shared with classmates at school.
- Students may bring a water bottle that can be consumed and refilled throughout the day.

### **Indoor and Outdoor Play**

Each classroom is equipped with a variety of developmentally appropriate play and educational equipment. It is preferred that toys not be brought from home to prevent them from being lost or broken. Toys from home should be clearly labeled with the child's name. The child care center is not responsible for lost or broken toys.

Students will have access to both indoor (gymnasium) and outdoor (playground) play areas. Outdoor play will occur during suitable weather conditions:

- The temperature is at least 40 degrees F and not more than 85 degrees F (factoring in wind chill, heat index, humidity, pollen count, harmful ozone conditions, etc.).
- Weather is absent rain, lightning, falling snow and ice.
- students should wear clothing that is suitable for all weather conditions. students who are not dressed appropriately will not participate in outdoor play.

### **Progress Reports**

Though preschool students do not receive formal grades for their work, students are evaluated throughout the school year and a report of their progress will be available through the student's FACTS portal at the end of each semester.

### **Discipline**

The goal of Milford Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in accordance with school policy and in consideration of Christian principles of discipline as set forth in the Scriptures (Prov. 22:15; Heb. 12:6-7; Prov. 23:13).

Discipline is essential to the learning environment and will be biblically based, enforceable and clearly defined. Obedience and respect for others will be the basis for classroom rules. students are encouraged to make appropriate choices regarding their behavior and redirected when they make inappropriate choices.

Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support and cooperate with the discipline standards of Milford Christian Academy should withdraw their child(ren) from the school. This action will prevent the child from being placed in a position of conflict between the parent and the school. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. The MCA discipline system is designed to simply change behavior that is not appropriate while attempting to reach the heart of each student. Attendance at Milford Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and philosophy of Milford Christian Academy.

Administration and teachers will take advantage of every opportunity to positively reinforce proper behavior. Staff members manage daily behavior using a visual, color-coded system.

- Green - the student is making appropriate choices or responding correctly when redirected to make appropriate choices. students earn rewards for being on green.
- Yellow - the student continues to make inappropriate choices after being redirected to make appropriate choices. This is considered a verbal warning. The student's behavior sheet will reflect the reason for the verbal warning and may be reflected in the student's FACTS account. The student has the opportunity to change their behavior choices and return to green at the teacher's discretion.
- Red - the student has received a verbal warning (yellow) and continues to make inappropriate choices. At the teacher's discretion, the student may go to red without a



warning for gross misbehavior such as a temper tantrum, hitting, biting, etc. An age-appropriate time-out is given when a student is on red. The student is required to sit in an area away from the other students or activity (yet still in the direct supervision of the staff member) for a period of minutes based upon their age (3-5 minutes). The student may not return to green once on red. The student's behavior sheet will reflect the reason for a time-out, the behavior will be documented in the student's FACTS account, and the teacher will contact the parent regarding the behavior.

- Students who continue to require a time-out will result in a parent-teacher conference, which will be documented in the student's FACTS account.
- Parents may be required to pick up a student who continues to make poor choices after being put on red.

### **Methods of Communication**

Regular communication between child care staff members and parents is crucial to a child's educational experience. Parents may communicate via telephone, email, written note, or a scheduled conference.

students will bring home a daily communication folder which includes worksheet pages and a daily behavior report. Parents should daily review the contents of their child's folder to be aware of the child's academic and social/emotional progress.

### **Parent/Teacher Conferences**

Communicating with parents is crucial in the educational and spiritual development of students. Parents may communicate with teachers via email or by setting up an appointment to meet in person. When issues arise, a parent should always contact the teacher first. Should the issue not be resolved, a conference may be scheduled between the parents, teacher, and administration. Administration has the ultimate authority to resolve issues, and the decision will be final.

Formal parent/teacher conferences will be scheduled once each semester, by appointment. Parents may request a parent/teacher conference outside of the scheduled conference dates for a date and time that is mutually acceptable for both the parent and the teacher.

Parent/teacher conferences notes will be documented in the student's FACTS portal

### **Filing a Complaint**

While it is the goal of MCA to function without conflict, complaints sometimes arise. The administrator will respond in writing to all formal complaints, working in good faith to resolve differences. Communication regarding the resolution of formal complaints will be documented in the student's FACTS portal.

### **Obtaining an Inspection Report**

Parents who desire a copy of an inspection report should contact the school administrator via email to request a copy of the report.

### **Health and Developmental Screenings**

TBD

### **Incident/Injury/Illness Reports**

Staff members will be trained in first aid, CPR, communicable disease awareness, and child abuse prevention. In the event of an incident, injury, or illness, every precaution will be taken to relieve and safeguard the injured or ill student. Any incident, injury, or illness requiring first aid will be reported to the administrator immediately. An incident/injury/illness report will be completed by the staff member when a child is injured or a serious health/safety incident occurs. Parents will receive written notification of the incident/injury/illness on the day the incident occurs. The center will maintain a log of all incident/injury/illness reports.

### **Student Insurance**

The school insurance program is a supplemental policy, not a primary one, and functions as such. If a student is injured, a claim must first be made with the parent's primary insurance company. The school insurance policy will cover expenses not paid by the primary insurance policy, including out of pocket deductibles. Claim forms are available through the school office.

### **Management of Illnesses**

MCA is a well-child care program. We will make every effort to provide a clean and sanitary learning environment. Staff members will observe students for obvious signs of illness as the students arrive each day. Sick students will be sent home. The following describes symptoms that will prompt staff to isolate and discharge a child to the parent/guardian or emergency contact:

- persistent cough or other problems with breathing
- runny nose not related to seasonal allergies
- fever of 100 degrees or higher without fever reducing medication within the last 24 hours
- sore throat with pain in swallowing
- vomiting or diarrhea within the last 24 hours
- eye that is red and oozing a yellow or green discharge
- body rash with itching and/or fever
- stiff neck in conjunction with an elevated temperature
- evidence of a communicable disease or parasitic infection such as head lice, chicken pox, ringworm, etc.

In addition to the above symptoms, any student who is not well enough to participate in school activities will be isolated, and the parent/guardian will be contacted for immediate pick-up. In the event that the primary parent/guardian cannot retrieve the child within one hour, emergency contacts will be notified for pick-up.

students who require isolation will be made comfortable with appropriate supervision. Furnishings will be disinfected as necessary.

Parents will be notified in writing when their child has been exposed to a communicable disease or when a communicable disease has been identified as existing in the child care center.

students may return to school after at least 24 hours free from fever or illness symptoms. If the child is not symptom free, a doctor's note verifying the child is not contagious may be required before returning to school.

## **Administration of Medication**

Prior to administering a prescription or nonprescription medication, food supplement, or medical food, written instructions of a licensed physician or licensed dentist as appropriate must be completed and on file in the child care center.

Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time will be made and kept on file for one year. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.

All medication must be in the original container with the original label attached that describes the dosage based upon the child's age or weight. Labels on prescription medication must include the child's full name, a current date (within the previous 12 months), the exact dosage, and the means of administration.

Provision will be made so that individually prescribed inhalers, epi-pens, glucose, or other medications are readily available in the event the child needs immediate access to the prescribed medication.

Medication will be stored in a designated locked storage place, except drugs requiring refrigeration will be kept in a refrigerator not accessible to students. Emergency medication will be kept in an unlocked storage area that is out of reach of students. A student may not have any type of medication or topical ointment (including lip balm, lotion, or hand sanitizer) in their possession, including in their backpack or lunch box, at any time. Written parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

## **Emergencies**

MCA will make every effort to keep students safe in emergency situations. A school-wide Emergency Operations Plan is approved by the Ohio School Safety Center to include fire drills, tornado drills and safety drills. This Emergency Operations Plan addresses Milford Christian Academy's planned response to all hazards. It is the principal plan for mitigating emergencies and incidents to ensure the protection of life, health and property. This plan aids in the recovery operations to ensure that the school returns to pre-emergency operation and is intended to facilitate coordination with local first responders and establish a framework for an effective system of comprehensive emergency management.

## **School Delays and Closings**

In the event of inclement weather, driving conditions and temperature is considered when school is delayed or closed for the day. All delays and closings for Milford Christian Academy will be announced via FACTS Parent Alert, social media, and local news stations.

## **Parent Participation**

Opportunities become available for parent participation throughout the school year. Such opportunities will be communicated by the teacher or school administration. Parents who wish to participate should communicate with their child's teacher and must be approved by administration. Parents who participate during school hours should sign in at the school office upon arrival. Parents should dress in modest and appropriate clothing.

Parents who wish to join their child for lunch should communicate with their child's teacher the prior school day and sign in at the school office upon arrival.

### **Parent Roster**

Each parent has the opportunity to sign a statement annually indicating whether such individual desires for themselves and their child to be included in a class roster that includes their name and telephone number. Upon request, the roster may be furnished for each parent. The roster will not be furnished to any person other than a parent.

### **School Photographs**

Individual school photos will be taken both during the fall and spring semester. Photos taken in the fall are for the purpose of yearbook placement. Modest and appropriate attire is expected.

### **Field Trips**

Preschool Students do not participate in field trips.