



Lebanon Christian School
2025-2026 Parent/Student Handbook
Preschool & Pre-Kindergarten
130 Cook Road
Lebanon, OH 45036
513-228-0677

TABLE OF CONTENTS

	<u>Page Number</u>
The Academy - A Lebanon Christian Preschool	3
Statement of Faith	4
Admissions Policy	5
Admissions Procedures	5-6
Delinquent Payments	6
Early Withdrawal	6
Dismissal Policy	6
Student Services	6
Non-Discrimination Policy	7
Confidentiality Policy	7
Statement of Marriage, Gender, and Sexuality	7-8
Parental Partnership	8
Conflict Resolution	9
Discipline	10
Termination Policy	11
Weapons Violations	12
Outside of School Hours Discipline Policy	12
Dress Code	13
Parent Communication	13
Parent/Teacher Conferences	13
Pledges	13-14
Enrichment Programs and Field Trips	14
Attendance and Absence Policy	15-16
Student Health and Welfare	16
Communicable Disease Policy	16-17
Immunizations	17
Notifying Parents of Injury	17
Lunch/Snacks	17-18
Visitors	18
Fundraising	18
Birthdays	18
Party Invitations	18
Halloween Policy	18
Recess	19
Additional Policies and Procedures	20-22
2025-2026 School Calendar	23-24
Permission Forms and Policy Pages	25-33

SCHOOL INFORMATION

Campus Locations:

The Academy Campus (Preschool & Pre-K)

130 Cook Road, Lebanon, OH, 45036



Crusader Club: The Academy is available before and after school if students need to be dropped off early or stay late for grades K-5. Fees apply and registration must be completed through The Academy.

Countryside Campus (K- 5)

1436 Deerfield Road, Lebanon OH. 45036



Warren Street Campus (6-12)

15 E Warren Street, Lebanon OH, 45036



The Academy - A Lebanon Christian Preschool

School Colors: Blue and White

Team Name: Crusaders

Director: Andrea Covert acovert@lebanonchristianschool.org

Assistant Director: Amanda Johnson ajohnson@lebanonchristianschool.org

Website: lebanonchristianschool.org and thelcsacademy.org/

Facebook: The Academy - A Lebanon Christian School (Private and Parent Only)

SCHOOL HOURS

School Hours: All Day Schedule Monday - Friday 6:30am - 6:00pm

Preschool or Pre-Kindergarten Only Monday - Friday 9:00am - 11:30am

Students must be in their classrooms by 8:50am

Doors Open at 6:30am for All Day Students

Doors Open at 8:40am for our Morning Preschool/Pre-K Students

Student Pickup for Morning Preschool/Pre-K is 11:30am

Student Pickup for Half Day Preschool/PreK is 12:30pm

Student Pickup for All Day Students is until 6:00pm

Crusader Club is available before school and after school if students need to be dropped off early or stay late. Fees apply.

An Introduction to Lebanon Christian School

Our History

Lebanon Christian School (LCS) is a multi-denominational PreSchool through 12th grade school. The dream of a Christian school began with Reverend Darl Swisher and his wife, Donna. Through prayer, support, and much hard work, Lebanon Christian School opened its doors in 1973 to serve all children and their families in Lebanon and surrounding communities. Since then, LCS has grown steadily, opening a new preschool facility known as “The Academy” in the fall of 2016 located at 130 Cook Road in Lebanon and offers a complete academic path for students by opening a high school that began in the fall of 2017. With the addition of 12th grade in 2024, Lebanon Christian School will be a complete Preschool through 12th grade school!

Mission

Our mission is to honor Christ by providing students with a Biblical worldview education in a loving and safe environment. We believe in developing Christian leaders spiritually and academically, challenging them to reach beyond their potential, to serve others, and walk in Faith to serve the Lord.

Vision

Live with Integrity · Engage in Service · Achieve Excellence · Dedicated to Christ

STATEMENT OF FAITH

- ❑ We believe the Bible to be inspired, the only infallible and authoritative Word of God
- ❑ We believe that there is one God, eternally existent in three persons: Father, Son and the Holy Spirit;
- ❑ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory;
- ❑ We believe in the creation of man by the direct act of God as recorded in the Book of Genesis;
- ❑ We believe that for the salvation of the lost and sinful man, a regeneration by the operation of the Holy Spirit on the basis of grace alone is absolutely essential;
- ❑ We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life and they that are lost unto eternal damnation;
- ❑ We believe in the spiritual unity of believers in our Lord Jesus Christ.

ADMISSIONS POLICY

The Academy is recognized as a nonpublic, Private Christian Preschool by the Ohio Department of Education. As a nonpublic, Private Christian Preschool The Academy is able to establish specific admissions criteria, policy and procedures in order to provide a safe, secure, and wholesome learning environment. The following policies and procedures are established in order to ensure each student (current or prospective) and family requesting admissions to Lebanon Christian School understands and upholds the rules and regulations associated with the policies and procedures.

ADMISSIONS PROCEDURE

Step One - Campus Tour and Enrollment Form

The prospective family and student will:

1. Arrange for campus tour
2. Complete an enrollment form
3. Pay the enrollment fee, signed Statement of Faith

Step Two - Enrollment Review

1. Meet with the admissions committee (if no tour was scheduled)
2. Admissions committee will review the application.
3. **If a student has an IEP, 504, or a disability, the Intervention Department will help review and evaluate the student's application for acceptance.**

The Academy would like as many students as possible to have an opportunity to have a Christian Education, however, The Academy has limited ability to service students with IEP's, 504's and disabilities. Because of the limits, The Academy has set up some guidelines to help evaluate the acceptance of these students.

- **IEP/Service Plan one-on-one instruction is no more than 45 minutes per week per subject or area of need**
- **Student does not require a teacher aid in the classroom**
- **Intervention Teacher caseload-IEP/service plans are limited and students may not be accepted based upon the number of students currently on IEP/ service plans.**

Step Three - Enrollment

After acceptance, the following will be required to be completed and submitted to finalize the enrollment process.

1. Complete enrollment form
2. Emergency Medical Authorization/Student Health History
3. Immunization records
4. Copy of Birth Certificate
5. Review tuition payment agreement and make note of when tuition is due

Final Step

Students entering all departments will be contacted by the school regarding important dates for orientation, teacher assignments, supply lists, etc.

DELINQUENT PAYMENTS

All tuition and student fees must be in good standing with no past due statements for your student to attend school and re-enroll. If your account is delinquent, you will have seven days to make the full past due payment in order for your student to continue to attend school. Failure to resolve this payment will result in immediate student dismissal from The Academy/Lebanon Christian School. Once payment is made, the student(s) may be reinstated.

EARLY WITHDRAWAL

A written notice to withdraw your student is required. If you withdraw your student at any time after August 1st, you will be charged a withdrawal fee. The withdrawal fee is the equivalent of three (3) months tuition from the time of the written notice to withdrawal. All student fees are non-refundable under any circumstances.

DISMISSAL POLICY

The Academy reserves the right to immediately dismiss or deny re-enrollment for any student and/or family for behaviors that are not conducive to the academic and spiritual environment of The Academy and Lebanon Christian Schools.

STUDENT SERVICES

The Academy has a great relationship with the intervention team at Bowman Elementary. For families who live in the Lebanon School District, if you believe that your child may qualify for an IEP or would like a team member to observe your child for possible additional support, please see Andrea Covert for more information on how to request a meeting with the team.

If for some reason The Academy is not staffed or equipped to service a child in need of special instruction, guidance, or attention, we reserve the right to dismiss a child and/or direct the parent and child to another agency.

NON-DISCRIMINATION POLICY

The desire of The Academy is to recruit and to admit students of any race, color, ethnic group, to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of race, ethnic group or in administration of its educational policies, programs, or extracurricular activities.

CONFIDENTIALITY POLICY

While retaining respect for the student's confidentiality and privacy according to The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99), the faculty members are reminded of the confidentiality of students. The faculty is not allowed to discuss with other students or other student's parents the diagnosis, disposition, or circumstances surrounding another student. If any official announcement needs to be made, it should come from the administration.

While retaining respect for student confidentiality and privacy, please be advised if any student reveals information to a school employee, that in the opinion of the employee raises concern for the safety of the student or of other individuals, or raises concern for the emotional stability of the student, or involves illegal activities, that information may be revealed to the appropriate officials and/or student's parents.

STATEMENT of MARRIAGE, GENDER, AND SEXUALITY

The Academy stands firm upon the historical truth and moral foundation of Christianity. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no one engage in intimate sexual activity outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of The Academy as the local Body of Christ, and to provide a biblical role model to the Lebanon Christian School members and the community, it is imperative that all persons employed by The Academy agree to abide by this Statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of The Academy.

The Biblical and philosophical goal of The Academy is to develop students into mature, Christ Like individuals who will be able to exhibit a belief of what qualities or characteristics exemplify a Christlike life. The Academy retains the right of enrollment or to expel any student who engages in sexual immorality as well as any student who promotes such practices.

Upon application, acceptance and subsequent enrollment of their children at The Academy, parents or legal guardians agree to support these and other basic biblical values. Also, parents or legal guardians acknowledge that The Academy will teach these principles without compromise.

Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children at The Academy are agreeing to support these and other basic biblical values and agree that The Academy will teach these principles and biblical values.

PARENTAL PARTNERSHIP

The following are some of the practical ways you, as parents, can help your child be successful at school:

- ❑ Pray for your child, your school, and your teachers.
- ❑ Show genuine interest in your child's school work and accomplishments.
- ❑ Provide a healthy and happy home environment for your child.
- ❑ Assume the responsibility for punctuality and good attendance. *See attendance policy*
- ❑ Follow the Matthew 18 principle for solving school problems:

In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems.

"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then

take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as a heathen man and a publican.”

CONFLICT RESOLUTION

There are several clear principles that Jesus taught in solving people to people problems:

KEEP THE MATTER CONFIDENTIAL. The pattern of sharing the problem only with those directly involved establishes confidentiality.

KEEP THE CIRCLE SMALL. The first and most often the only step needed in solving a person to person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people stage.

BE STRAIGHTFORWARD. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

BE FORGIVING. Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault offended us.

CONFLICT RESOLUTION PROCEDURE

The Matthew 18 Principles of Conflict Resolution

“If your brother sins against you, go and show him his fault, just between the two of you.”
(Matthew 18:15) The Academy is a Christian Preschool, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, and students are expected to maintain a decorum that is honoring the name of Christ.

However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a Biblical manner and in a way that leads to an effective resolution.

The foundation of Matthew 18:15 is a direct, one-on-one meeting between individuals involved. Since most conflict results from a breakdown in the communication process, adhering to the Matthew 18:15 principle enhances and extends communication. Therefore, the first step in conflict resolution should always be communicating directly with the person involved.

In accordance with this principle, an administrator's first response to a vocalized complaint regarding a teacher will be to ask whether a discussion with the teacher in question has taken place. If one has not, the administrator will strongly encourage a meeting with that teacher. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the Director. If the matter is not cleared up by the Director, it should be brought to the school board, who is the final authority on the matter. If the school and legal guardian(s) cannot come to a resolution, the school reserves the right to dismiss families based on student and/or parent conduct.

DISCIPLINE

At The Academy, we view discipline as a **shared responsibility** between the school and the child's parents/guardians. Our goal is to cultivate a safe, respectful, and Christ-centered environment where every student can thrive.

Our Christian values call us to lead with love and grace while also maintaining high standards of behavior. We believe that teaching respect for authority, accountability, and kindness are foundational to a child's growth and success both in and out of the classroom.

We have established a clear disciplinary framework to ensure consistency and fairness across our school community. All students are expected to follow school rules and demonstrate respectful behavior toward peers, teachers, and staff.

Discipline Policies and Procedures

Level 1 Infractions

Examples: Minor disruptions, distracting behaviors, disrespectful attitudes.

Teachers manage Level 1 infractions in the classroom. However, if behaviors become recurrent or disruptive to the classroom environment, the following steps will be taken:

- The offense will be discussed directly with the child.
- A staff member will provide a biblical perspective and pray with the child.
- Corrective action will be implemented.
- Parents/guardians will be contacted.
- An infraction form will be completed and kept on file.
- Upon the third documented Level 1 infraction, a Student Conduct Contract will be recommended (see below)

Level 2 Infractions

Examples: Lying, hitting, stealing, swearing, disrespect, threats, physical aggression, destruction of property, willful disobedience, misuse of technology, or similar behaviors.

These behaviors are more serious and directly impact the integrity of our school environment. As such, consequences are administered more promptly. The following steps will occur:

- The offense will be discussed with the child.
- A staff member will provide a biblical perspective and pray with the child.
- Immediate corrective action will be taken.
- Parents/guardians will be contacted.
- A written infraction will be submitted to school leadership and placed in the student's file.
- Upon the second documented Level 2 infraction, a Student Conduct Contract will be recommended.

Combination of Level 1 and 2 Infractions

A pattern of both Level 1 and Level 2 infractions may lead to:

- A meeting with school administration and parents/guardians.
- A Student Conduct Contract and/or disciplinary action, including suspension or expulsion, at the discretion of the administrative team.

Safety & Non-Violence Policy

The Academy is committed to maintaining a safe and respectful environment where all students and staff feel secure and supported. We do not tolerate any behavior—inside or outside of the classroom—that endangers the physical or emotional safety of others.

This includes, but is not limited to:

- Physical aggression
- Verbal or nonverbal threats
- Intimidation
- Bullying

Aggression and violence in the classroom will not be tolerated under any circumstance.

These behaviors disrupt learning, undermine the values of our school, and create an unsafe environment for others.

Any student who engages in violent or unsafe behavior will be required to leave school for a period of time determined by the Director. Reinstatement will be considered following a parent meeting and an evaluation of the student's readiness to return to the classroom safely.

Student Conduct Contract

The Student Conduct Contract is an attempt at corrective action. This plan is individualized. It is designed to align a student with school culture and help change his/her behavior in a timely manner. For the protection of the student and teacher, this plan will be reviewed by a team of school leaders to determine if proper correction methods have been taken by the teacher before placing the student on the Student Conduct Contract.

1. Upon the First documented infraction under the contract, may result in immediate out of school suspension and a parent will be contacted to receive clear communication about the level of urgency for the required result.
2. The Second documented infraction under the contract, may result in immediate expulsion and the student will be sent home until final approval by school officials can occur. Each documented report will be reviewed by a team of school leaders before a final decision is made.

NEW SCHOOL YEAR: Each new school year will begin with a clean record regarding this disciplinary process and conduct contract. However, each documented infraction will remain on file for the duration of a student's time with The Academy and LCS. Any prior history will be considered during review of discipline infractions and could increase the speed of any action taken during review by school leadership.

TERMINATION POLICY

Expulsion of a student will be used as a final method of discipline for second level infractions, repeated first level infractions, or a combination of first and second level infractions that have not been resolved as described under the discipline category. The Academy reserves the right to have a student expelled in extreme cases without going through the discipline process.

All infractions will be judged on an individual basis in determining the proper course of actions for any offense. The administration reserves the right to deviate from policy based on the specific offense, the student's past record, the student's response to the situation, and/or any extenuating circumstances.

WEAPONS VIOLATIONS

The Lebanon Christian School Board is committed to providing students with an educational environment free of dangers from firearms, knives, dangerous weapons, and objects

indistinguishable from firearms. The definition of a firearm shall include any weapon (including a starter gun) which will or designed to or may readily be converted to expel a projectile by the actions of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device which includes but is not limited to any explosive, incendiary charge of more than ¼ ounce, mine or similar device similar to any device described above.

The definition of a firearm also includes those objects which are “indistinguishable from a firearm.” An object “indistinguishable from a firearm” is defined as “any object made, construed, or altered so that, to a reasonable person without special training, the object appears to be a firearm.”

No student shall bring a firearm to or possess a firearm while on school property or at a school sponsored activity. Any student that brings a firearm to school in the above manner shall face discipline up to expulsion for a period of one calendar year. Any student who possesses a firearm, which was initially brought on school property by another person, may be expelled and any student who brings an object or possesses an object indistinguishable from a firearm may be expelled by administration.

Students are also prohibited from bringing a knife to or possessing a knife while on school property or at a school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings and possesses a knife while on school property or at school sponsored activity, they may be expelled by administration.

OUTSIDE OF SCHOOL HOURS DISCIPLINE POLICY

Any incidents that occur outside of school hours and outside of an LCS sport or event, are not the responsibility of the school. Disciplinary incidents that occur during an LCS sport or event on or off LCS grounds will be treated according to our discipline policy. Administration will discuss the incident(s) with the coaches or event leaders prior to any disciplinary action.

DRESS CODE

The dress code has been established in order to contribute to a positive learning environment. Good grooming should be a mark of every Academy student. Students are expected to avoid extremes in clothing and hairstyles so students do not draw attention to themselves.

At The Academy, we ask that all students:

- ☐ Avoid wearing flip flops. Sandals are acceptable.
- ☐ Wear socks with tennis shoes and sneakers.
- ☐ Bring a coat in the winter - we go outside even when it is cold.
- ☐ Avoid spaghetti strap shirts
- ☐ Wear shorts under skirts.

PARENT COMMUNICATION

The Academy will communicate school wide information via the Procure app and/or through an email. Parents may communicate with teachers through the Procure app, through email or by contacting the office.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held twice a year, once in the fall and once in the spring.

Fall Conferences: Thursday, October 16th and Friday, October 17th - Sign Ups

Spring Conferences: Monday, April 27th and Tuesday, April 28th Sign Ups

PLEDGES

At The Academy we salute two flags and the Holy Bible each morning before school.

We salute the American Flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our job to be good citizens. The Bible teaches that we should respect our country and its leaders.

PLEDGE TO THE UNITED STATES FLAG

“I pledge allegiance to the flag
of the United States of America.
and to the republic for which it
stands, one nation, under God,
indivisible, with liberty and
justice for all.”

We salute the Christian Flag because we love Jesus Christ, our Lord and Savior. The Christian Flag is a symbol of the sacrifice Christ made for us and of the dedication of Christians to preserve our Christian heritage. The words of the pledge remind us of the heaven that God has prepared for those who love Him.

PLEDGE TO THE CHRISTIAN FLAG

“I pledge allegiance to the
Christian Flag and to the
Savior for whose Kingdom it
stands, one Savior, crucified,
risen, and coming again, with
life and liberty for all who believe.”

We salute the Bible because it is God’s Holy Word written to us outlining His plan for our lives. The pledge is a statement of dedication to read, remember, and respond to God’s Word.

PLEDGE TO THE BIBLE

“I pledge allegiance to the
Bible, God’s Holy Word. I will
make it a lamp unto my feet,
and a light unto my path.
Its words will I hide in my
heart that I may not sin
against God.”

ENRICHMENT PROGRAMS and FIELD TRIPS

Enrichment programs will be held at The Academy periodically throughout the school year. The Academy programs and field trips are events of celebration and purpose that align with our Christian beliefs.

Field trips are learning experiences and are considered privileges. Respect for authority, and other, and property will be enforced on all field trips. Any behavior problems during a field trip will result in the loss of the attendance privilege of the next field trip and may result in disciplinary action.

ATTENDANCE AND ABSENCE POLICY

Our Christian commitment is reflected in our daily habits. In order to learn life habits, which honor Christ and provide for successful living, it is necessary for the school and home to provide for consistent attendance.

Regular attendance is an important factor in a child's adjustment to school and is imperative to good learning. Please avoid unnecessary absences.

Every student should be in his/her seat in the classroom at the starting time for your class.

All students should be picked up promptly at dismissal time. Students not picked up on time will be charged a late pick-up fee. Please see Billing Policies for all fees.

ABSENCE POLICY: All parents/guardians are required to call 513-228-0677 **or** email the student's teacher and copy afindsen@lebanonchristianschool.org by 10:00am on the day of their child's absence to inform the school of the nature of the absence. Should you wish for your child's school work to be sent home for completion, work may be picked up after noon in the office.

Parents are encouraged to inform teachers/Office in writing prior to all known absences.

EXCESSIVE ABSENTEEISM: For students who attend full day or half day, after ten absences, students will be charged the full amount of days they are enrolled. Students who attend school only will be charged the same amount each month regardless of the absences accrued. *Please make it a priority to send your child to school.*

TARDINESS: If you arrive at 9am or later, you will need to check in with the office and a staff member or administrator will escort your child to their classroom. Three tardies per quarter will be allowed. Upon the fourth unexcused tardy, parents will be charged \$5.00 per tardy for the remainder of that quarter.

PICKING UP YOUR CHILD WHILE CLASS IS IN SESSION: If you need to pick up your child while class is in session, you must enter the lobby and check in with administration to have your child dismissed. You will not be allowed in the classroom during class time. A staff member or administrator will bring your child to the lobby to meet you.

LATE PICK-UP POLICY: All students should be picked up promptly at their dismissal time. After that the charge will be \$25 for every 10 minutes or any portion thereof unless there is an emergency circumstance you have communicated with their teacher or the school office.

SNOW DAY PROCEDURES: The Academy will announce on radio, TV, telephone call and email should there be a closure. Snow Day Closures only pertain to those students who are Preschool/Pre-Kindergarten School Only students only. Those students who attend The Academy for our all day or half day programs will be able to attend on snow days. We closely follow the Lebanon Public School schedule. The Academy is open on snow days to Lebanon

Christian School, Lebanon Public School, and other schools for students registered with Crusader Club. Additional fees apply.

STUDENT HEALTH AND WELFARE

The physical health and welfare of each student is of highest priority at The Academy. We realize that our effectiveness in teaching spiritual, academic, or emotional truth is largely dependent on the physical well being of the child. Please take the initiative to keep your child home when he/she is ill, for their sake and for the sake of the other children. NEVER SEND YOUR CHILD TO SCHOOL WITH A FEVER, EVEN THOUGH HE/SHE FEELS FINE. If your child has had a fever greater than 100 degrees, they should be kept at home until they are 24 hours fever free without fever reducing medication.

STUDENTS TAKING MEDICATION DURING THE DAY: School personnel are under no authority to administer medication of any kind without written orders from a physician. This includes non-prescription medications such as Tylenol and Advil. Medication Administration Forms can be received from Ashley Findsen in the school office. New medication forms must be submitted for each school year as well as for any changes in the medication orders. Be aware that inhaled medications such as those used in the treatment of asthma are considered prescription medicines and require a signed form as well.

We encourage that whenever possible, the timing of medication be scheduled so that they can be taken at home.

Please follow these guidelines if your child must take medication at school:

1. Pick up a Physician's Request for the Administration of Medication form from the front office desk.
2. Have your physician complete and return to the school, along with the medication. The container should be the original container with the child's name and dosage to be taken.
3. All medications, whether prescription or over the counter, must be kept in the office unless otherwise indicated by the physician form.

COMMUNICABLE DISEASE POLICY

The Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may encounter more frequent illnesses at the beginning of the school year before their immune system becomes more active. We ask that you not bring a sick child to school, and if they have had symptoms such as vomiting or diarrhea to allow 24 hours to assure they are recovered. Other bacterial illnesses such as strep throat and pink eye require 24 hours of antibiotic treatment before returning to school.

Communicable disease policies and procedures will be reviewed annually with the staff. Training in communicable diseases and proper sanitary procedures will be provided to the staff periodically as required. Staff members are trained in first aid, communicable disease, and CPR.

Symptoms warranting attention:

- ☐ Elevated temperature (100 degrees or more auxiliary)
- ☐ Skin rash
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Evidence of lice
- ☐ Severe coughing
- ☐ Unusually sore throat or difficulty swallowing
- ☐ Dark urine / gray or white stool
- ☐ Yellowish skin or eyes
- ☐ Conjunctivitis
- ☐ Stiff neck
- ☐ Difficult or rapid breathing

Children who develop these symptoms while at school will be isolated at the lobby desk or in the Director's office and provided a cot until a parent arrives to pick the child up.

Students with mild complaints, will be examined by the school nurse to determine whether or not the student's parents should be notified.

Parents will be notified if their child has been exposed to a communicable disease. As a courtesy to us, we ask that parents inform us as well if their child has contracted a communicable disease.

IMMUNIZATIONS

Proof of immunizations must be provided to the office by the 14th day of attending school, or by Ohio law, your student will be excluded from school. For additional information, please contact the office at 513-228-0677 or the Warren County Health Department at 513-695-1468. If your child cannot receive these vaccinations due to medical reasons, religious convictions, or reasons of conscience, you must turn in an Immunization Exemption Form every school year by the 14th day of attending school. Per Ohio Revised Code and school board policy, a student may be exempted from immunization if a parent or guardian objects for good cause, including religious conviction, or if there is a medical condition that prohibits immunization. Immunization Exemption Forms can be found on the school website or in the office.

NOTIFYING PARENTS OF INJURY

At The Academy, we prioritize your child's safety and well-being. We strive to create a nurturing and secure environment where they can learn and grow. While we take every precaution to prevent accidents, we understand that injuries may occasionally occur. If your child experiences an injury while at The Academy, we will take immediate action. We will assess the severity of

the injury and determine if emergency services are needed. If so, we will notify you immediately and contact emergency personnel. We will provide appropriate first aid and monitor your child's condition. If necessary, your child may remain in our office for observation to ensure they are safe to return to their regular activities. To keep you informed, we will send a written notification detailing the incident, first aid provided, and any follow-up steps. This notification will be placed in your child's backpack for your review at pickup. Additionally, we will send a message via Procure, including an image of the injury report.

LUNCH

- A nutritious, hot lunch will be provided for each student by Daycare Catering, Inc.
- Families will be notified of the upcoming monthly menu via email and/or the Procure app
- If your student chooses to pack his/her lunch please remember **We Are a Peanut/Tree Nut Free Building**
- Microwaves are not available for student use

SNACKS

For our All Day Students, a small, nutritious snack will be provided at 8:15am and around 2:30pm. You may bring a snack if you wish, but it must be free of peanuts, tree nuts, etc and can not be made or manufactured in a facility that also manufactures nut products and must be clearly stated on the packaging.

VISITORS

The Academy encourages visitors, parents, and grandparents to come and visit our school. Authorized visitors are allowed to volunteer at the schools and may join their student(s) for lunch.

- All visitors, parents, and grandparents must sign in at the school office.
- All visitors, parents, and grandparents must wear The Academy visitor badge valid only for that date/purpose.
- All visitors, parents, and grandparents must abide by The Academy standards.

FUNDRAISING

Fundraising is an activity which allows students, staff, and parents to engage in an effort to enrich our total educational program. The money raised will be used in whatever area is needed for the school. Parents are asked to encourage and assist their children in these fundraising activities.

BIRTHDAYS

Parents may bring treats and refreshments for the entire class on their child's birthday. All treats and refreshments need to be approved by the office to ensure they are allergen free. Any food

and refreshment provided must be prepackaged, **homemade items are not permitted**. The appropriate teacher must be notified **at least 3 days in advance** to make the proper arrangements. No gifts will be expected to be given.

PARTY INVITATIONS

No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be distributed at school for parties off school grounds unless the entire class or all of one sex are invited.

HALLOWEEN POLICY

The Academy does not endorse Halloween or any of the practices which accompany that day. Having stated this, we do not promote, endorse, or allude to the figures that the “world” associates with that day. Any parties, handouts, clothes, and wall decorations are to be Christ-centered and appropriate for the The Academy environment.

RECESS

All children will go outside (weather permitting) under the supervision of a teacher or school aide. Students will be asked to go outside if it is above 32 degrees windchill. Please dress appropriately for the weather and always bring a coat to wear outside. If a child is not to go outside or to actively participate in recess, you must send a note signed by your doctor.

Billing Information and Policy

Preschool or Pre-Kindergarten Only Students

If your student is enrolled in our Preschool or Pre-Kindergarten program for School Only, and not our all day, half day, or Crusader Club program, tuition is paid monthly and due on the 1st of each month.

Tuition is calculated based on a daily price (see below) and will be multiplied by a 36 week school year. Payments will be collected on the first day of the month and are due even if your child does not attend his/her designated day(s) due to illness, vacation or school closure. Designated “freebie” days do not apply to our Preschool or Pre-Kindergarten program school only students.

Tuition Calculations for Preschool or Pre-Kindergarten Only are as follows:

36 Week Yearly Tuition Prices	10 Month Payment Breakdown (August 1 - May 1)
2 days - \$2,100	2 days - \$210
3 days - \$3,220	3 days - \$322
4 days - \$4,280	4 days - \$428
5 days - \$4,610	5 days - \$461

All Day, Half Day, and Crusader Club Students

If your student is an all day, half day, or Crusader Club student, tuition is paid weekly and is due on Friday of each week. All day and Half Day students are given 10 days to use as sick or vacation days without having to pay tuition for those days. Once you use your sick/vacation days your account will be charged according to the number of days you signed up for. Crusader Club students are billed on a daily basis and do not have sick/vacation days.

Tuition Calculations for All Day Students are as follows:

Students Ages 2.5 - 3 Years Old	Students Ages 4 - 5 Years Old
2 days - \$118	2 days - \$118
3 days - \$177	3 days - \$177
4 days - \$236	4 days - \$236
5 days - \$295	5 days - \$270

All Day Tuition includes a hot lunch and 2 snacks per day.

Half Day Student Tuition

2 days - \$80
3 days - \$120
4 days - \$160
5 days - \$200

Daily Tuition for Crusader Club Students

Before School - \$11	After School - \$17
Before + After School - \$27	
Bowman Kinder PM - \$40	AM+PM - \$46
Delay - \$17	Snow/Vacation Day - \$60

Designated “Freebie” Days

These are days that school is closed, but we are open to All Day and Half Day Students if you need care. If you do not attend on these days, you do not have to pay and it will not count against your sick/vacation days.

September 1, 2025 - Labor Day

November 24-28, 2025 - Thanksgiving Break

December 22 - January 2, 2026 - Christmas Break

January 19, 2026 - Martin Luther King Day

February 16, 2026 - Presidents’ Day

March 30 - April 6, 2026 - Spring/Easter Break

Early Drop Off Fees

For our Preschool and Pre-Kindergarten program only families, there will be a charge to your account of \$10 for every 15 minutes you wish to drop off your child before the doors open. Please contact us 24 hours in advance if you are needing before school care.

Late Pickup Fees

All students should be picked up promptly at their dismissal time. After that the charge will be \$25 for every 10 minutes or any portion thereof unless there is an emergency circumstance you have communicated with their teacher or the school office.

Security Fee

Every family at The Academy will be assessed a \$350 security fee. This fee will go directly to security improvements at all of our buildings. We will disclose the specific improvements after they are completed. The improvements will be implemented as soon as possible, and the fee will be assessed in Tuition Express beginning August 1 and can be paid at once or with monthly payments. This fee may be assessed in all future school years based on the ongoing security assessment by LCS and our local law enforcement. If you have a child that attends LCS Elementary or Middle and High School, your family will only pay 1 security fee. The security fee payment for your family will go to the building with the oldest student.

Payment Options

The Academy families may choose to pay via credit/debit card, supplying us with your routing and checking number to be pulled directly from your bank, check, or cash.

There is a 2.95% service charge applied to all ledgers paid with a credit/debit card.

A **backup form of payment** is required for all recurring cash/check payments. Backup payments can be set up through Tuition Express by choosing to use your bank account or credit/debit card in the case of a missed payment. Backup payment will only be run if the bill on your account is not paid by noon on the due date of the bill.

Please fill out the form located in the back of this handbook, **Payment Plan Options**, so that we may know how you would like to pay and bill accordingly.

2025-2026 Attendance Policy

Preschool and/or PreKindergarten Only Students

If you are a preschool and/or prekindergarten only family, your account will be charged for every day that you are scheduled to be at school whether your student attends or misses due to vacation, sickness, etc. **School Only students are to be at school and in their classrooms by 8:50am.**

All Day and Half Day Students

If your student is an All Day or Half Day student, tuition is paid weekly and is due on Friday of each week. All day and half day students will receive **10 sick/vacation days to use and not pay for**. Once you run out of your 10 sick/vacation days, you will be charged the number of days you signed up regardless if they were attended. **All Day and half day students are to be at school and in their classrooms by 8:50am.**

Designated Freebie Days

These are days that school is closed, but we are open to All Day, Half Day, and Crusader Club Students if you need care. If you do not attend on these days, you do not have to pay and it will not count against your sick or vacation days.

September 1, 2025 - Labor Day

November 24-28, 2025 - Thanksgiving Break

December 22 - January 2, 2026 - Christmas Break

January 19, 2026 - Martin Luther King Day

February 16, 2026 - Presidents' Day

March 30 - April 6, 2026 - Spring/Easter Break

2025-2026 Academy School Year Calendar

August

8 - Parent & Family Orientation/Meet the Teacher Day

11-13 Sign Up Days - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only -**

Must be sign up to attend

14 - First Day of School

25&26 - Fall Picture Days 9-11:30am

September

1 - Labor Day - The Academy is **CLOSED** to all students

9 & 10 - Grandparents Day 9:30-10:00am

October

6 - Fall Picture Retakes 9-10am

16&17 - Fall Conferences 6:15-8pm

23 - Fall Festival 9:30am-1:00pm

November

1 - Early Re-Enrollment Begins for current students

19 - Thanksgiving Class Parties 9-11:30am

24-28 - The Academy Closed for **School Only Students** - Thanksgiving Break

24&25 - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only - Must Sign Up**

26 - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only - Must Sign Up -**

CLOSING AT 3PM

27&28 - The Academy is **CLOSED** to all students - Thanksgiving Break

December

4 - All Academy Christmas Musical Rehearsal at LCS Main Campus 1436 Deerfield Rd 9:30-11:30am

4 - All Academy Christmas Musical Program at LCS Main Campus - Doors Open at 6:30 Program 7pm

17 - Class Christmas Parties

22 - Jan 2 - Christmas Break - **The Academy CLOSED to School Only students**

22&23 - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only - Must Sign Up**

24 - Jan 2 - Christmas Break - **The Academy CLOSED for Christmas Break**

January

1-2 - Christmas Break - **The Academy CLOSED for Christmas Break**

5 - Classes Resume for all students

19 - Martin Luther King Jr. Day - **The Academy is CLOSED to all students**

February

16 - Presidents Day - **The Academy is CLOSED to all students**

(Turn Over)

March

30-April 6 - Spring Break - The Academy **CLOSED** to School Only students

30-April 2 - Spring Break - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only - Must Sign Up**

April

3&6 - Easter Break - The Academy is **CLOSED** to all students

8&9 - Spring Pictures 9-11:30am

27&28 - Spring Conferences 6:15-8pm

May

20 - Field Day - 10am - 1pm ***Volunteers Needed***

21 - Last Day of School/PK&TK Clap Out 11-11:30am

22 - **Half and Full Day Students Sign Up Day**

25 - Memorial Day - The Academy is **CLOSED** to all students

26-28 - **Half and Full Day Students Sign Up Day**

29 - Staff Work Days The Academy is **CLOSED** to all students

June

1&2 - Staff Work Days The Academy is **CLOSED** to all students

3 - First Day of Summer Camp

2025-2026 Attendance Policy Agreement

Preschool and Pre-Kindergarten School-Only Students

If your child is enrolled in a **School-Only** (AM-only) Preschool or Pre-Kindergarten program, your account will be charged for **every day your child is scheduled**, regardless of attendance (including absences due to vacation, illness, etc.). School-Only students must be in their classrooms by **8:50 AM** each day.

All Day and Half Day Students

If your child is enrolled as an **All Day** or **Half Day** student, tuition is paid **weekly** and is **due each Friday**. These students receive **10 sick/vacation days** per school year. After these 10 days are used, you will be charged for all days your child is scheduled, regardless of attendance. All Day and Half Day students must be in their classrooms by **8:50 AM**.

Note: Providing 24 hours' notice of an absence is required but does **not** excuse the absence from billing.

Designated Freebie Days

On the following days, school is closed for instructional programming but remains open for **All Day**, **Half Day**, and **Crusader Club** students who need care. If your child **does not attend** on these dates, **you will not be charged**, and the day will **not count** toward your 10 sick/vacation days.

- September 1, 2025 – Labor Day
- November 24–28, 2025 – Thanksgiving Break
- December 22, 2025 – January 2, 2026 – Christmas Break
- January 19, 2026 – Martin Luther King Jr. Day
- February 16, 2026 – Presidents' Day
- March 30 – April 6, 2026 – Spring/Easter Break

Reminder: Please provide The Academy with **24 hours' notice** if your child will be absent.

Acknowledgment and Agreement

I, _____, have read and understand the 2025–2026 Attendance Policy and agree to the terms and conditions. I understand that:

- If my child is enrolled in an All Day or Half Day program, I receive 10 sick/vacation days and will be charged for all additional scheduled days, regardless of attendance.
- If my child is enrolled in the School-Only (AM) program, I will be charged monthly and do **not** receive any sick/vacation days.
- Providing 24-hour notice of absence is required but does **not** exempt me from payment.

Parent/Guardian Signature

Date

2025-2026 Payment Plan Agreement

Student Name: _____

Parent/Guardian Name: _____

Please indicate your student's enrollment type:

- ☐ All Day / Half Day Student – *Weekly Payments*
- ☐ Preschool / Pre-Kindergarten School-Only – *Monthly Payments*
- ☐ Crusader Club (Before and After School) – *Weekly Payments*

Preferred Payment Method:

- ☐ Tuition Express ACH Auto Withdrawal (No Service Charge)
- ☐ Tuition Express Credit/Debit Card Auto Withdrawal – Visa / MC / AMEX / Discover (*2.95% Service Charge*)

Payment Terms:

- Preschool / Pre-Kindergarten School-Only families agree to pay on the first of each month, from August 1 through May 1.
- All Day, Half Day, and Crusader Club families agree to pay weekly, by Friday at 12:00 PM (noon).

To maintain enrollment and continue attending school, all tuition and student fees must remain current. If your account becomes past due, you will have five (5) business days to bring it current. If payment is not received in full within that time, your student will be immediately withdrawn from Lebanon Christian School / The Academy. Once payment is made in full, your student may be reinstated.

- Returned or declined ACH/credit card payments will incur a \$10 fee.
- Returned checks will incur a \$25 fee.

Acknowledgment

I, _____, have read and agree to the 2025–2026 Payment Plan terms outlined above. I understand that it is my responsibility to notify the front office at least **7 days in advance** if I need to change my payment method. I also acknowledge the associated fees for any returned or declined payments.

Parent/Guardian Signature

Date



Photo Print Release Form

Please be advised that your child may be photographed or videotaped at school or during various school sponsored events. Please indicate if you would like your child's photo to appear online, printed in our newsletter, or used for advertising purposes:

_____ **YES**, I give The Academy permission to use my child's photo or video to be used online, printed in our newspaper, or used for advertising purposes.

_____ **NO**, I do not give The Academy permission to use my child's photo or video to be used online, printed in our newsletter, or used for advertising purposes.

Parent/Guardian Signature

Date

Student First and Last Name



The Academy Discipline Policy and Procedures Agreement

At The Academy, discipline is a shared responsibility between families and staff. Our goal is to create a safe, respectful, Christ-centered environment where students grow in self-control, empathy, and accountability. Discipline is rooted in love and grace, not punishment.

We use **positive redirection** and teach children to recognize the impact of their actions. When needed, time-out may be used as a last resort, supervised by a teacher and limited to one minute per year of age. Physical discipline is **never used**, and discipline is never related to food, rest, or toileting.

Daily Behavior Procedures (within a single day):

1. Verbal Warning
2. Second Verbal Warning
3. Time Out
4. Time Out + Incident Report + Parent Call
5. Dismissal for the Day

If a child is dismissed due to behavior, the Director may require a period of time away from school.

Safety & Serious Behavior

Aggression, physical threats, or unsafe behavior will result in immediate **dismissal for the day**. Continued unsafe behavior may lead to a **temporary or permanent separation from the program**. The Academy reserves the right to remove a student at any time based on the seriousness of behavior, previous history, and readiness to return.

Financial Responsibility

Families are responsible for tuition and any remaining fees for time away from school or upon dismissal.

Parent/Guardian Acknowledgment

I have read and agree to The Academy's Discipline Policy and Procedures. I have discussed these expectations with my child and understand that serious or repeated behavior may result in dismissal for the day or separation from the program. I understand that I am responsible for all tuition and fees due upon dismissal.

Parent/Guardian Name (Printed): _____

Signature: _____

Date: _____

Student Name(s): _____



The Academy Potty Training Policy

Students enrolling at The Academy must be fully potty trained. We kindly ask that you provide a change of clothes in a ziplock bag for occasional accidents or spills.

If a student has more than three accidents in one week, they will be dismissed from school for one week. Upon returning, The Academy reserves the right to determine whether the student will continue enrollment, based on the status of their potty training, and may extend the dismissal period as deemed necessary by the Director.

By signing below, I acknowledge that I have read and agree to The Academy's Potty Training Policy, and I have discussed it with my child. I understand that persistent accidents may result in temporary dismissal, as determined by the Director.

Parent/Legal Guardian Signature

Date

Student Name



Authorization to Release Directory Information

Student Name: _____ Student's Teacher: _____

Student Address: _____

Parent Phone Number: _____

Please check the boxes next to the items you are giving permission to release:

Directory Information as defined by The Academy Includes:

- Student(s) Name
- Student(s) Teacher
- Student(s) Birthday
- Parent(s) Name
- Parent(s) Address
- Parent(s) Phone Number
- Parent(s) Email

By signing below I understand that The Academy will include my child's information in the school directory. The school directory will be made available to all families that attend The Academy for Preschool and PreKindergarten.

Parent Signature

Date

By signing below I am indicating that I do not give The Academy permission to include my child's information in the school directory.

Parent Signature

Date



The Academy Directory Business Ad Request

Do you own a business or small business?
We would love to help you advertise in our School Directory!

Please fill out the form below and attach a payment of \$10 and we will include your business in our school directory.

Parent Name: _____

Business Name: _____

Business Type: _____

Payment Method:

-Add it to my bill _____

-Cash _____

-Check _____

****If you would like to include a picture of your business card in the ad, please email an image to Amanda Johnson at ajohnson@lebanonchristianschool.org****



The Academy Approved Pickups List

Students at The Academy will only be allowed to be picked up from **adults** that are on their approved pick up list. Please list any adults that you approve of to pick up your child. You may revoke permission or change the approved list at any time. If this is a need, please give The Academy 7 days advanced written notice and fill out a new approved pickup list form and turn it into the office.

Student Name: _____

Teacher: _____

Approved Adult Pickups:

Adult Name (1 per line please)	Relationship
1.	
2.	
3.	
4.	

By signing below I give permission to The Academy to release my child to the above named individuals at pick up. I understand that I can revoke this permission at any time and can change the individuals on the list at any time. Should this list need to be amended, it is my responsibility to give The Academy 7 days written notice and will need to fill out a new form and return it to the office.

Parent Signature

Date



Parent/Student Handbook Acknowledgement Form

The *Academy Parent/Student Handbook* contains important information about the policies, procedures, and expectations of The Academy and Lebanon Christian Schools. I understand that I should consult the Director if I have any questions not addressed in the handbook.

- I acknowledge that I have received a copy of the *Academy Parent/Student Handbook*.
- I understand that the handbook may not address every situation that may arise, and I agree to maintain open communication with The Academy administration as needed.
- I understand that I am responsible for adhering to the policies outlined in the handbook for the duration of my child's enrollment.
- I understand that The Academy and Lebanon Christian Schools reserve the right to revise or update the handbook and that I will be notified in writing of any changes.
- I have reviewed the handbook and discussed relevant information with my child. I have read, understand, and agree to abide by the policies and expectations outlined in the *Academy Parent/Student Handbook*.

Student Name

Parent Signature

Date