



Lebanon Christian School
2024-2025 Parent/Student Handbook
Preschool & Pre-Kindergarten
130 Cook Road
Lebanon, OH 45036
513-228-0677

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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: Jennifer Yantz jyantz@lebanonchristianschool.org

Operations Manager: Ashley Findsen afindsen@lebanonchristianschool.org

Website: lebanonchristianschool.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 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

Discipline is a partnership between the school and the parents/guardians. It is the hope of The Academy that every student functions within our school community without the need for disciplinary intervention. We feel that our Christian standards dictate a loving and forgiving atmosphere. We also feel that the moral standards and behavior of your child are of utmost importance. We, therefore, require respect for authority and compliance with the rules and regulations of the school.

Discipline Policies and Procedures

FIRST LEVEL INFRACTION: Disruptions, distractions, and attitude offenses.

Each teacher has established a classroom discipline plan for handling these types of infractions. When first level infractions detract from the campus life of the school, interfere with your student's (or other student's) education or otherwise become a serious concern for the class the following will take place:

1. The offense will be clearly discussed with your child.
2. A staff member will discuss Spiritual applications and will pray with your child.
3. Action will be taken to correct the behavior.
4. Parents/Guardians will be contacted.
5. A documented infraction form will be filled out and filed with the teacher
6. The 3rd documented infraction report will result in the recommendation of a Student Conduct Contract (See process below)

SECOND LEVEL INFRACTIONS: Lying, hitting, stealing, swearing, vulgar expressions (verbal and nonverbal), fighting/physical violence, threats, inappropriate or unacceptable use of technology, disrespect, willful disobedience, damaging school property, or similar infractions. These infractions directly interfere with the environment we are attempting to create and maintain. Therefore, serious action will be taken more swiftly as these occur. Suspension or expulsion may be a consequence of a second level infraction. The following steps will take place:

1. The offense will be clearly discussed with your child.
2. A staff member will discuss Spiritual applications and will pray with your child.
3. Action will be taken to correct the behavior.
4. Parents/Guardians will be contacted.

5. A documented infraction form will be filled out and forwarded to the school office to record the infraction.
6. The 2nd documented infraction will result in the recommendation of a Student Conduct Contract (See process below)

COMBINATION OF FIRST and SECOND LEVEL INFRACTIONS: A combination of first and second level infractions will result in the student and administration meeting, contact with parent/guardian, and may result in the Student Conduct Contract, and/or a disciplinary action at the discretion of the administration team that may result in suspension or expulsion.

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, out of school suspension will be recommended 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 $\frac{1}{4}$ 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 ProCare app and/or through an email. Parents may communicate with teachers through the ProCare 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 17th and Friday, October 18th - Sign Ups

Spring Conferences: Monday, April 28th and Tuesday, April 29th 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, student's will be charged the full amount of days they are enrolled. For students who attend School only, you will be charged the same amount each month regardless of the absences you accrue. *Please make it a priority to send your child to school.*

TARDINESS: If you arrive at 9am or later, you will 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 all day, half day, will have care for 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.

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 3:00pm. 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 2, 2024 - Labor Day

October 18, 2024 - Fall Conference

November 25-29, 2024 - Thanksgiving Break

December 23 - January 6, 2025 - Christmas Break

January 20, 2025 - Martin Luther King Day

February 14, 2025 - Professional Development Day

February 17, 2025 - Presidents’ Day

March 24 - 28, 2025 - Spring Break

April 18-21, 2025 - Easter Break

May 26, 2025 - Memorial Day

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.

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 2.5% 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.

2024-2025 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 2, 2024 - Labor Day
October 18, 2024 - Fall Conference
November 25-29, 2024 - Thanksgiving Break
December 23 - January 6, 2025 - Christmas Break
January 20, 2025 - Martin Luther King Day
February 14, 2025 - Professional Development Day
February 17, 2025 - Presidents' Day
March 24 - 28, 2025 - Spring Break
April 18-21, 2025 - Easter Break
May 26, 2025 - Memorial Day

2024 - 2025 Academy School Year Calendar

August

13 - Parent & Family Orientation/Meet the Teacher Day
14-16 and 19-20 - Sign Up Days - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only**
21 - First Day of School

September

2 - Labor Day - The Academy is **CLOSED** to all students
9 & 10 - Grandparents Day 9:30-10:00am
27 - Lebanon Christian/Lebanon Public PD Day - **The Academy is open for PS/PK as normal - Crusader Club attendance is open to sign ups only**
30 - Lebanon Christian/Lebanon Public Work Day - **The Academy is open for PS/PK as normal - Crusader Club attendance is open to sign ups only**

October

****PreK & TK Field Trip will be planned in this month - TBD****
1 & 2 - Yearbook Pictures 9-11:30am
17 - Fall Conferences 6-8pm
18 - Fall Conferences 8-12pm - The Academy **Closed** to All Students
21 - Lebanon Christian/Lebanon Public Fall Break Day - **The Academy is open for PS/PK as normal - Crusader Club attendance is open to sign ups only**
23 - Yearbook Picture Make-Up Day 9-10am

November

1 - Early Re-Enrollment Begins for current students
11 - Lebanon Christian/Lebanon Public Work Day - **The Academy is open for PS/PK as normal - Crusader Club attendance is open to sign ups only**
20 & 21 - Thanksgiving Class Parties
25 - 29 - The Academy Closed for **School Only Students** - Thanksgiving Break
25 & 26 - **The Academy Open to Half Day, Full Day, and Crusader Club Students Only - Must Sign Up**
27 - 29 - The Academy is **CLOSED** to all students - Thanksgiving Break

December

2 - PreK Christmas Musical Rehearsal at LCS Main Campus 9-11:30am
3 - PreK Christmas Musical at LCS Main Campus 1436 Deerfield Rd. 7:00pm
4 - Preschool Christmas Musical Rehearsal at LCS Main Campus 10:00-11:30am
5 - Preschool Christmas Musical at LCS Main Campus 1436 Deerfield Rd 7:00pm
9 - TK Christmas Musical Rehearsal at LCS Main Campus 9-11:30am
10 - TK & **Bowman** Kinder Christmas Musical at LCS Main Campus 1436 Deerfield Rd 7:00pm
28 - 19 - Class Christmas Parties
23 - Jan 6 - Christmas Break - **The Academy CLOSED to School Only students**
23 - Jan 1 - Christmas Break - **The Academy CLOSED for Christmas Break**

(Turn Over)

January

2 - 6 The Academy is **OPEN** for Half Day, Full Day, and Crusader Club Students only

7 - Classes Resume for all students

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

February

12 & 13 - Valentine's Day Class Parties

14 - The Academy PD Day - The Academy is **CLOSED** to all students

17 - President's Day - The Academy is **CLOSED** to all students

March

14 - Crusader Club Sign Up Day ****THIS IS A REGULAR DAY FOR ALL ACADEMY STUDENTS****

Crusader Club Students must sign up to attend

24-28 - Spring Break - The Academy **OPEN to Full Day, Half Day, and Crusader Club - Must Sign Up**

31 - Crusader Club Sign Up Day ****THIS IS A REGULAR DAY FOR ALL ACADEMY STUDENTS****

Crusader Club Students must sign up to attend

April

****PreK & APK Field Trip planned this month - TBD****

1 - 2 - Spring Pictures 9-11:30am

18 - 21 - Easter Break - The Academy is **CLOSED** to all students

28 & 29 - Spring Conferences 6-8pm

May

2 - Crusader Club Sign Up Day ****THIS IS A REGULAR DAY FOR ALL ACADEMY STUDENTS****

Crusader Club Students must sign up to attend

5 - 9 - Teacher Appreciation Week

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

27 & 28 - Field Days 9am - 1pm ****Volunteers Needed****

29 - PreK/TK Clap Out 11:00am and Students Last Day of School

30 - Staff Work Day - The Academy is **CLOSED** to all students

June

2 - 3 - Staff Work Days - The Academy is **CLOSED** to all students

4 - First Day of Summer Camp

2024-2025 Attendance Policy Agreement

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. **24 Hours Notice of Absence does not excuse the absence****

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 2, 2024 - Labor Day
October 18, 2024 - Fall Conference
November 25-29, 2024 - Thanksgiving Break
December 23 - January 6, 2025 - Christmas Break
January 20, 2025 - Martin Luther King Day
February 14, 2025 - Professional Development Day
February 17, 2025 - Presidents' Day
March 24 - 28, 2025 - Spring Break
April 18-21, 2025 - Easter Break
May 26, 2025 - Memorial Day

****Please give The Academy 24 hours notice of an absence****

I, _____, have read the 2024-2025 Attendance Policy and agree to the
(Parent or Guardian)
terms and conditions of this policy. I also understand that I am to give The Academy 24 hours
notice of an absence but that it does not excuse the absence.

Parent or Guardian Signature

Date

2024-2025 Payment Plan Agreement

Student Name: _____

Parent Name: _____

Please indicate if you are an:

All Day/Half Day Student: Weekly _____

Preschool/PreKindergarten School Only - Monthly Payments _____

Crusader Club (Before and After School) - Weekly _____

Preferred Payment Method

Tuition Express ACH Auto Withdrawal (No Service Charge) _____

Tuition Express Visa/MC/AMEX/Discover Auto Withdrawal (2.5% Service Charge) _____

Preschool/PreKindergarten Only agree to pay on the first day of the month August 1 - May 1.

All Day, Half Day, and Crusader Club Students agree to pay weekly by noon on Friday.

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 Lebanon Christian School/The Academy. Once payment is made, the student(s) may be reinstated.

All returned or declined payments will be charged \$20. All returned checks will be charged \$25.

I, _____, have read and agree to the payment plan stated above. I will
(Parent/Guardian)

notify the front office 7 days in advance if my payment method needs to change. I also understand that all returned or declined payments will be charged \$20 and all returned checks will be charged \$25.

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, we encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of a conflict.

We encourage children to empathize with one another's feelings and see the results of their actions. We discourage inappropriate behavior and use "time out" as our last resort. Any child that is put in time out is always supervised by a teacher and shall remain in time out only 1 minute per age of the child. When time out is over, it is explained to the child why time out occurred and what correct behavior is expected. No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest, or toileting.

In addition to the Discipline policy outlined on pages 13-15 of the Parent/Student Handbook, the following procedures will be followed for children displaying chronic disruptive behavior which is upsetting to the physical or emotional well being of another child or to him/herself during the course of 1 day:

First Incident: Verbal Warning

Second Incident: Verbal Warning

Third Incident: Time Out

Fourth Incident: Written Incident Report, Time Out and Call to Parents

Fifth Incident: Time Out, Call to Parents and Dismissal from school for the day

In the event that chronic disruptive behavior occurs 3 times in 1 week, the student will be dismissed from school for a period of time to be determined by the Director.

The Academy reserves the right to refuse care or dismiss a student for the day or indefinitely as determined by the Director at any time.

Parents are responsible for payment of tuition and the remainder balance of any child care costs accrued upon dismissal.

I have read and agree to The Academy Discipline Policy and Procedures Agreement as stated above. I have discussed this agreement with my child(ren) and agree to comply with the Discipline Policy and Procedures of The Academy. I also understand that I am responsible for payment of tuition and the remainder balance of any child care costs accrued upon dismissal of my student(s).

Parent/Legal Guardian Signature

Date

Student Name



The Academy Potty Training Policy

Students enrolling in The Academy must be **fully** potty trained. Preschool and PreKindergarten classrooms and bathrooms are not equipped for changing diapers or pull-ups on a regular basis. Please bring additional clothes in a ziplock bag to school for occasional accidents, spills, etc.

If persistent accidents occur, more than 3 accidents in 1 week, the student will be dismissed from school for a period of 1 week. Upon return, The Academy reserves the right to dismiss any student due to potty training issues for a period of time to be determined by the Director.

I have read and agree to The Academy Potty Training Policy and have discussed this policy and agreement with my student. I understand that my student may be dismissed for a period of time to be determined by the Director if persistent accidents occur.

Parent/Legal Guardian Signature

Date

Student Name



Text Messaging Sign Up Sheet

The Academy has the ability to text your phone with announcements, news, school closings, etc. Please fill out this form if you would like to be included in our texting list. This is not a requirement, but we offer it as another form of communication to our parents and families.

Student Name: _____

Parent 1 Name: _____

Parent 1 Cell Number: _____

Parent 1 Cell Service Provider: _____

Parent 2 Name: _____

Parent 2 Cell Number: _____

Parent 2 Cell Service Provider: _____



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 Andrea Covert at acovert@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 describes and provides important information about Lebanon Christian Schools and The Academy. I understand that I should consult the Director if I have any questions that are not answered in the handbook.

- I have received a copy of the The Academy Parent/Student Handbook.
- I understand that The Academy Parent/Student Handbook may not cover every issue that arises and, as a result, creates the need for communication between The Academy Administration and myself.
- I understand that I am held accountable for these policies until my child is no longer enrolled.
- I understand that The Academy/Lebanon Christian School reserves the right to change these policies and will notify me in writing as soon as possible after any changes have been made.
- I have reviewed and discussed any pertinent information with my child.
- I have read and agree to all the terms and conditions set forth in the The Academy Parent/Student Handbook.

Student Name

Parent Signature

Date