The Summit Academy Preschool

Family Handbook

2026 - 2027

Revised
August 2026

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Welcome to THE SUMMIT ACADEMY PRESCHOOL

We are delighted to welcome you to The Summit Academy Preschool, a dream realized through prayer, dedication, and God's faithful guidance. Pastor Aaron and Joy Swensen, who have devoted over two decades to full-time ministry in four different states, are honored to introduce this new chapter in the life of The Summit Church Cincinnati.

From the very beginning of their journey together, Aaron and Joy envisioned a ministry that would extend beyond the walls of the church, touching the lives of families and children through education. They prayed for the day God would open the door to start a school rooted in faith and love for learning. With Joy's extensive background in education as both a classroom teacher and an administrator, and her transition to working full-time at Summit Church, the vision became clearer.

Supported by a talented and committed team, they received repeated confirmation from the Lord that it was time to take this exciting step. The Summit Academy Preschool is a ministry of The Summit Church, designed to serve families in our community. Our mission is to nurture preschool-aged children by fostering a love for learning and for Jesus in a safe, supportive, and Christ-centered environment.

We are thrilled to partner with you and your family on this journey and look forward to watching your little ones grow academically, spiritually, and socially. Thank you for entrusting us with this important role in your child's early development.

With gratitude,
Pastor Aaron and Joy Swensen

Welcome

"Nurturing young hearts and minds through Christ-centered education."

Welcome to The Summit Academy Preschool, an extension of the ministry of The Summit Church Cincinnati. Our program is designed for preschoolers ages 3 to Pre-K, with the goal of nurturing their academic, social-emotional, physical, and spiritual growth in a Christ-centered environment. We are committed to helping each child grow in wisdom, stature, and favor with God and others (Luke 2:52), preparing them for the next steps in their educational journey.

This handbook has been created to provide you with important information about our policies and to help you better understand how we can partner together in laying a strong foundation for your child's future. We believe that a strong foundation begins with faith in Christ, and we are excited to walk alongside you in this early stage of your child's spiritual and academic development.

Please do not hesitate to reach out to TSAP Director, Leah Patterson, lpatterson@thesummitacademypreschool.com, if you have any questions or concerns regarding our policies or the preschool program. We are here to support you and your child in every step of their learning journey, and we pray that their experiences here will be enriching and filled with God's love and grace.

As part of The Summit Church Cincinnati family, we invite you to join us for Sunday worship, and Basecamp (our children's programing), Summit Students, and many other opportunities to grow in faith and fellowship. You can find more information about these ministries on our website at www.thesummitcincy.com. If you have any questions about parenting, faith development, or counseling needs, our church office is always available to offer support and guidance, grounded in the truth of God's Word.

Who We Are - The Summit Academy Preschool

Purpose

At The Summit Academy Preschool, we embrace the truth found in 3 John 1:4, "I have no greater joy than to hear that my children are walking in the truth." This verse resonates deeply with our mission to not only provide academic preparation, but also to nurture children's hearts and spirits in the truth of God's Word. As we guide our young learners through their early educational journey, we are committed to laying a foundation of biblical truth that will shape their understanding of the world around them. Our goal is to help children develop a love for learning, rooted in the knowledge that all truth comes from God, and that His Word is a light to their paths. Through Bible stories, character-building lessons, and a Christ-centered curriculum, we seek to instill in each child the values of kindness, honesty, obedience, and love. By teaching children to walk in the truth of God's Word, we prepare them not only for academic success but for a life that honors Him in all they do. The joy we experience as educators is in seeing our students grow in both knowledge and faith, knowing that we are helping them walk in the truth that will guide them throughout their lives.

The Summit Academy Preschool 4 G's

At The Summit Academy Preschool, we embrace the biblical principles of Gather, Grow, Give, and Go as guiding values in both our educational approach and spiritual formation. These 4 G's reflect the heart of God's calling for His people and are foundational in how we nurture young hearts and minds. Gather speaks to the importance of community–coming together as a family, school, and church to encourage one another in faith and learning. We believe in fostering an environment where children can learn the value of unity and fellowship (Hebrews 10:25). Grow represents our commitment to spiritual and academic development. Just as we are called to grow in grace and knowledge (2 Peter 3:18), we nurture each child's intellectual curiosity, social skills, and emotional growth in a way that reflects God's love. Give reminds us that we are to be generous with our time, talents, and resources, serving

others with a heart of kindness (Acts 20:35). Through acts of kindness, we teach children to reflect God's love in their relationships and to share with others. Finally, Go calls us to take the love of Christ into the world, spreading His message and serving others wherever we go (Matthew 28:19-20). We encourage children to live out their faith, knowing that God has a purpose for their lives that extends beyond the classroom. Together, these values guide our children to learn, grow, and live with purpose–for the glory of God.

Biblical Values and Practices

When families choose to enroll their child at The Summit Academy Preschool, they commit to a partnership that upholds a Christ-centered life for the student, grounded in the eternal truths of God's Word. This partnership forms a vital connection between the home, the church, and The Summit Academy Preschool uniting them in the shared mission of spiritual growth and upholding biblical values. By signing this agreement, parents and guardians acknowledge The Summit Church's position and commitment to pursue holiness, seeking purity in every aspect of life, and honoring the Holy Spirit through self-discipline, regular study of Scripture, and a heartfelt devotion to living in accordance with God's will. As Scripture teaches in 1 Peter 1:16, "Be holy, because I am holy," we are called to reflect God's holiness in all that we do, and this covenant reaffirms our collective responsibility to guide children toward that end. Likewise, The Summit Academy Preschool holds to these values and practices.

At The Summit Church and Academy, we believe in the sanctity of human life, which begins at conception, as well as the sacredness of marriage as defined in Scripture–the union of one man and one woman. We uphold these beliefs as foundational to our Christian faith and the teachings we impart to the children in our care.

We are committed to upholding moral conduct that aligns with Scripture and the values expressed in the Family Handbook, and all policies of The Summit Academy Preschool. Behaviors that are inconsistent with biblical teaching, including hateful language, harassment, or disrespect toward others will not be tolerated.

At The Summit Academy Preschool, we strive to create an environment that reflects compassion, love, kindness, respect, and dignity for all families. However, in cases where a student or parent conducts themselves in a way that contradicts the biblical practices we teach, we reserve the right to (at our sole discretion) either deny admission to an applicant or discontinue the enrollment of a student. Our desire is to maintain an atmosphere that honors God and nurtures the spiritual and academic growth of each child entrusted to our care, and we look forward to partnering with and welcoming families who desire the same.

What We Believe

The Summit Academy Preschool, an educational outreach ministry of the The Summit Church Cincinnati, with its pastors, staff, faculty, students, and members are committed to a sacred covenant of preserving, defending, and wholeheartedly following the faith entrusted to us in the Holy Scriptures, as outlined in the following core truths:

God

God is the Creator and Ruler of the universe. He is all knowing, all powerful and everywhere. He has eternally existed in three personalities: the Father, the Son and the Holy Spirit. These three are co-equal and one God. (Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14).

Jesus

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords. (Matthew 1:22, 23; Isaiah 9:6; John 1:1-5; John 14:10-30; Hebrews 4:14, 15;

I Corinthians 15:3-4; Romans 1:3, 4; Acts 1:9-11; I Timothy 6:14, 15; Titus 2:13).

The Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth and guidance in doing what is right. He gave every believer a spiritual gift when they were saved. As Christians, we seek to live under His control daily. (2 Corinthians 3:17; John 16:7-13; 14:16, 17; Acts 1:8; 2 Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25)

The Bible

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without error. (2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6; Proverbs 30:5)

Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God, and causes many problems in life. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2)

Salvation

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23; Ephesians 2:8, 9; John 14:6; John 1:12; Titus 3:5)

Eternal Salvation

Because God gives us eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. (John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14; 1 Peter 1:3-5)

Eternity

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. The place of eternal separation from God is called Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. (John 3:16; Romans 6:23; Romans 8:17-18; Revelation 20:15; I Corinthians 2:7-9)

The Church

The true church is made up of everyone who acknowledges Jesus Christ as Savior and Lord. The local church exists to organize Christians to share the message of salvation with unbelievers, offer corporate worship, provide fellowship for Christians and to train Christians for service. Believer's baptism and communion are practiced by the local church, but they are not means of salvation. (Matthew 28:18-20; Mark 16:15-16; Acts 2:38-41, 38-47; Colossians 1:18; I Corinthians 11:23-26)

THE SUMMIT ACADEMY PRESCHOOL

2026 –2027
ACADEMIC CALENDAR

SEPTEMBER 26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 27

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 27

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 27

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

IMPORTANT DATES:

SEPTEMBER
1 -Parent Orientation 6:30p
2 -Meet the Teacher 9a-11a
2 -School Pictures - 9a-11a
8,9 -First Day of School

OCTOBER
2 -Grandparent's Day 9a-11a
2 -Book Fair 9a-11a
15 -Farm Field Trip 9a-12p
15 -Parent-Teacher Conferences 1p-TBD

NOVEMBER
2 -PRIORITY REGISTRATION FOR TSAP FAMILIES
4,5 -Fire/Safety Day
6 -No School -Prep for Open House
7 -OPEN HOUSE - 9A-12P

DECEMBER
18 -No School-Christmas Concert w/cookies - 9a-10a

JANUARY
28,29 -Blessing Bag

FEBRUARY
10,11 -Valentine's Parties

APRIL
2 -Parent-Teacher Conferences -TBD

MAY
20 -End of year / graduation programs

KEY:

- NO SCHOOL
- IMPORTANT DATES
- NO SCHOOL & IMPORTANT DATES

NO SCHOOL FOR BEAR CUBS

SEPTEMBER 2026
7 - Labor Day

OCTOBER 2026
2 - Grandparents Day
15 - Farm Field Trip & Parent-Teacher Conferences
16 - 19 - Fall Break

NOVEMBER 2026
6 - Open House Prep
23 - 27 - Thanksgiving Break

DECEMBER 2026
18 - Christmas Concert and Cookies
19 - 31 - Christmas Break

JANUARY 2027
1 - 3 - Christmas Break
18 - MLK Day

FEBRUARY 2027
12 - Professional Development Day
15 - President's Day

MARCH 2027
22 - 29 - Good Friday/Easter Break

MAY 2027
20 - End of Year Programs and Graduation

3 JOHN 1:4

At The Summit Academy Preschool, we are dedicated to meeting the needs of the whole child by offering developmentally appropriate experiences that nurture their growth in every aspect–spiritual, emotional, social, and academic. As a developmental preschool, we create an environment that encourages children to ask questions, explore, experiment, and learn in ways that are meaningful and enjoyable for them. We believe, as Proverbs 2:6 teaches, "For the Lord gives wisdom; from his mouth come knowledge and understanding." Our goal is to instill a love of learning while guiding children to develop their God-given potential.

We provide a stimulating, safe, and Christ-centered environment, filled with enriching materials and activities designed to promote a love of learning. We understand that play is the primary way children learn and grow. Therefore, we dedicate a large portion of the school day to structured play, where children can discover the world around them. As Proverbs 22:6 instructs, "Train up a child in the way he should go, even when he is old he will not depart from it," we provide teacher support and guidance to ensure each child's learning experience is nurturing and impactful.

Our curriculum aligns with Ohio's Early Learning and Development Standards, while also reflecting the values of our Christian faith. Through this combination, children learn that they are beloved children of God, valued for their unique identity and gifts. They also begin to discover the world beyond their homes and learn how they can contribute positively to their community. As 1 Corinthians 12:14 reminds us, "For the body does not consist of one member but of many." We help children understand their place in the body of Christ, emphasizing the importance of cooperation, empathy, and service.

3-Year-Old Program

The three year old year is expository as children are introduced to a wide scope of concepts that will provide the foundation for their future as both a student and a Christian. The alphabet, numbers, shapes, colors, patterns, and basic adding and subtracting are all explored through songs, games, and activities.

Fine motor activities strengthen the muscles in the fingers and hands to prepare children for writing, which leads to what will be one of the most exciting parts of preschool for your child- learning to write his or her name.

Christian teaching is not limited to one part of the day; your child will find Jesus outside of our Bible Story time just as often as in it. While teachers have Bible lessons and pray with the children, the entire day is led by the teacher with Biblical principles in mind, and children are guided to think about what Christ wants them to do in all situations. Social learning is one of the most important parts of preschool. Children will learn to play with their peers, developing social skills such as sharing and taking turns, and having conversations with each other.

How to be part of a classroom is another important skill; children work together to clean up after playtime, push in their chairs, etc. Children develop confidence as they grow in their independence, taking care of their belongings, putting on their own coat, etc.

Our days are divided up into a healthy mix of both free play and guided activities, direct instruction, active exploration, and sitting down focusing on learning and learning by getting up and moving! It's an exciting time for 3 year olds and if they come into preschool not taking a nap, they will when they are done with their day at TSAP.

Pre-K Program

Pre-Kindergarten (Pre-K) is a preparatory year, as we make sure our incoming four year olds feel confident and ready to enter Kindergarten the following fall. This year focuses on mastery of many of the skills first learned in the three

year old preschool year. (If your child did not attend our three year old program, not to worry- our teachers are well prepared to guide children who are coming to school for the first time).

The alphabet, numbers, shapes, patterns, and basic adding and subtracting are all explored through songs, games, fine motor and interactive activities just as they were in the 3 year old year, but children also do a little more table work to help them feel ready for the writing they'll do when they go to Kindergarten.

Your Pre-Kindergarten student will love being able to show you how they can write their own name.

Recognition of numbers 1-20 and counting to 30 are new challenges that extend beyond the basic 1-10 focused on in the 3-year-old year.

Another big topic in Pre-K is the relationship between the written letter and the sound it makes. In order to learn to read when they go to kindergarten next year, children will need to understand the relationship between symbols and sounds- that letters of the alphabet represent specific sounds, and when we put the sounds together, we create words. So in Pre-K, we don't just go over the alphabet, we really focus on the sounds the letters make.

Just as in our three year old year, your child will be in the care of teachers who work hard to help them know who Jesus is and what it means to follow Him. Our teachers have Bible lessons and pray with the children, but Biblical teaching is incorporated into every part of the day, whether it is a science lesson in which we find out what cool creatures God created, or a disagreement on the playground where children are coached to solve their differences in a Christlike manner. Faith is always at the heart of everything we do.

One of the most rewarding parts of being a teacher is seeing the children develop in their social skills. Sharing, taking turns, having conversations, being patient with one another and caring for one another as friends- these are some of the beautiful rewards reaped in Pre-K.

Another benefit to Pre-K is the increased level of independence your child will become accustomed to. Being responsible for their own belongings (zipping coats, hanging backpack in cubby, putting lunch items away, keeping track of where to put their folder and crayon box, etc.) is an enormous part of the preparation necessary for being successful in kindergarten.

We have so many things to learn and discover in Pre-K, and so many memories to make with new friends. Your child will enjoy their days just as much as they benefit from them.

Educating the Whole Person: Curriculum Overview

Bible

Our Bible curriculum focuses on learning a different Fruit of the Spirit each month through engaging Bible stories. Preschoolers also memorize a new verse each month, reinforcing lessons on character and godly living. They learn to share prayer requests, talk to God through prayer, and pray for their friends, deepening their connection with God and one another. These stories, verses, and prayers are interwoven into every subject and life lesson at TSAP, helping preschoolers grow in their faith and apply these virtues in their daily lives, laying a strong foundation for spiritual and personal growth.

Language Arts

The language arts curriculum combines the Letter of the Week program with a supplemental literacy approach that

focuses on building phonemic awareness through short, daily lessons. This supports the development of reading, writing, and communication skills. Preschoolers will expand their vocabulary, understand story structure, and engage in both writing and speaking activities, all while building essential literacy skills that will serve them throughout their education.

Mathematics

Math is taught through engaging games that focus on counting, one-to-one correspondence, rote counting, shapes, sorting, patterns, and basic operations like addition and subtraction. Preschoolers will learn key math terms and concepts, compare objects, and recognize numerals. They will also develop an understanding of time, measurement, and simple math operations, building a strong foundation for future math learning.

Science

Preschoolers explore the world of science through hands-on experiments that spark curiosity and develop their understanding of the world around them. They engage in activities that introduce basic scientific concepts, including observing, predicting, and experimenting. Preschoolers will learn to ask questions, observe changes, and make simple comparisons. They will explore physical properties like weight, size, and texture, and learn about the natural world through experiments with plants, animals, and weather. These activities not only foster scientific inquiry but also encourage critical thinking and problem-solving skills, all while integrating God's creation and the principles of His world.

Social Studies

Preschoolers explore their communities and the world through Social Studies, with a Christian worldview guiding their understanding. They begin to grasp the concept of where they live, learning about their city, state, country, and the world. They also learn that families are part of God's plan, how to care for resources, and about their immediate community. Preschoolers discover the significance of holidays, both Biblical and modern, and recognize that all people are made in God's image. Additionally, they develop an awareness of their own feelings, learn to respect the rights and feelings of others, and practice important social skills like sharing and taking turns.

Art

Through art, preschoolers explore their creativity using a variety of mediums like watercolors, paints, and more, while focusing on fine motor skills and following directions. Even though some projects may seem simple, they are learning valuable lessons with every activity. They experiment with different materials to create, develop motor skills through cutting, painting, and other hands-on tasks, and gain an understanding of basic art terms. Art projects also connect to other subjects, reinforcing skills learned across the curriculum and encouraging creative expression in every aspect of their learning.

Gross Motor

At preschool, we play hard–running, jumping, and bouncing–while developing important motor skills. Preschoolers build body awareness, improve coordination, and practice balance through various activities. They also enhance their flexibility and refine their movement control. In addition, they develop an understanding of left and right as well as spatial awareness to help with understanding their surroundings. Good health and safety habits are emphasized, and preschoolers learn how to care for their bodies. Through all these activities, preschoolers come to appreciate how God has designed our bodies to move and function for His glory.

Music

Music makes learning fun and helps preschoolers develop an understanding of rhythm, melody, and mood while encouraging creative expression. They explore different types of music and instruments, learn songs that reinforce academics, and participate in finger plays. Through musical activities, preschoolers improve listening skills, gain awareness of cultures and traditions, and learn to praise God through songs. Biblical principles and character development are also reinforced through Scripture songs.

Program Offerings

The Summit Academy Preschool is dedicated to providing a nurturing, Christ-centered educational environment for children, offering a variety of class options to meet the developmental needs of young learners. The preschool operates for approximately 34 weeks, from the Tuesday after Labor Day through the second-to-last Thursday in May, following the school year calendar.

We offer the following class options:

2-Day Class: Meets Tuesday and Thursday mornings from 8:00 AM to 11:00 AM (3's only) , 8:00 AM to 1:00 PM, or 8:00 AM to 3:00 PM for children in the 3's, and Pre-K age groups.

3-Day Class: Meets Monday, Wednesday, and Friday mornings from 8:00 AM to 11:00 AM, 8:00 AM to 1:00 PM, or 8:00 AM to 3:00 PM for children in the 3's, and Pre-K age groups.

5-Day Class: Meets Monday through Friday mornings from 8:00 AM to 11:00 AM, 8:00 AM to 1:00 PM, or 8:00 to 3:00 PM for children in the 3's, and Pre-K age groups.

Before Care: Available Monday through Friday from 7:00 AM to 8:00 AM, billed on a yearly basis.

After Care: Available Monday through Friday from 3:00 PM to 6:00 PM, billed on a yearly basis.

Typical Daily Schedule

7:00-8:00 - Before Care

8:00-8:30 - **Arrival & Table Work:** Students arrive, sign in, go to the bathroom, wash hands, and engage in table work while socializing with friends.

8:30-9:00 - **Morning Circle:** Welcome, weather, calendar, letter and number of the week, Bible story time, and memorization of God's word.

9:00-9:30 - **Instructional Time:** Focused activities in crafts, math, and language arts, integrating biblical principles.

9:30-10:00 - **Recess:** Time for play!

10:00-10:15 - **Snack Time:** A social snack time where children practice self-help skills and cleanliness.

10:15-10:45 - **Center Time:** Students rotate through various centers around the room (building, sensory, housekeeping), applying learning in creative ways while learning to share and clean up after themselves .

10:45-10:55 - **Closing Circle:** A fun time to sing, review the day's activities, and reflect on God's goodness.

10:55-11:00 - **Pack Up & Dismissal:** 11:00 students gather their belongings, preparing for dismissal.

11:00-11:30 - **Lunch:** Students who stay for enrichment enjoying eating a packed lunch and socializing with their friends.

11:30-12:15 - **Enrichment:** Students participate in hands on learning activities such as Math, Science, Engineering, Art, and Reading.

12:15-1:00 - **Recess:** Additional play time with friends.

1:00 - **Dismissal:** 1:00 students gather their belongings, preparing for dismissal.

1:00-2:40 - **Rest Time:** School is hard and we believe rest is essential for growing bodies and minds.

2:40-2:55 - **Clean up and Bathroom:** It is very important that kids become self-sufficient and learn to keep track of and put away their things.

3:00 - **Dismissal:** 3:00 students gather their belongings, preparing for dismissal.

3:00-6:00 - After Care

*All class schedules are subject to change based on enrollment numbers.

Outside Play

Fresh air is essential for children's physical and mental well-being, supporting healthy development, boosting immunity, and enhancing mood and concentration. Outdoor play in fresh air encourages physical activity, social interaction, and exploration, all crucial for growth. Whenever permitted by state regulations, children will be given outdoor time in temperatures ranging from 25°F to 90°F, with appropriate clothing and safety measures in place to ensure comfort and protection.

Water Activities

At The Summit Academy Preschool, water activities are a fun and refreshing part of outdoor play during warm weather. While there will be no formal swimming, children will enjoy safe and supervised water play through activities such as water tables, splash pads, and sprinklers. These experiences support sensory exploration, social interaction, and gross motor development, all while keeping children cool and engaged.

Class Size & Teacher-Child Ratios

The Summit Academy Preschool adheres to the staff-to-child ratios and room size requirements set by the Ohio Department of Children and Youth (ODCY), as outlined in the Ohio Administrative Code, ensuring that each child receives the attention and care they deserve. These guidelines create a safe, engaging, and optimal learning environment. TSAP takes this commitment further by ensuring that every classroom has an aide, effectively halving the staff-to-child ratio.

- Three-Year-Old Ratio: 1 Teacher to 12 Children (*max 12 children)
- Four/Five-Year-Old Ratio: 1 Teacher to 14 Children (*max 14 children)

These ratios support our commitment to creating a nurturing environment where every child can learn and grow.

Admissions Requirements, Immunization, and Medical Policies

At The Summit Academy Preschool, we understand that parents are a child's first and most influential teachers. From the moment of birth, children begin to shape their personalities, self-image, and emotional well-being through their interactions with their parents. In light of this, we seek to partner with parents in nurturing their child's growth and helping them fulfill God's unique purpose for their life.

We recognize that preschool may be the first significant separation for both children and parents, and we strive to support families as they begin this important educational journey. Our goal is to work together with parents to build a strong foundation of faith, character, and learning that will equip children for the future.

Admissions Requirements:

Children must be 3 years old by September 1st of the current year for the 3 year old program and 4 years old by September 1st of the current year for the Pre-K program.
Open a ProCare account to complete the registration process
A non-refundable registration fee must be submitted with the application.
A completed application must be submitted and approved.
Children must be fully toilet-trained. (see definition in Toilet- Training Policy below)
Complete a Family Interview
Sign a Biblical Values and Practices Statement

Families must adhere to all policies and procedures set forth by The Summit Academy Preschool to ensure a safe and effective learning environment.

Health Policies
Children attending The Summit Academy Preschool are required to have a completed physical examination and health record from their physician and dentist. Health records must be updated every 13 months to maintain current information for the child's well-being. By partnering with families in these areas, we hope to create an environment where children thrive academically, emotionally, and spiritually, all while being grounded in the love and truth of God's Word.

Immunizations
In accordance with Ohio law, all children attending The Summit Academy Preschool must have evidence of the following immunizations on file prior to the 1st day of school:
DPT (4 doses) Hib (1 dose) exceptions Hep B (3 doses)
Polio (3 doses) MMR (1 dose) Varicella (if applicable)

A written statement from the child's physician is required if immunizations are withheld for medical reasons, and a written statement from the parents or guardians is required if immunizations are withheld due to philosophical or religious beliefs. Failure to meet the immunization requirements will result in the child's exclusion from school until the necessary documentation is provided.

Medical Emergency Plan
All students must have an up-to-date Emergency Information form on file in the preschool office by the first day of school. Please inform us of any changes to your child's personal information so that we can maintain accurate records.

In the event of a medical or dental emergency, the following procedures will be followed:
A trained staff member will administer First Aid as needed and keep a record of any medicines or first aid administered. All teachers will have basic first aid supplies in the individual classrooms. More serious first aid products will be kept in the preschool office and in the church kitchen.
If the injury is serious, an incident report will be completed by the staff member involved, and a copy of the report will be given to the parent.

The parent or legal guardian will be contacted immediately.

If the parent or guardian cannot be reached, the child's preferred physician or dentist (as noted on the Emergency Information form) will be contacted for any necessary treatment. If emergency transportation is required, the child may be transported in a private vehicle, a commercial vehicle, or by Life Squad at the parent's expense.
If the preferred physician/dentist cannot be reached, the child will be taken to Mercy Anderson Hospital for treatment.

First Aid
The teacher, office staff, or Director, may provide minor first aid. If the injury is more serious, the parent will typically be contacted for advice, and 911 will be called in the event of an emergency. All students are required to have a current Emergency Release Form on file in the preschool office. All teachers and staff have been trained in CPR/First Aid/AED.

Medication Administration

The Summit Academy Preschool strives to minimize the spread of illness while ensuring the safety and well-being of all children. As a general rule, school personnel will not administer prescription or over-the-counter medications, including acetaminophen (Tylenol), ibuprofen (Motrin/Advil), cough medicine, cold medicine, allergy medicine, or other medications during the school day.

The only exception is the administration of acetaminophen or ibuprofen for:

- Significant tooth pain; or
- A serious injury when temporary pain management is necessary while awaiting the arrival of emergency medical services or a parent/guardian.
- School personnel will not administer medications to reduce fever or mask symptoms of illness in order for a child to remain at school.
- Children exhibiting symptoms of illness, including a fever, will be excluded from care in accordance with the school's illness policy. A child must remain home until they have been fever-free for at least 24 hours without the use of fever-reducing medication before returning to school.

Prescription emergency medications (such as EpiPens, rescue inhalers, seizure medications, or other physician-prescribed emergency medications) may be administered only in accordance with Ohio licensing requirements and with the required physician authorization and parent/guardian consent.

In addition: To avoid unknown reactions, no medication whether prescribed or over the counter shall be administered by TSAP staff which has not been administered at home first.

Topical Products

Non-medicated topical products, such as petroleum jelly (Vaseline) and sunscreen, may be applied in accordance with Ohio licensing requirements and with parent/guardian authorization. Parents or guardians must provide any required topical products in their original labeled container unless otherwise permitted by Ohio licensing regulations.

Medicated creams, ointments, or other topical medications will not be applied except in accordance with the Preschool's Medication Administration Policy.

We ensure that ADA requirements are followed in our preschool for administering medications and care to children with disabilities.

Severe Life-Threatening Allergies: (*see also page 23)

Food and other allergens can cause severe reactions, including anaphylaxis, which can lead to serious health consequences (Food Allergy & Anaphylaxis Network, 2010). Accidental exposure to allergens can happen at any time, including during school activities.

Emergency Medical Transport

- All families enrolled at The Summit Academy Preschool consent to emergency medical transportation in the event of a serious incident. While we sincerely pray this situation never arises, this consent ensures we can respond quickly and appropriately to protect the health and safety of your child.

Parents and guardians, who are most familiar with their child's medical history, must work closely with their healthcare provider to provide the school with timely, relevant information about the student's allergy severity and potential reactions (In accordance with Ohio Administrative Code 5180:2-20-08 and applicable provisions of the Ohio Revised Code). To ensure a safe environment, it is the responsibility of parents to:

- Submit the Child Medical:Physical Care Plan DCY-1236 (all forms are available in your "Welcome/Next Steps" and "Enrolled" emails).
- Schedule a meeting with the Preschool Director to establish a care plan before the first day of school.
- Provide safe snacks for classroom breaks, field trips, class parties, and communicate the treatment plan with all relevant staff.
- Deliver EpiPens and Inhalers to the Preschool Office before the first day of school.

Health and Wellness Guidelines

At The Summit Academy Preschool, we prioritize the health and well-being of every child in our care. To help ensure that children remain as healthy as possible, our staff members are trained in first aid and in recognizing common signs of communicable diseases. Hand washing by both staff and children is a key part of our health practices, reflecting our commitment to cleanliness and care.

In accordance with health guidelines, all children must have had a physical exam within the past twelve months, and a medical form completed by your doctor must be on file at the school. We ask parents to help us maintain a healthy environment by checking their child each school day for any signs of illness. Children should be fever - and symptom-free (ex: vomiting and diarrhea) for 24 hours before returning to school, helping to prevent the spread of illness and keeping our community healthy.

If a child is observed to have any of the following symptoms during the school day, they will be isolated to contain the illness and will be offered a cot to rest on. The parent or an emergency contact will be called, and the child will need to be picked up immediately:
Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion
Diarrhea (more than one loose stool within 24 hours) and/or Vomiting
Persistent or severe coughing, causing the child to become red or blue in the face or to make a whooping sound
Difficulty or rapid breathing
Yellowish skin or eyes
Eye discharge - thick mucus or pus draining from the eye or conjunctivitis (pink eye)
Temperature of 100°F or higher, when combined with other signs of illness
Untreated infected skin patches
Unusually dark urine or gray/white stool
Stiff neck
Evidence of lice, scabies, or other parasitic infestations

Children exhibiting mild symptoms such as the following will be isolated and observed. Parents will be contacted, and the decision to send the child home will be made in consultation with the family:
Unusual spots or rashes
Sore throat or difficulty swallowing with no other symptoms
Elevated temperature (99° F or below)
Congestion or Runny Nose

We kindly ask parents to notify the school if their child is diagnosed with a communicable disease. If a child has been exposed to a communicable disease, parents will be notified in writing or by phone, and steps will be taken to protect the health of all students, while protecting the confidentiality of the ill child. If a student or someone within the same household has a highly contagious illness (i.e. Including, but not limited to flu, Hand, foot & mouth disease, etc.) please plan to keep your preschooler home until your sick family member is symptom free for at least 24 hours without the aid of medication.

We also ask that parents call the school by 8:30 a.m. if their child will be absent. To promote health and wellness, we strongly encourage that, whenever possible, medications be taken at home. If a medication must be administered at school, written authorization is required, and the first dose must be administered at home in case of allergic reaction. No student should have medication in their possession at school.

For children with special medical needs, such as allergies or chronic health conditions, parents must schedule an appointment with the teacher and Director before school begins. Parents will be asked to explain how to manage their child's medical needs and complete a Medical Care Plan. Children with food allergies or dietary concerns must bring their own individual snacks each day to ensure their safety.

Financial Obligations

Registration Fee
A registration fee of $125 is required for each child at the time of enrollment. This fee secures your child's place at The Summit Academy Preschool. Registration fee is non-refundable.

Tuition Fees
Tuition is due by the 1st day of month for all programs.
Before and After care programs are priced for the year and no refunds will be given for unused days.

Full Tuition Due
Full tuition is required for all enrolled children, whether they attend school on a given day or not. There is no credit for missed days, including sick days.

Discounts
Discounts are available for families with more than one child enrolled in the same school year.
Summit Church member discount available.

Initial Tuition Payment Requirement
Your child's enrollment is reserved upon acceptance into the program; however, the initial tuition payment must be received by July 31 (or within 30 days of the payment due date, whichever applies). If the initial payment is not received by the applicable deadline and no prior payment arrangements have been approved by the Preschool Director, your child's enrollment may be forfeited, and the spot may be offered to another family.

Late Payments
Payments not received on the 1st day of the month/processed by the 3rd will be assessed a $20 late fee. If tuition goes unpaid for 30 days, the student may not return until the balance is paid in full. If the account continues to go unpaid, the student may be disenrolled at the discretion of the Administration. If your circumstances have changed and you are having financial difficulties, please call or email our Director by the tuition due date to discuss whether payment arrangements are possible.

Before & After Care – Non-Refundable Fees
All annual Before & After Care fees paid in advance are non-refundable. Staffing and program expenses are established based on annual enrollment commitments and prepaid fees. Therefore, refunds will not be issued for withdrawal, schedule changes, or unused services, except as required by applicable law or otherwise approved by administration.

Payment Methods: Tuition payments should be made payable to The Summit Academy Preschool. Payments should be made through your ProCare account (preferred method), by check handed directly to the Assistant Director or Director, or by mail to:

The Summit Academy Preschool
ATTN: Preschool Director
8136 Wooster Pike
Cincinnati, Oh 45227

For up-to-date information regarding tuition fees and other financial matters, please refer to the preschool webpage at www.thesummitacademypreschool.com or your ProCare account.

Student Withdrawal Policy

We understand plans change. However, the preschool operates on family enrollment commitments. Therefore, all withdrawal and refund requests will be assessed on a case-by-case basis by Administration. A Withdrawal Request Form must be filled out and returned to the Preschool Director either in person or via email.

Toilet Training Policy

At The Summit Academy Preschool, we expect children to be fully toilet trained upon enrollment, as this promotes independence and dignity.

A child is considered "completely toilet trained" if they meet the following criteria:

- They wear regular underpants (not pull-ups, diapers, or training pants).
- They can recognize when they need to use the restroom and do so without prompting.
- They are able to take care of all toileting procedures independently, including wiping themselves.
- They do not experience regular toileting accidents during the day.

If a child has three or more toileting accidents in one week or over consecutive days at school, they will be considered non-toilet trained. In such cases, parents will be asked to keep the child home until the training is completed. The child may return once fully toilet trained. Upon re-admittance, parents will be required to sign a form affirming that toilet training is complete.

In the event that a child continues to have frequent accidents after re-admittance, the same procedure will apply. We ask that parents support this process, as it is essential for the child's development and the smooth functioning of our classroom community.

During the time that a child is not attending due to toilet training issues, no tuition remission or reduction will be provided. However, the school will reserve the child's spot until their return.

Extended absences from The Summit Academy Preschool may affect a child's ability to meet developmental and academic milestones. As a result, this may impact their progression to the next age group in the following school year. We encourage families to ensure regular attendance to help children stay on track in their growth and learning. That said, we understand that children will occasionally have accidents at school. We are fully prepared to address these situations with care and understanding.

Soiled clothing will be placed in a sealed plastic bag and sent home with the child for cleaning. We kindly ask that all children have at least one change of clothes in their backpack for such occasions, and that these clothes be updated seasonally to ensure they fit properly.

In Training, Not in Trouble

The goal of discipline at The Summit Academy Preschool is to guide children toward self-regulation and the development of positive behaviors. Preschoolers are never in trouble, but in training. We aim to foster a loving, secure, and trusting relationship with each child, helping them grow in their ability to make wise decisions and manage their behavior. As educators, we take seriously our responsibility to support parents and model first time listening, kindness, gentleness, forgiveness, and love within the classroom, in alignment with biblical principles. A positive, with clear expectations of behavior firm approach to discipline is used in the preschool. Our teachers strive to first model the behaviors they expect from the children, then teach those behaviors through intentional instruction and guidance. The classroom environment is designed to be warm, inviting, and engaging, where children are praised for making good choices and demonstrating desired behaviors. If challenges arise between children, the teacher will intervene with one or more of the following strategies:

- Redirecting the child's interests or activities
- Adjusting the learning environment to encourage positive engagement
- Actively listening to the child, discussing the problem, and exploring potential solutions
- Redirecting the child to a different activity or to interact with a new friend
- Providing a brief separation from the activity to help the child regain focus and emotional control

Discipline is viewed as an important part of the learning process, and we approach it with understanding and care. When challenges arise:

1. The teacher will address the situation individually, taking into account the child's age, circumstances, and emotional needs. They may also work with parents to find a solution that supports the child.
2. If the behavior becomes a consistent distraction for the teacher or other children, the Director will step in to discuss the situation with both the child and their parents.
3. If the Director is unable to find a resolution, the Administration team will assess whether taking a break and trying again next year or at a later date might be the best option for the child's growth and success.

Behaviors That Are Not Tolerated

Bitting, hitting, spitting, throwing objects, inappropriate touching, cursing, threatening language, and any other behaviors that put staff and other children at risk will not be tolerated at the Summit Academy Preschool.

Our goal is always to support the child in their development while maintaining a positive and productive classroom environment. Each situation will be handled with love and care, helping the child understand the consequences of their actions and grow in their ability to make good choices. We strive to be firm yet loving, consistent but compassionate. Biblical principles are integrated into discipline situations, teaching children how God disciplines, forgives, and loves us (Hebrews 12:6).

At The Summit Academy Preschool, we are committed to reflecting God's love, mercy, and justice in all aspects of discipline, teaching children not only to respect others but also to develop self-discipline and a Christlike character. Through this approach, we aim to guide children toward the truth of Scripture and a deeper understanding of how to live in harmony with others as we honor God.

Biblical Resolution to Conflict and Communication

The Summit Academy Preschool is committed to resolving conflicts and addressing parental concerns in a biblical and respectful manner. We follow the Matthew 18 principle, which provides a framework for resolving conflicts in a God-honoring way (Matthew 18:15). According to this principle, the individual who has an issue should first approach the person involved to seek resolution. If the conflict is not resolved after this step, both parties will meet with the Director to discuss a resolution and if the conflict can't be resolved the Director will take the conflict to the Administration team for further discussion and resolution. Our goal is always to restore peace and understanding in a loving and respectful manner.

Begin the School Year with Success

Parent Orientation

Parent Orientation at The Summit Academy Preschool will be held during the last week of August, offering a wonderful opportunity for parents to gather important information and connect with their child's teacher. This meeting is designed to provide a warm welcome to our school community and ensure that parents are fully prepared for the school year ahead. During orientation, parents will receive essential details about the preschool schedule, classroom routines, and key policies, as well as learn about the curriculum and special activities planned for the year. This is also a time for parents only to meet their child's teacher, ask questions, and gain insight into the specific expectations and goals for their child's classroom. We believe that a strong partnership between parents and teachers is essential for the success of each child, and orientation is a great way to start the year with clear communication and a shared vision for the child's growth and development. We look forward to meeting all our families and building a supportive, collaborative relationship as we embark on this exciting school year together.

Meet the Teacher

The morning after Parent Orientation, The Summit Academy Preschool provides a special opportunity for students to meet their teacher and explore their classroom before the school year officially begins. This "Meet and Greet" session allows children to become familiar with their learning environment, easing any first-day jitters and helping them feel more comfortable and confident. By walking through the classroom, interacting with new materials, and getting to know their teacher in a relaxed, welcoming setting, children can start to build a sense of belonging and security. This early exposure to their classroom routine and surroundings helps them feel more at ease on the first day of school, ensuring a smoother transition. The goal is to provide each child with a positive, reassuring experience, so they can approach the start of the school year with excitement and curiosity, ready to embrace the adventures of learning ahead.

Clothing Guidelines

We recommend that children wear comfortable and washable play clothes. For the safety and well-being of your child, please ensure they wear closed-toe shoes with heels–sandals are not allowed. As we recognize that each child is uniquely created by God, we ask that all removable items, such as sweaters, hats, mittens, jackets, etc., be clearly labeled with your child's name. Additionally, we ask that parents provide a change of clothes, labeled with the child's name, in a zippered bag, and to update this change of clothes seasonally.

Student Backpacks

Preschool-sized backpacks are undeniably adorable, often featuring fun designs and bright colors that capture the imagination. However, despite their cuteness, they can be impractical for young children. These small backpacks often lack the space needed to comfortably fit essential items like a folder, notebook, or even a lunchbox. Preschoolers, who are still developing their fine motor skills, can quickly become frustrated when they can't easily pack or retrieve their belongings. Independence is a key part of early childhood development, and struggling with an undersized backpack can hinder a child's sense of autonomy. When students are unable to manage their own supplies, it may affect their confidence and ability to take care of personal tasks on their own. For both practicality and empowerment, a slightly larger, more functional backpack is a better choice for preschoolers.

Lunches & Snacks

At The Summit Academy Preschool, we recognize that a nutritious snack is a vital and intentional part of each child's day. It not only provides the physical nourishment needed to fuel their bodies but also offers valuable opportunities for social interaction, the practice of table manners, mealtime prayer, and the development of independence. As we seek to honor God in all things, we encourage healthy choices that care for the bodies He has entrusted to us.

The preschool will provide a daily snack and beverage consisting of two different food groups. Snack selections will be chosen from the following food groups:

Bread/bread-alternative
Fruit/vegetable
Milk
Meat/meat-equivalent

One of the two food groups will include a beverage such as 100% juice or water. For example, a snack may consist of apple juice and Goldfish® crackers or pretzels. Common snack items may include options like Goldfish crackers, pretzels, or Honey Nut Cheerios.

Note: We are committed to providing a safe environment, so if your child has any food allergies or sensitivities, please inform the teacher and Director in advance.

Students who are enrolled until 1:00 PM or later are asked to bring their own packed lunch. Please be aware that we are unable to provide refrigeration or heating for lunches, and glass containers are not allowed. We encourage you to be mindful of the stewardship of resources God has given us, making thoughtful and healthy choices. Students in After School Care will be provided with a snack if they do not bring one from home. (*ice pack must be included per the State of Ohio)

Label Everything
When we say everything we mean everything. A preschooler can take off a coat, lay it down on the floor, walk away and return 5 minutes later and not recognize their coat as theirs. Label their backpack, their extra clothing bag, their lunch box, their water bottle, their coat, their mittens or gloves, their hat, etc.

Toys
To ensure that children remain focused on learning and classroom activities, we ask that toys not be brought to school unless specifically requested by the teacher. We encourage a spirit of contentment and cooperation, as stated in Philippians 2:4, "Let each of you look not only to his own interests but also to the interests of others."

Changes at Home
If there are any changes at home that might affect a child's behavior at school, parents are encouraged to inform the school so that appropriate adjustments can be made.

Checking Students In/Out of School
For a smooth and efficient check-in and check-out process, please use the QR code located on the back of your child's personalized rearview mirror tag. Simply scan the code and enter your unique 4-digit PIN assigned to you during enrollment each time you drop off or pick up your child to securely log their arrival and departure. This helps us keep everything organized and ensures your child's safety throughout the day. Thank you for your cooperation!

Arrival Time
Preschool arrival time is between 8:00 AM and 8:25 AM, unless you are dropping your child off at Before Care. From 8:00 AM – 8:25 AM, we offer a curbside drop-off service where you can drive under the breezeway, and we will assist by escorting your child to class. For safety and efficiency, please remain in your car during curbside drop-off. If you arrive after 8:25 AM, please park near the preschool office and walk your child to the building.

Before School Care
Before School Care is available from 7:00 AM to 8:00 AM for students who have registered for one of the academic day options during the enrollment process. We can add before care services only if spots are available, and on a first come first serve basis after the enrollment period. If you sign up to drop off your child during this time, you will need to park, walk your child in, hang up their backpack, and sign them in with a staff member. If you arrive after 8:00 AM, please join the normal carpool line at 8:00 AM.

Dismissal Times
Dismissals will take place at 11:00am, 1:00 PM, and 3:00PM. During dismissal, we will release students to the cars in the pick-up line that runs through the breezeway. To ensure a smooth and timely process, we ask that you display your child's pick-up tag in the window of your car, and an adult be ready to quickly buckle your child into their car seat once they have reached your car. For liability reasons, preschool staff members are unable to assist with buckling children into car seats.

After School Care

After School Care is available from 3:00 PM to 6:00 PM each day for students who have registered for one of the academic day options during the enrollment process. We can add after care services only if spots are available, and on a first come first serve basis after the enrollment period. We are committed to ensuring that all children are safely cared for and released only to those authorized by you on your emergency contact form. For security purposes, individuals picking up will be asked to show ID upon request. Additionally, please note that cars not in the pick-up line should be parked in a designated parking spot. For the safety of all, parking is not permitted under the breezeway during preschool hours.

Changes to Schedule

We ask that all changes to your child's pick-up schedule be communicated in writing to both the teacher and the Preschool Director–whether by note in your child's folder, text, or email. Verbal messages can easily be forgotten amidst the busy flow of drop-off time, so we ask for your cooperation in ensuring all changes are clearly documented.

Late Pick-Up

We understand that life is sometimes unpredictable, and delays may occur. If you expect to be late picking up your child, please text your teacher and Mrs. Patterson (513-235-4413) to let her know. However, if delays become a frequent occurrence, a financial penalty will be assessed for late pick-ups as follows:
1–15 minutes: $15 16–30 minutes: $30 31–45 minutes: $45 46 minutes–1 hour: $60

Severe Weather

In the event of severe weather, please listen for The Summit Academy Preschool to be announced as closed on local television stations and radio broadcasts. In addition, we will notify families in the event of any school cancellations or delays through our school app ProCare, and an all-family text message.

If TSAP is on a 2-hour delay, there will be no morning preschool class, but students who attend school until the 1pm and the 3pm dismissal may be dropped off after the 2 hour delay.

Attendance

School day hours are from 8:00 AM to 3:00 PM. If your child will be absent or arriving late, please notify both the teacher and the Director no later than 8:30 AM on the day of the absence. To ensure the safety and well-being of all our students, if we do not receive communication regarding your child's absence by that time, we will attempt to contact the parent or guardian directly. If we are unable to reach you, we may notify appropriate authorities or child welfare agencies as needed.

Holidays and scheduled closures will be communicated via the school calendar, which is available annually and on ProCare.

Vacations that will require the student to miss an extended amount of time away from school, require prior notification to your teacher and the preschool Director.

Birthdays
We celebrate the gift of life and the joy of each child's birthday! Birthday celebrations will be held on or near each child's special day. Children may bring a birthday treat to share with classmates during snack time, being mindful of the dietary needs of others. As we strive to love our neighbors as ourselves (Mark 12:31), we ask that you consider any food allergies or dietary restrictions that may affect other children. In accordance with our commitment to safety and well-being, we request that all birthday treats be free of peanuts and peanut products, as many children have allergies. Additionally, children with food allergies or special dietary restrictions should bring their own snack each day to ensure their health and safety.

Emergency Drills
There will be regular fire drills, seasonal tornado drills, and lockdown drills conducted at various times throughout the year. The dates and times of these drills will be documented by the Director and available for you to review. Escape plans for these drills are posted in the classroom for reference.

In the event of a disaster, no student will be released from preschool unless a parent or designated guardian comes to pick them up. Please refrain from calling the preschool during a natural disaster, as phone lines must remain open for emergency communications. If the preschool needs to close early, a school official will promptly contact parents. The building will stay open until all students have been safely dismissed.

Field Trips
Field trips, which are planned throughout the year, provide educational experiences outside of the classroom and extend learning. Some "field trips" will be programs that come into the school. Because of insurance issues, for any off-campus field trips parents will be responsible for their child's transportation to and from the field trip. TSAP staff are not permitted to transport any preschool student for field trips. Parents of preschoolers with Medical Plans must attend all field trips with their child. To make each trip a success, parents are always invited to attend. Information regarding each trip will be sent home before the trip. All children must be accompanied by an adult for all off-campus field trips. Emergency forms and First Aid supplies are always taken. Please pay attention to directives from the staff indicating whether or not siblings are able to join a field trip.

Media Release
I hereby grant and authorize The Summit Academy Preschool the right to take, edit, copy, publish, distribute and make use of any and all pictures or video taken of my child(ren) to be used in and/or for legally promotional materials and digital communications. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing. I understand and agree that these materials shall become the property of the preschool and will not be returned.

Roster
A roster containing the names and contact information of children and their families is available upon request. Parents must sign a statement permitting inclusion on this roster during enrollment. If any of your contact information changes during the school year, please notify the Director as soon as possible.

Naptime
At TSAP we have included a Nap/Quiet Time in our full day academic day. Depending upon the age of the child, this could be naptime, but we understand that not all children need to nap so we encourage a Quiet Time so that the child can nap or rest. During this time, classroom lights are dimmed and music is played softly. Children who do not nap learn to remain quiet and respect others who are napping. If your preschooler will be staying for naptime, they will need a blanket and a pillow (if desired). They may also bring one stuffed animal, but it must stay in the nap bag provided by TSAP. We recommend not sending your child's favorite stuffed animal, as Lead Teachers and Teacher Aides will not be responsible for ensuring it makes it home each day. Please make sure that the blanket, pillow, and stuffed animal all fit inside the nap bag.

Security and Building Access

Campus Security

The Summit Academy Preschool is committed to providing a safe and secure environment for every child entrusted to our care. The safety of our students, families, volunteers, teachers, and staff is a top priority.
All exterior doors remain locked during operating hours, including Before Care and After Care (7:00 a.m.–6:00 p.m.). Parent drop-off and pick-up take place through the main entrance under the front awning. Parents must remain in their vehicle unless otherwise authorrized to enter the building.

Access to the building is limited to authorized individuals. Entry is monitored through multiple security measures, including:

- Staff supervision
- Video doorbell system
- Security cameras
- Visitors must use the video doorbell to request entry. A staff member will verify the visitor's identity and purpose before remotely unlocking the entrance.

Authorized Pick-Up

The Summit Academy Preschool utilizes the ProCare school management system to ensure safe student dismissal. Only individuals authorized by a parent or legal guardian during the enrollment process may pick up a child. Authorized adults must check students out using the ProCare app, including the required QR code and designated security code. Photo identification may be requested at any time during student dismissal. Children will never be released to an individual who is not listed as an authorized pick-up person. If an unauthorized individual attempts to pick up a child, the child will remain in the care of school personnel while the parent or legal guardian is contacted immediately.

Prohibited Substances and Weapons on Preschool Premises

The Summit Academy Preschool maintains a zero-tolerance policy regarding the possession, use, distribution, or presence of illegal drugs, controlled substances, marijuana, alcoholic beverages, intoxicants, or other substances that may pose a threat to the health, safety, or welfare of children, staff, or visitors. Weapons of any kind, including firearms, knives intended for use as weapons, and other dangerous instruments, are strictly prohibited on preschool premises, except as expressly permitted or protected by applicable federal or Ohio law. This policy applies to all employees, parents, guardians, volunteers, contractors, and visitors while on preschool property or participating in preschool-sponsored activities. Violations and Consequences: Any individual found in violation of this policy may be required to leave the premises immediately. Violations may result in disciplinary action, up to and including termination of employment, restriction or revocation of access to preschool property, or termination of a child's enrollment, as applicable. Law enforcement and appropriate regulatory authorities may be notified when warranted or required by law. The Summit Academy Preschool reserves the right to take immediate action, consistent with applicable law, to protect the safety and well-being of all children entrusted to its care.

Visitors

Visitors are welcome with prior authorization. All visitors must enter through the main entrance using the video doorbell and be admitted by a staff member. Visitors are expected to remain with a Summit Church or Summit Academy Preschool staff member while in student areas unless otherwise authorized.

Campus Security Measures
The Summit Academy Preschool campus is monitored by a comprehensive security camera system consisting of more than 30 interior and exterior cameras that record continuously to help maintain the safety and security of students, teachers, staff, and visitors.

- Classroom doors remain locked during operating hours.
- Building access is limited to authorized Summit Church and Summit Academy Preschool staff members, pastors, and teachers.

Before Care and After Care
Student drop-off and pick-up for Before Care and After Care (7:00 a.m.–6:00 p.m.) take place at the playground side entrance, which is located within the secured, fenced playground area. Playground gates remain locked at all times and are accessible only by Summit Church and Summit Academy Preschool staff members with authorized keys. Parents and guardians will be admitted by school personnel for student drop-off and pick-up.

Custody Orders and Protective Orders
The Summit Academy Preschool will comply with all legally binding court orders regarding child custody, visitation, or protection. Parents or legal guardians are responsible for providing the Preschool Director with complete and current copies of any applicable custody agreements, parenting plans, restraining orders, or protection orders. Without current legal documentation on file, the preschool cannot deny a parent or legal guardian access to or pick-up of their child. All legal documents will be kept confidential and shared only with staff members who have a legitimate need to know in order to ensure compliance and student safety.

Social Media and Photography Policy
The Summit Academy Preschool enjoys celebrating the experiences and accomplishments of our students while protecting every child's privacy and safety. Parents or legal guardians complete a Media Release Authorization during enrollment. Families may choose to grant or decline permission for their child's photograph or video to be used by the preschool.

When permission has been granted, photographs or videos may be used for purposes including, but not limited to:

- The Summit Academy Preschool website
- Social media platforms
- The Summit Church website and social media
- Church newsletters
- Marketing and promotional materials
- Printed publications
- Student names or other personally identifying information will never be published alongside photographs.
- Teachers and staff are prohibited from posting student photographs or videos on their personal social media accounts.
- Photos shared with parents during the school day are distributed exclusively through the secure ProCare Parent Portal.
- Parents and family members are welcome to photograph or video their own children during public preschool events and programs.

Emergency Medical Devices and Emergency Medications
The Summit Academy Preschool maintains emergency medical equipment and follows established emergency response procedures to help ensure the health and safety of all students.

Automated External Defibrillator (AED)
An Automated External Defibrillator (AED) is located in the main atrium of The Summit Church near the Worship Center/Gym and is readily accessible during preschool operating hours. All Summit Academy Preschool teachers and staff members maintain current certification in CPR, First Aid, and AED use.

Emergency medical services (911) will be contacted immediately whenever emergency medical care is required.

Emergency Medications
Emergency medications prescribed for individual students (including EpiPens, rescue inhalers, seizure medications, or other physician-authorized emergency medications) may be accepted by the preschool when accompanied by all required Ohio forms, physician authorization, and parent/guardian consent.

Emergency medications will be securely stored in a locked cabinet within the Preschool Office. Whenever possible, emergency medications will be administered by the Preschool Director. If the Preschool Director is unavailable and an emergency exists, a trained Lead Teacher may administer the medication while emergency procedures are initiated.

The Summit Academy Preschool does not maintain or administer Naloxone (Narcan).

Severe Life-Threatening Allergies
Food and other allergens can cause severe reactions, including anaphylaxis, which can lead to serious health consequences (Food Allergy & Anaphylaxis Network, 2010). Accidental exposure to allergens can happen at any time, including during school activities.

Parents and guardians, who are most familiar with their child's medical history, must work closely with their healthcare provider to provide the school with timely, relevant information about the student's allergy severity and potential reactions (Ohio Revised Code 3313.719). To ensure a safe environment, it is the responsibility of parents to:

- Submit the Authorization for Emergency Response form, Permission for Medication administration form, Severe Allergy Action Plan, and the Parent Allergy Letter before the first day of school (all forms are available on ProCare).
- Schedule a meeting with the Preschool Director to establish a care plan before the first day of school.
- Provide safe snacks for classroom breaks, field trips, class parties, and communicate the treatment plan with all relevant staff.
- Deliver EpiPens and Inhalers to the Preschool Office before the first day of school.

Safety Commitment
The Summit Academy Preschool is committed to maintaining a safe, secure, and nurturing learning environment where children can grow and thrive. We continually evaluate and improve our safety practices, security procedures, and emergency preparedness in accordance with Ohio licensing requirements and best practices to provide the highest level of care for every child.

Partnership with Parents

The Summit Academy Preschool values our partnership with families and is eager to work alongside you to benefit your child's education and development. Scripture encourages us to serve one another in love (Galatians 5:13), and we welcome your involvement in the school, at field trips, and during special celebrations. There will be opportunities for parents to volunteer at various events and activities throughout the school year.

Parents will be given the opportunity to sign up prior to the event. These opportunities provide a wonderful way to invest in your child's growth and build meaningful connections within the school community.
Special Events, Concerts, and Class Parties

Throughout the school year, students eagerly look forward to a variety of special events that celebrate their growth and creativity. Highlights include the festive Christmas Concert, where children showcase their musical talents, the heartwarming Valentine's Day Party, filled with cards and treats, the joyful End of Year Concert, marking the culmination of their hard work, and the memorable Pre-K Graduation, a milestone event that honors their accomplishments as they prepare for the next chapter. These occasions create lasting memories and foster a sense of community among students and families.

Preschool Responsibilities, Staff Licensure, and Professional Qualifications

At The Summit Academy Preschool, we are committed to partnering closely with families during this foundational phase of your child's development. We believe that a strong relationship between home and school is essential for nurturing the growth of each child, as Proverbs 22:6 reminds us, "Train up a child in the way he should go; even when he is old he will not depart from it." The following procedures are designed to strengthen our partnership with families and ensure that your child receives the best care and education possible.

Licensure and Compliance
The Summit Academy Preschool is fully licensed by the Ohio Department of Children and Youth (ODCY) to operate legally and is held to the highest standards for safety and education. Our preschool meets all ODCY requirements, including room size, teacher-child ratios, quality of space, fire safety, and educator qualifications. We undergo regular inspections to ensure compliance with these regulations. The licensure and compliance reports are available for review in the preschool office. Additionally, a copy of the ODCY rules and regulations is available upon request. Should anyone wish to report a suspected violation, the ODCY's toll-free number is 866-886-3537.

Professional Qualifications and Training
At The Summit Academy Preschool, we recognize that our staff plays a crucial role in providing a high-quality, Christ-centered education for your child. As the apostle Paul wrote in Ephesians 4:11-12, "And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ." Our teachers and staff are dedicated to modeling the love of Christ and the values of our faith, fostering an environment of growth and learning. Together with our school families, they create a supportive, engaging community where children can thrive academically, spiritually, and emotionally.

We are committed to hiring staff members who, not only meet the necessary educational and professional qualifications, but also demonstrate a growing, transparent faith in Jesus Christ.

All staff members at The Summit Academy Preschool are certified Childcare Staff Members (CCSM), meeting the licensing requirements set forth by the Ohio Department of Children and Youth. This includes certification in First Aid, CPR, Child Abuse Prevention, and Communicable Disease Awareness. In addition, all CCSMs are required to complete at least 6 hours of professional development each year to enhance their skills and knowledge, ensuring they remain equipped to serve the children and families entrusted to their care.

As we walk alongside each child, we aim to nurture their hearts and minds in a way that honors God, understanding that "whatever you do, work heartily, as for the Lord and not for men" (Colossians 3:23). We are dedicated to providing a safe, loving, and educational environment where your child can grow spiritually, intellectually, and emotionally, all while reflecting the light of Christ in everything they do.

Communication Channels

Preschool Communication
At The Summit Academy Preschool, we highly value the partnership between school and home. We believe that effective communication is key to fostering a child's growth, and we encourage parents to stay involved and maintain an open line of communication with us.

Communication Folder
Each child will bring a backpack large enough for essential items, including a communication folder. This folder will contain notes from teachers, as well as projects and updates on your child's progress. Please return the folder to school each day so that we can keep you informed of your child's learning journey.

Weekly Newsletter
Additionally, we send home a weekly newsletter outlining upcoming activities and skills being taught. This gives families the opportunity to reinforce the concepts at home.

Parent - Teacher Conferences
Parent-teacher conferences are held twice a year to discuss your child's progress, behavior, and social development. A written summary of your child's achievements will also be provided at the end of the year. We encourage all families to attend these important conferences to stay engaged in their child's learning. **The Summit Academy Preschool does complete formal state assessments or screenings.**

Communication with Teachers and Administration
The best way to contact a teacher is via ProCare. We ask that teachers respond to messages within 24 hours, when possible (excluding weekends, holidays, and school breaks).

Since teachers may not always have time during the school day to check messages, if the matter is urgent, it's more effective to call the school office and leave a message or text through the ProCare App.

Meetings with teachers must be scheduled in advance. While it may seem convenient to meet briefly before or after school, these times are typically used for class preparation and other tasks.

Notification of Changes in Schedule
We ask that all changes to your child's pick-up schedule be communicated in writing to both the teacher and the Preschool Director–whether by note in your child's folder, text, or email. Verbal messages can easily be forgotten amidst the busy flow of drop-off time, so we ask for your cooperation in ensuring all changes are clearly documented.

Additionally, emailing or contacting the school office is a more reliable method of communication than sending a student with a written note.

Contact Information
Teacher/Staff: ProCare Account
TSAP Director: lpatterson@thesummitacademypreschool.com
Administration: Administration@thesummitacademypreschool.com

Disclaimer

This handbook may be updated at any time without prior notice by the Administration or Preschool Director and does not constitute a contractual agreement with the school.

THE SUMMIT ACADEMY PRESCHOOL

PARENT HANDBOOK AMENDMENT | WITHDRAWAL & REFUND POLICY

Early Withdrawal Policy

Enrollment at The Summit Academy Preschool (TSAP) represents a commitment for the designated school year. Staffing, classroom assignments, and operational expenses are established based on confirmed enrollment. Families who voluntarily withdraw their child before the end of the school year will be assessed an early withdrawal fee calculated as a percentage of their remaining unpaid annual tuition balance, according to the following schedule:

Withdrawal Date	Early Withdrawal Fee
On or before November 1	15% of remaining tuition balance
November 2 - February 1	10% of remaining tuition balance
After February 1	5% of remaining tuition balance

Written notice of withdrawal must be submitted to the Preschool Director. The effective withdrawal date will be the date written notice is received. All outstanding tuition and applicable withdrawal fees remain the financial responsibility of the parent/guardian, subject to applicable law.

Before & After Care - Non-Refundable Fees

All annual Before & After Care fees paid in advance are **non-refundable**. Staffing and program expenses are established based on annual enrollment commitments and prepaid fees. Therefore, refunds or prorated reimbursements will not be issued for voluntary withdrawal, schedule changes, absences, or unused services, except as required by applicable law.

The Summit Academy Preschool
Nurturing Young Hearts and Minds Through Christ-Centered Education

Center Parent Information

Note: A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12.

Administrators and each employee of the center are required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit https://childrenandyouth.ohio.gov/for-families.

For more information on Medicaid health screenings and early intervention services for your child, please visit https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/ and https://ohioearlyintervention.org.

For information on cash food assistance, please visit https://jfs.ohio.gov/cash-food-assistance.