



PARENT HANDBOOK

DESTINY CHRISTIAN ACADEMY
EARLY EDUCATION CENTER



TABLE OF CONTENTS

Introduction	3	Rest Time	13
Mission Statement.....	3	Lunch and Snack	14
Core Values	4	Birthdays	15
Non-Discriminatory Policy.....	4	Discipline	15
Philosophy	4	Dismissal	16
Policy and Program Information	6	Registration and Tuition	16
EEC Admission’s Policy - Infant Program....	7	Calendar	16
School of Inclusion	7	Late Fees.....	16
K-8 School Admission Policy	7	Withdrawal.....	17
DCA EEC Schedule.....	8	Immunizations and Physician’s Report.....	17
Drop-In Policy	8	COVID-19.....	17
General School Rules.....	8	Illness & Medical Care	17
Program.....	8	Medications.....	18
Goals and Objectives.....	9	Injury.....	19
Children’s Personal Rights	9	School Pictures.....	20
Parent’s Personal Rights.....	9	Communications with Parents.....	20
Teacher’s/Staff’s Personal Rights	9	Parent Involvement and Volunteering on Campus	21
Classroom Visiting	9	Health Pandemic Visiting.....	21
Health Pandemics.....	10	Rights of the Licensing Agency	21
Preschool Adjustment - Your Child’s Adjustment to School	10	Resolution of Disputes	21
Signing your child in	11	Mediation/Arbitration Agreement	22
Release of Your Child	11	Transitioning Kindergarten.....	23
Dress Code	11	Infant Program Handbook Specifics.....	24
Absences	12		
Tardiness and Lunches.....	12		
Show and Tell.....	12		
Property Rules/Lost Articles.....	12		
Evacuation and Lockdown Drills	13		
Emergency School Closure or Dismissal	13		
Unexpected Closures	13		

Introduction

This Handbook has been prepared as an informative guide for DCA EEC (DCA EEC) children and their parents so that they may know and understand the school's policies and regulations. Please read it carefully, and . . . *keep it for future reference!*

The school's desire is to ensure that you know that becoming a part of our school family will be profitable and rewarding for you. Therefore, the administration and faculty encourage respect for work, authority, rules, and consider courtesy and Christ-like character primary essentials in the total program of DCA EEC.

DCA EEC is, as its name implies, a Christian program with an evangelistic emphasis. The school is operated as a department of Destiny Christian Church and governed by its elected Board of Directors. It is the intent of the school to offer parents and children a quality Christian education through the efforts of a dedicated Christian teaching staff. Our teachers and staff must maintain regular attendance and the support of a local church. DCA EEC is a member school of the Association of Christian Schools International and is licensed by the State of California.

Staff are expected to conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationship, conduct and moral behavior. In the application of the Biblical standard of moral conduct, DCA believes that Biblical marriage is limited to a covenant relationship between a man and a woman. The decisions made by Destiny Christian Academy (DCA), on behalf of its employees and students, will be made within the

framework of the Bible and our understanding of its application to our lives.

Our objective is to firmly support and reinforce the Christian training the parents are providing in the home. The chapel services, bible circle times, and practical Christian living are intended to encourage families towards a consistent walk with Jesus.

Mission Statement

DCA is a vibrant educational system that develops students from Pre-K through High School. In keeping with its Christ-centered mission, DCA cultivates distinction by integrating academic excellence and Christian maturity.

Our school mission is to build remarkable students who will live out their adult lives as a blessing to God and others. Through the rigorous development of their spiritual, emotional, intellectual, and vocational life, our students are becoming more caring, competent, wise, and skillful. Students who are ready to navigate an ever-changing world.

A DCA education cultivates a faithful worldview, with a mature commitment to Jesus Christ and the mission of God throughout the world. The liberal arts and college preparatory curriculum at DCA are rooted in scripture and guided by the Holy Spirit, resulting in adult readiness and ethical courage.

A DCA education offers a transformative academic and discipleship experience through dynamic classroom learning, chapel services, the arts, the sciences, athletics, and many prosocial opportunities to serve our local community and the world.



Grateful to God, **DCA** carries out its mission with responsible stewardship of our human, financial, and physical resources.

Core Values

Environment of Acceptance - All people matter to God. We provide an atmosphere of love and acceptance.

Developing People - We equip people to grow in their purpose, empowering them for a lifetime of ministry and leadership.

Building Strong Families - We emphasize biblically healthy and caring relationships. We provide an environment which strengthens marriages and families.

Youth Minded - We disciple and develop the children and youth of our church and community. We emphasize their value and importance.

Biblically Based - The Bible is the foundation for transformation and growth in the lives of individuals. We present Scripture in a relevant manner, as the guide for successful living.

Non-Discriminatory Policy

DCA EEC admits children of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities offered to children at the school. It does not discriminate based on race, color, national, and/or ethnic origin in administration of its educational policies and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

Philosophy

Destiny Christian Academy (DCA) is an aspiring and vibrant educational community motivated by love and learning. Situated in Sacramento, one of America's most



important cities, **DCA** offers a student experience few others can. Our State Capital setting of commerce, government, and technology provides one of the finest missional learning incubators anywhere in the world. Everyone who works or learns at **DCA** considers it a great privilege.

DCA is dedicated to producing students of promise who love the Lord. Our hope is to prepare remarkable young leaders who will live out their adult lives as a blessing to God and others. We want our students to develop the life-skills, vision, and humility to impact the world. **DCA** students, administration, staff, and faculty are all working together to achieve the dream of a Christ-centered school known for its academic excellence, spiritual vitality, and missional significance. By design, **DCA** upholds high biblical standards for its students, faculty, staff, and administration. We are unapologetic in our pursuit of a culture marked by Christian maturity and high academic standards.

The founding convictions of **DCA** are rooted in the Lordship of Jesus Christ, and the transforming power of the Holy Spirit. For an educational community like **DCA** to flourish, its members must be committed to modeling Christ in a manner that will enhance spiritual growth and the common good. No matter what your starting point is



spiritually you will be valued and loved. We want your relationship with Jesus Christ and your understanding of the Holy Spirit to grow while at DCA. Our students will be presented with a positive view of the Church and its vital role in the world. Our School Motto is “Seek Ye First” and is based on Matthew 6:33. *“Seek ye first the Kingdom of God and His righteousness and all these things will be added unto you.”* A second core bible verse that guides the entirety of our school is 1 Timothy 4:12; *“Let no one look down on your youthfulness, but rather in faith, love, speech, conduct, and purity, show yourself an example of those who believe.”*

DCA is foremost a caring community that is committed to the physical, emotional, and social well-being of its students. Our campus community must be free from racial and ethnic discrimination in any form and safe from any form of sexual exploitation. We forbid any behaviors that may put our students at risk. DCA upholds a standard of honor and respect for the lives and heritage of all people. Bullying, racism, and sexual harassment in any form are forbidden at DCA and will result in strong corrective action. As a campus community we value prosocial behaviors as we seek to be an integral part of serving the needs of our neighborhoods and community.

As a DCA student you will be expected to practice good citizenship by having a healthy respect and appreciation for our country. You will be taught about the American struggle both past and present and how freedom in America came to be in hopes that you will live inspired throughout your adult life to access and promote America’s prosperity and goodness.

We expect our students to maintain a lifestyle of integrity and modesty. Plagiarism, cheating, theft and similar kinds of

dishonesty are detrimental to campus excellence and are not allowed at DCA in any form.

DCA believes in the New Testament standards for human sexual behavior and will actively promote and teach these biblical standards for family and sexuality. A member of the DCA community (student, faculty, staff, and administration) may not engage in pre-marital or extra-marital sexual behavior; the Bible reserves sex exclusively for marriage between one man and one woman.

Prohibited sexual behavior also includes the use of pornography. Our commitment as a school community to New Testament-affirmed sexuality includes respect for the sanctity of the body in accordance with God’s design for gender. DCA believes and teaches that one’s birth sex is connected to the sanctity of the body in accordance with Scripture and that God created mankind in His image as either male or female. DCA is a pro-life learning community and will honor and teach that human existence begins at conception and continues throughout all stages of elderly life.

Cultivating physical and emotional wholeness in all areas of your life as a student is central to the academic experience at DCA. Gambling, profanity, possession or use of alcohol, tobacco products, marijuana, vaping, nonprescription drugs and abuse of prescription drugs are all prohibited both on and off campus.

You will, as a student of DCA, be held accountable for your professionalism, academic effort and social behavior, but that accountability will always be guided by love and mercy. We are a Christian community full of grace that is working alongside students and parents to grow and develop young people into their maximum potential. We are all a work in progress.



As an aspirational Christian community, we expect everyone to respect these beliefs and not publicly disparage these beliefs (through social media or otherwise) while members of DCA. These beliefs are in accordance with our sponsoring denomination, the Assemblies of God. DCA has a rich and meaningful history as an ongoing organizational member of the Assemblies of God.

We are honored to have you as part of our DCA learning community.



Policy and Program Information **Early Education Admission Policy –** **Preschool Program for students ages 2 years** **– 6 years old**

Authorization for admission to DCA EEC is made by the principal, and is dependent on the following factors:

1. Your child is ready for the type of group experience that the Early Education program offers.
2. Parents must participate in an interview process with the Administrative Team prior to starting to review the program

Please Note:

If a child is three or older and enrolls under the assumption that he/she is toilet trained and the administration determines that the child is not completely toilet trained the child will be placed in our transitioning/life skills class.

and to determine the needs of the individual child.

3. Your child is socially, emotionally, and physically able to benefit from our program.
4. Prior to registration being complete each parent/guardian will complete all the documents presented and provide up to date immunizations.
5. Parents agree to be a part of the educational team and understand that if or when challenges arise, they will be expected to be part of the collaboration process to help their child be successful at school.
6. Parents understand that we work with community agencies such as Sacramento County of Education and Quality Childcare Collaborative, as needed, to provide the best educational experience for your child.
7. DCA EEC has the right to deny services to any family/child if it is determined by administration that a child presents a safety issue to themselves or anyone else or the school is no longer able to meet the needs of the child. If we determine we are no longer able to meet your child's needs the 30-day notice will be waived. However, tuition and/or registration will not be reimbursed.
8. Parents understand that tuition is **not** reimbursed or adjusted due to closures related to campus closure needs/emergencies, national health pandemics, child's illnesses, or family vacation.

- I understand that if the staff determines, after 60 days, that my child is unable to adapt to the environment provided by the program a meeting will be held to determine what is in the best interest of the student which may include a schedule change or returning later.

EEC Admission's Policy - Infant Program

Handbook for students ages 6 weeks - 2 years old

1. Your child is ready for the type of group experience that the Early Education program offers.
2. Parents must participate in an interview process with the Principal or Vice Principal prior to starting to review the program and to determine the needs of the individual child.
3. Your child is socially, emotionally, and physically able to benefit from our program.
4. Prior to registration being complete each parent/guardian will complete all the documents presented on the attached check list.
5. Parents agree to be a part of the educational team and understand that if or when challenges arise, they will be expected to be part of the collaboration process to help their child be successful at school.
6. Parents understand that we work with community agencies such as Sacramento County of Education and Quality Childcare Collaborative, as needed, to provide the best educational experience for your child.
7. Parents understand that tuition is **not** reimbursed or adjusted due to closures related to campus closure needs/emergencies, national health pandemics, child's illnesses, or family vacation.

8. DCA EEC has the right to deny services to any family/child if it is determined by the principal that a child presents a safety issue to them self or anyone else or the school is no longer able to meet the needs of the child. If we determine we are no longer able to meet your child's needs the 30-day notice will be waived. However, tuition and/or registration will not be reimbursed.

9. I understand that if the staff determines, after 60 days, that my child is unable to adapt to the environment provided by the infant program a meeting will be held to determine what is in the best interest of the student which may include a schedule change or returning later.

Please Note:

Once a child turns 2 years old, they will be moved to our young two's classroom, which is a part of our preschool program. Once a child reaches 2.5 the Principal or Vice Principal will connect with the family to review the program and to determine the best fit for their child.

School of Inclusion

The DCA EEC welcomes all students who are ready to learn. This includes children with a variety of learning needs. We want to be a place where all can come to learn that they are wonderfully and uniquely created by God and loved by their Savior Jesus Christ. With this mandate we understand that some children require more support, so we have partnered with many local agencies. We will work in tandem with these agencies to ensure each child has what is needed to be successful.

K-8 School Admission Policy

When a child has completed the preschool program, the parent(s) may wish to enroll at Destiny Christian Academy Elementary School. Admission to Destiny Christian



Academy Elementary School is determined by the following factors:

1. The child must be five years of age on or before September 1.
2. Completion of a New Student Application and Christian Commitment Form.
3. Successfully passing the kindergarten readiness assessment or successfully completing the Transitional Kindergarten program.
4. Complete all necessary documentation listed on the registration instruction sheet, including a current immunization record, the certificate of live birth, and custody papers, if applicable.
5. The final step of admission is completion of the registration agreement with the signature of the financially responsible party and payment of the non-refundable student fee.

DCA EEC Schedule

Infants

7:15 A.M. to 5:15P.M. (Full Day)

7:15 A.M. to 12:30 P.M. (Half Day)

Preschool

7:00 A.M. to 5:30P.M (Full Day)

7:0 A.M. to 12:30 (Half Day)

Every Thursday is Chapel from 9:00 – 9:30

Any changes in your child's schedule requires a 30-day notice, subject to availability. Please stop by the office for a *Change of Schedule Form*. The request must be written and signed by the parents and given to administration for approval.

The Early Education Center also offers a variety of programs which may consist of 5 full-days, two days, three days, or 5 half days. All students in the TK Program are required to attend 5 half days or 5 full days. Because the teachers carefully plan for the daily

curriculum, and because of staffing needs, there can be no "switching" of days.

Drop-In Policy

"Drop-in" care may be available if arrangements are made with the Early Education office beforehand and is dependent on space availability for the day needed. Drop-in fees are \$70.00 for Preschool & T/K and \$75.00 for Transition Twos and Threes and \$85 for infants. The drop-in fee is to your monthly tuition. Please note that if the "drop-in" day occurs after the 10th of the month, if the fee is not paid on the day of service, a late fee will apply. There can be no "make-up" days due to absences.

General School Rules

For the health and safety of students **please no:**

- gum on the school grounds.
- candy or soda with lunches.
- glass containers.
- knives or "weapons" of any kind, including toy guns.
- Toys of any kind

Program

Licensing Numbers

Infant # In process

Preschool # in process.

We are licensed by the State of California and sponsored by Destiny Christian Church. We are staffed by qualified and experienced teachers who are dedicated to helping parents in training their children in a warm, Christian environment.

The morning Early Education program includes experiences which provide growth in all areas including:

1. Intellectual - by encouraging an enthusiasm for learning through



discovery, exploration, creativity, and first-hand activities.

2. Physical - by providing experiences which develop large and small muscle coordination and motor skills.
3. Social - by encouraging the sharing and consideration of others, participation in group activities and developing a feeling of security and belonging.
4. Spiritual - by daily Bible teaching, stories, and songs, and by exposure to the knowledge of our Creator and His Work through a daily Bible Time.
5. Prayer - an important part of spiritual development and weaved into every aspect of the day.

Goals and Objectives

1. Teach the Bible as the inspired Word of God.
2. Teach children that God loves and cares for him/her and all mankind.
3. To reach out to the child's family and share Christ's love for them.
4. To help make the child aware of the world around them.
5. To help the children develop strong character grounded in the word.
6. To help the children learn how to share and care about others.
7. To provide a loving warm environment for all children that they may:
 - develop self-control.
 - develop interest and joy in learning.
 - develop responsibility and resourcefulness.
 - become comfortable in a group setting where they both learn to be quiet and listen to the teacher or participate in fun activities.

Some areas of learning:

- Bible awareness and stories
- language (name and address)
- large motor (step, bounce ball)
- visual motor (cut on lines, shapes)
- visual perception (design/matching)

- auditory perception (same, different)
- auditory memory (shapes, sizes, color, sequence)
- social and emotional competency

Children's Personal Rights

During registration each family will receive LIC 613A which reviews your child's personal right to be treated with dignity, which includes not being exposed to unusual punishment that results in physical or mental harm. Each child will be provided with a safe and clean environment and adults to meet their needs.

Parent's Personal Rights

During registration each family will receive LIC 995 which reviews your personal rights as parents. Each parent has the right to not only inspect the childcare center but to also contact licensing about anything they feel needs to be addressed. Parents may also request the process for clearing and employee staff members from us.

Teacher's/Staff's Personal Rights

The care and safety of the children and staff in our center is our utmost importance to us. In rare cases, children have had problem behavior that is not conducive to a safe peaceful learning environment. We have instituted employee rights to preserve the excellence and integrity of the program. Upon entering and annually parents will be given the Teacher's/Staff's policy for review and signature.

Classroom Visiting

Parents may visit the classroom and/or activities of their child in the morning before the learning schedule begins. However, the ability to visit the classroom may change based on the current health and safety needs of the school environment. Any parent wanting to stay more than 10 minutes must complete the volunteer process and be cleared through the EEC office.



- Conferences outside of our normal October and April Parent/Teacher conferences may be requested for children by connecting with administration and your child's teacher. We ask that you try not to disturb the class when possible. You may speak with the teacher concerning your child any time they are not actively engaged in supervising children, this is a safety issue.
- For longer conversations we prefer this to be arranged ahead of time so as not to disrupt the flow of instruction for other students.

Visitors must stop at the office and sign in first and obtain a visitor's badge to wear.

Please have your photo identification with you. We must *KNOW* who is in the building, always, for security reasons. Any adults wishing to spend time and volunteer in the classroom must follow the background check policies. Please see someone in the EEC office if you are interested in supporting our program by volunteering.

Health Pandemics

It is the desire of our school to always keep your child safe as well as our teaching staff. Please know that we will be following the state guidelines for all health pandemics. We will keep everyone updated on the most recent protocol through our communications portal, Brightwheel.

Preschool Adjustment - Your Child's Adjustment to School

1. It is normal for your child to have some fears and misgivings about being away from you. All children, like adults, need time to get used to new situations and people. Please prepare them ahead of time by discussing these changes as far in advance as possible. Talk about some of the new people and new things your child will do.
 - a. Discuss any concerns of your child.

- b. Present the new experience in positive terms!
2. The first day:
 - a. It is natural for the child to be hesitant, especially if it is the first time the child has been separated from you.
 - b. A cheerful goodbye kiss from you, a smile, and a reassuring word that you will be back after work is all that you need to do. Then, *leave!*
 - c. Our caring staff will take it from there.
 - d. Please do not sneak out when your child is not looking!
 - e. Usually, the child settles down shortly after the parent leaves, and gets involved with the other children and the program that is geared to their age and interests.
 - f. Feel free to call the Early Education Office when you arrive at work and see how your child is doing. The chances are high that your child will be busy playing and you can relax and concentrate on your job.
 3. Temporary problems may occur, depending on the child's age.
 - a. Some children will "act-out" their feelings by:
 - clinging to you and refusing to let go.
 - having tantrums
 - forgetting their toilet training
 - not eating
 - thumb sucking.
 - bedwetting
 - expressing desire to stay home.
 - b. Usually, these are only temporary problems. If your child is treated lovingly, this behavior should go away quickly.
 - c. Remember: If you're enthusiastic, chances are your child will soon be too!



Signing your child in

- You must sign your child into our Early Education Center every day.
- All family and/or friends on your Brightwheel or Emergency Card can sign in or out.
- For this reason, we ask that all children arrive prior to 8:30 am daily to avoid disrupting circle times by having the teachers answer the door. Children arriving after 8:20 a.m. will need to sign in at the office to receive a pass into class. If you bypass the office and go straight to the classroom you will be turned away.



Release of Your Child

Students may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students. Destiny Christian Academy will:

- not accept the responsibility of deciding which parent has legal custody where there is no court document.
- accept the information given by the enrolling parent unless we are presented

with a court document from the custodial parent that shows otherwise.

- not subvert the law.

For your child's protection, the following criteria are to be followed:

- Students will only be released to authorized persons listed on the student's Brightwheel or on their emergency card.
- The authorized person must be 18 years of age and be able to show picture identification.
- No student is to be released without specific permission from a parent or guardian. We *must* have authorization in **writing!** If an emergency occurs, the parent/guardian must contact the Early Education Office giving verbal authorization for release of the child to an alternate person or send a message in Brightwheel. The parent/guardian will be asked to provide the name, DOB, and description of the person authorized to pick up the student.
- The outside doors to the Early Education classrooms are locked all day for the safety of the children. It is our policy for the teachers to open the door for parents and other recognized adults that are authorized to drop off or pick up children.

Your child is very precious to us. These rules are here to protect your child and to ensure his or her safety.

Dress Code

We are an educational environment, therefore, please do not dress your child in any type of costume or pajamas except for designated days. Children coming to school in costumes or pajamas will be changed into play clothes. Vigorous play and a variety of art experiences require that children be dressed in durable, washable clothing. Daily activities include active and messy play, and the children should feel comfortable enough

to enjoy them without worrying about their clothes. Although we offer smocks, at times accidents do happen. If your daughter prefers dresses; please put shorts underneath to retain her modesty. A sweater or coat should be provided for a change in the weather. The Early Education Center is not responsible for replacing damaged clothing.

To the extent possible, children are expected to take care of their own bathroom needs, so their clothing should encourage independence. Simple clothing that is free from complicated fasteners is recommended.

- Shoes are to be always worn, except for nap time. Flip-flops, open-toed and open-back shoes, jellies, plastic shoes, and sandals are **NOT** permitted. For safety reasons, closed shoes and socks must be worn at school. Shoes with soft soles provide good traction.
- All children must bring a change of clothes marked with their first and last name on it. A "Ziploc" bag with the child's name on it is convenient for storage. Please see that the clothes change as the seasons change. *Please put first and last names on coats, sweaters, and/or extra clothes.* Soiled clothes must be taken home and replaced with a fresh set the next day.
- For children enrolled in the toilet training program, the parents must provide flushable wipes and disposable pull-ups identified with the child's name. Please dress your child in clothes that can be easily manipulated for toilet training purposes.
- For safety reasons earrings, necklaces, and bracelets that pose a safety hazard may not be worn at school. If a child wears a piece of jewelry that poses a safety hazard the teacher will place it in the child's folder for safe keeping.

Absences

Because staff salaries and expenses continue even if your child is absent, full fees are to be paid. If your child is sick and will be absent for the day, dropped off late, or picked up early, please telephone the office by 9:00 a.m. or send a message in Brightwheel. A phone call letting us know will help us and the teachers in planning for the day.

Tardiness and Lunches

All children are expected to be at school by 10:00 a.m. unless they have an appointment. If your child will be late and you need a hot lunch, please notify the office. Please **CALL**, do not use Brightwheel when you need a hot lunch, and you are running late. **NO** hot lunches will be added once the count is sent over at 9:15 a.m. Phone messages will be checked prior to phoning in the daily lunch count. No student will be admitted to school once naptime has started.

Show and Tell

Teachers will assign which day students in their classroom will be able to bring show and tell items. They should be interesting and educational. Please bring them in a closed bag with the child's name on it. Do not send fragile items, violent toys, weapons, or scary creatures.

1. Please leave all toys at home except for a soft toy for naptime. Please be sure to label it with your child's name.
2. If for some reason a child's personal toy makes it into the classroom, the teacher will help guide the student to place it safely in their file folder so that it is easy to locate at the end of the day.

Property Rules/Lost Articles

1. DCA EEC will not replace lost/stolen articles or make reimbursement for lost/stolen articles.
2. Students and their parents are responsible for damaged property, (personal, school or church) whether damage was willful or accidental.



3. Lost and found items will be cleaned out periodically and donated to a charitable organization.

To prevent missing articles, please label **everything!** Despite all the care we take, clothing will occasionally get lost or taken home by another child. Please check to make sure that what is taken home indeed belongs to your child. If something is missing, please check the "Lost & Found" located outside of room 4.

Evacuation and Lockdown Drills

1. Emergency drills are held monthly to acquaint your child with emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do.
2. The DCA EEC is equipped with a fire alarm system and fire extinguishers. We train all our employees on procedures and practice regularly. Each classroom is equipped with an emergency bag which will hold students' medications in the event there is a medical need for it. Examples (Epi-Pens, Inhalers)

Emergency School Closure or Dismissal

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of Brightwheel, telephone, and/or the Emergency Broadcast System (EBS). A news bulletin will be broadcast on the following media stations:

KFBK 1530 A.M.
KFIA 710 A.M.
KOVN Channel 13

Students will be released to parents and/or adults listed on Brightwheel or on the emergency cards only!

Unexpected Closures

It is our goal and desire to give parents 30 days' notice of any calendar changes that will affect your child's schedule. On a rare occasion an event may arise that requires us to close the school without this 30-day notice. In the event of an emergency closure parents will be notified via the Brightwheel **ALERT** system. In the event of a school closure that lasts more than a day, the school has the right to decide if they will be providing partial reimbursements for closures. Due to licensing compliance requirements and the need to maintain ratios we will not be swapping days for these unexpected closures.

Rest Time

A time for rest (during which each child will rest on a mat) will be a part of each day from 12:30 P.M. to 2:30 P.M. Your child will need a blanket, toddler bed sheet, and a small pillow with his/her name on them. Please place items in a pillowcase which has his/her name on it, too. This will be left at school all week and you are to take it home on Fridays to clean. For non-napping children we do offer the Cub Club at 1:00, **when adequate staffing is available**. Children will be picked up by Cub Club staff in their classrooms and taken to either the playground or Fireside Room, depending on weather. If you desire that your child participate in the Cub Club,



there will be an additional fee to help support the cost of staffing.

Lunch and Snack

Since DCA EEC does not provide a breakfast program, children should have eaten breakfast before they arrive in the morning. If for some reason you are unable to serve it before arriving, we ask that you bring something with you. However, children will have to save their food to eat with snacks, if they arrive after 8 a.m. Lunch is served at



11:30 A.M. and we ask that morning, half-day children, eat with us. You may send a cold lunch or purchase a hot lunch. Menus will be published each month and sent out via Brightwheel and in your child's backpack. If you need an additional copy, they can be found in the office.

FLIK is the onsite cafeteria service at DCA, providing nutritious and age-appropriate food options for all DCA students.

DCA uses MySchool Bucks (MSB) for the purpose of purchasing school lunches. All students are expected to always maintain a positive balance. If a student carries a negative balance, the student will be unable to utilize the cafeteria services. It is strongly encouraged that parents/guardians set up student's MSB as auto deposit. Any negative balance from MSB will be transferred to the student's FACTS Tuition account at the end of each semester.

If a student withdraws during the school year, any negative balance will be transferred to their FACTS Tuition account. Any positive balance will be refunded except for a balancing owing on the tuition account. Therefore, the credit balance from MSB will be applied to any outstanding tuition balance.

It is our practice at DCA EEC to encourage the children to eat the main portion of their lunch first to help establish healthy eating habits. However, we understand that it is their personal right to eat whatever you as the parent provide for them, within our school guidelines. As previously mentioned, please no gum, candy, or soda.

Snacks:

- Nutritional snacks are provided in the morning and in the afternoon sessions.
- The cost is included in your tuition fees.

If your child has any special dietary needs or allergies, please bring this to the attention of the office and the child's teacher. Allergies must also be noted on the emergency card upon registration. Regarding a specific allergy, such as a peanut allergy, careful attention will be given to providing a safe environment, but we cannot guarantee that the child will not be exposed to the food allergen while in attendance. We are nut and allergy sensitive/aware of a nut or allergy free environment.

Birthdays

If your child has a birthday during the school year, you may send a treat for all the children in your child's class. Please notify your child's teacher in advance of the date. Families are encouraged to bring a snack and a simple pizza lunch is acceptable. However, due to the size of the classrooms we cannot agree to hold an elaborate party for your child within our daily schedule.

Discipline

Character Formation is **greater** than behavior modification. The word tells us, "Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

One of the primary goals of the DCA EEC is to help young children learn to live and grow in relationships with others. Skills such as sharing, taking turns, and cooperation with teachers and classmates are important for a successful educational future. We believe in discipline that is firm yet loving. We offer appropriate choices to the children to help them develop positive decision making. All teachers have or are in the process of being trained under the California Social Emotional Foundations Program. This program follows a series of steps that help us help each child move to success in understanding their emotions and how to engage others in a healthy way. We use the tools from this program and the word of God, Fruit of the Spirit, to train the children in the way they should go.

DCA EEC School Rules

Each year we have 3 primary school rules that teach the students to live their lives like Jesus did. Our objective is to help your child learn both self-control and expression of feelings in socially acceptable ways. Children will receive a warning for unfavorable behavior, choices that reflect positive choices, and/or be redirected to another activity. If the child

chooses not to follow the rules of the school or the teachers' directions, the following disciplinary actions may be taken:

Chill or Calm Down Time: A calm down time is a time by themselves, away from the other children and the activity at that time. Chill time is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him/herself when he or she is ready to rejoin the group with appropriate behavior. During this time the teacher guides them towards understanding their emotions and choices.

Next Steps: If attempts to handle discipline situations within the classroom are not effective, the Early Education Principal, Vice Principal, or Head Teacher will come to the classroom to assist the student in working through the behavior by using communication and or walks around campus for a break. If every attempt to get the student's behavior turned around has been made, with no success, the parents will be called to assist with the issue.

Parent/Teacher Meeting: If the behavioral problem is still taking place after the child has had multiple opportunities to correct his/her behavior or has had a significant behavior challenge, we will request a meeting with the parents to build a cohesive plan to support the child, classroom, and teacher. In all disciplinary action you will receive a note or will be approached by the teacher to keep you informed of your child's learning. It is very important that we at DCA EEC, work with you, the parents, to maintain stability and security in your child's learning. We believe that many behavioral challenges can be resolved with cooperation between parent and teacher while uniting in prayer together. The continuation of school will be determined by periodic reviews and parent conferences with Administration and the



teaching staff. The best interests of the child and the Early Education group, however, will be the final determining factors in continued registration. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the DCA EEC staff. Corporal punishment is not an accepted method of working with children at DCA EEC and no child will be disciplined in such a manner while attending this program.

Dismissal

In some situations, administration and teachers may require a child's dismissal before the end of day. (Note: No tuition refunds are given for this period.) If every reasonable effort has been made to assist the child in making positive choices, and the child does not comply with our standards, the parent will be asked to withdraw the child from DCA EEC.

Registration and Tuition

The registration fee is payable annually and is to be paid using the online portal or directly with Tuition at the time of registration. Registration fees are not refundable.

The current registration fee is \$125.00. Students enrolling after April 12th will be charged \$250 registration fee. Registration fees are not refundable.

- The monthly tuition is based upon the total school year operational costs, including materials, supplies, equipment, and a well-qualified, educated staff, which has been divided into 10 equal monthly payments. Statements and required payments can be found by logging into your FACTS family portal.
- Payments are due in advance and will be processed through ACH. Each family will be given the opportunity to pick the date they want their funds transferred from their bank to the school.
- If an account should remain delinquent, the school reserves the right to turn the

account over to a professional agency for collection.

- All payments, including registration fees, will be applied to the oldest balance on the account.
- A penalty fee will be assessed for all insufficient fund notifications.
- Registration will not be permitted under any circumstances if the account is not paid for in full.
- Each school year, August of each year or sooner, parents will receive an updated tuition fee schedule.
- Parents will receive a minimum of a 30-day written notification of any rate changes.
- Summer registration is processed separately and made available to families by the end of April.

Because tuition is a monthly fee, NO refunds will be given for illness or vacation. In addition, no credit is given for closure days or holidays as these dates have already been calculated in the annual tuition cost.

Calendar

We are closed for major holidays, conferences and a Teacher In-service Day. There is no reduction in tuition for holidays or in-service training. Please refer to the School Year Calendar for upcoming holidays in which the Early Education Center is closed. Calendars may be picked up in the office at any time or found on the school website.

Late Fees

1. Because our staff are contracted for specific hours and often have personal plans for their off time, it is essential that all children be picked up **PRIOR** to the posted closing time! Please be respectful of their time.
2. A penalty of \$1.00 per minute per child past posted closing time will be assessed. **NO EXCEPTIONS!** Late fees will be



processed through the Tuition and Billing Department. This money will go to the staff member(s) who must stay past their quitting time.

3. **Continued abuse will result in dismissal of registration.**

Withdrawal

A withdrawal form is necessary to withdrawal from DCA EEC. If it becomes necessary to withdraw a student from the Early Education Center, the parent or person responsible for the account must complete a withdrawal form, available in the office. The school requires a 30-day withdrawal notice, fees will be assessed based on the date of withdrawal.

Temporary withdrawals are available for all or part of the summer. Forms need to be completed by Mid-May for billing to be changed in time to reflect the absence correctly. Temporary withdrawals suspend required payments while holding your child's spot in school. Temporary withdrawals during the school year are for emergency purposes only and need the approval of administration before being issued. All forms are in the Destiny Christian Academy Early Education Office.

Immunizations and Physician's Report

Each child is required, by licensing, to have a Physician's Report on file, including a record of current immunizations and the signature of the child's doctor. Immunization records and physician's report must be provided before the child can begin the Early Education program. According to new California State Laws we can no longer accept personal exemptions as a reason for children not having their immunizations. However, we can accept Medical Exemptions. Exemptions and Immunization records must be presented to the school prior to starting. If a child's records are not kept up to date a child will be excluded from the program until

all records are current. Unfortunately, due to licensing we are unable to make any exceptions.

COVID-19

Covid-19 shots are not required to attend school but are recommended by the CDC. Staff are also not required to obtain covid-19 shots to work.



Illness & Medical Care

The health and well-being of your child are of primary importance to this program. No child who arrives noticeably ill, with a rash, or fever will be admitted for that day. Please do not send your child to school if he or she has an illness of any nature. If the child has a contagious disease, please call the Early Education Office (856-5630) so other parents may be notified.

Please check your child each morning **BEFORE** coming to the Early Education Center. If you suspect your child is ill, or if any one of the following symptoms is

present, PLEASE DO NOT BRING your child to school.

- Headache
- Nausea, or has vomited within 24 hours.
- Listless, drowsy, unusually tearful. A runny nose with a green or yellow discharge
- Frequent cough or cough that produces green or yellow sputum.
- Sore throat, red throat, enlarged tonsils, or difficulty swallowing.
- Diarrhea or gray/white stool
- Fever within 24 hours. Never send your child to school if he or she has a temperature in the morning, even if you have given the child Tylenol. This only masks the condition temporarily.
 - Difficulty breathing or catching breath.
- Red, inflamed eyes; yellow or green drainage from eyes; sores on eyelids.
- Unusual rash or spots on skin.
- Unusual discharge from vagina, penis, or rectum
- Open, draining wounds.
- Head lice.

Please keep your child home for 24 hours after these symptoms have disappeared. Frequently young children appear well in the morning, with symptoms reappearing in the afternoon or evening when the child is tired. If your child is still ill, he or she is susceptible to a new virus. It is also helpful to encourage your child to wash his/her hands frequently, especially when he or she is sick, as he or she can re-infect himself or others. Thank you for your cooperation. The health of our Early Education students depends on you!

If your child becomes ill while at school:

The parent (or another individual authorized on the Emergency Card) will be notified to pick the child up to take home.

- The DCA EEC has the responsibility for ensuring those children with obvious

symptoms of illness, including the common cold, do not infect others. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted on the classroom door.

- Parents, or authorized representatives, *must* pick up the child within one (1) hour of notification. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100, the child is vomiting, has diarrhea, and/or is unable to function normally at school.

Please report all contagious illnesses (e.g., chicken pox, strep throat.) to the school office. The EEC should know about anything contagious going around.

The child must not return to school until all the following are met:

- The fever has been broken for 24 hours without fever reducing medications.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- 24-hour period has passed since the start of a medication prescribed for a contagious illness.
- The child is feeling well again, and normal behavior has returned.

Medications

Only medication, including “over the counter” medication, that is prescribed or ordered by a physician can be administered at school. All medications must be in the original container and correctly prescribed for the indicated student only. All medications will be stored in a secure location and are **NOT** to be kept with the student (e.g., in a lunch box, a backpack, etc.). A Medication Release Form must be completed for each medication. Medication that will be given longer than two weeks requires a physician’s signature on the Medication Release Form.



Incidental Medical Services Plan

Destiny Christian Academy Early Education Infant Center staff will support children with the following medical service needs.

- Epi-pen
- Inhaler
- Nebulizer

Prior to medication being on campus and staff providing support parents must have the child's primary care physician sign and date a physician's report and provide detailed information on when and how to administer medication. The parent/authorized representative will also sign the physician's report indicating that they agree with the services being provided for their child.

Medications with the above form are to be placed in a Ziploc bag and kept in the classroom's Red Emergency Bag. This will ensure that the child's medication is readily available during times he/she is out of the classroom, including emergency evacuations.

Each child receiving incidental medical services will have their name posted along with the need. Example: (Joe Martin; Epi-pen-allergic to peanuts)

Each time any of the above medical services are provided to a child the teacher will document it on the child's medication dispense log kept in a secure file cabinet in the classroom, for privacy.

All staff will receive initial training upon hire from the Principal or Vice Principal on how to provide proper medical services. The entire staff will receive regular bi-annual training on CPR and First Aide provided by a licensed Red Cross associate.

Procedures for Providing Care

1. Have the child sit calmly, if possible.

2. For emergency situations signal a coworker to call for support from a supervisor.
3. Retrieve the medication from the Emergency Red Bag.
4. Ensure that you have the correct one for the child being supported.
5. If blood or bodily fluids are present put on gloves.
6. Administer medication exactly as prescribed.
7. Once the child appears to be regulated, dispose of gloves, and perform hand hygiene, immediately.
8. Return the medication to its designated spot.
9. Monitor child.
10. If needed, call emergency services to come to campus.
11. Contact parents via Brightwheel for non-emergency inhaler treatments.
12. Call parents for all emergency support given with the Epi-pen and inhaler.
13. Once the child's situation is stable document medication given on the child's medication dispense log.

In the event of a serious incident licensing must be notified of the incident as soon as the child is safe. The incident must be logged on LIC624 Unusual Incident Report and faxed to the licensing department.

Sunscreen, Lip Balm, and Essential Oils

All Release Forms can be obtained in your child's classroom or in the early Ed office. Sunscreen must be applied in the morning by a family member, and we will reapply after nap/rest time.

Injury

An Incident/Accident Report will be completed on Brightwheel for each accident which occurs at the school. The report will be made as soon as possible following the



accident. All Head Injury reports will be sent home with the parent and a copy will be retained in the child's file.

1. The EEC will give appropriate first aid to an injured child to include minor cuts and bruises.
2. A parent or guardian will be contacted, if it is the judgment of the Early Education staff that immediate medical attention is necessary.
3. If it is further the judgment of the Early Education staff that the injury is of an emergency nature, paramedics will be called to the Early Education Center and the parents contacted. If needed, paramedics will be notified.
4. A Permission for Emergency Medical Care Form is *required* at registration LIC627.

Health Pandemic Illness and Medical Safety Protocol

We follow all the health and safety protocol put in place by the Sacramento County Health Department. Because protocols can change regularly and sometimes frequently, we will post the newest expectations on Brightwheel, send a copy home as well as provide extra copies that can be picked up in the office. If you or your child has been exposed to a health pandemic illness, please stay home and contact the Destiny Christian Academy Early Education office for the most recent protocol/expectations.

General Cleanliness

Children are encouraged and helped to keep themselves clean. Children are supervised in toileting and washing hands. They receive age-appropriate training in personal hygiene to include proper hand washing methods, time to wash hands, and proper toileting procedure. Paper towels are provided for their use. Each child and adult are required to wash their hands upon entering the classroom environment.

School Pictures

We will contract a local professional photographer to take pictures twice during the school year. Pictures are usually done in September and in the spring. Purchase of these pictures is optional.



Parents are given a release form to sign which allows DCA EEC to photograph and/or videotape the children while participating in daily activities and to use the photographs and/or videos on photographic displays or other publications showing these daily activities.

Communications with Parents

Methods of communicating information, advice, suggestions, etc. between parents and staff are available in various forms. Daily and weekly communications will be provided electronically to all families via the Brightwheel program. This program can be accessed on any electronic device. News of closure and/or special events are posted on the doors, as well as notices of exposure to illness. Parents are informed of the activities of the school through weekly campus newsletters delivered via email and Brightwheel.



Parent Involvement and Volunteering on Campus

Parents are encouraged to help in the classroom during special events and bake for special parties. Parents are also welcome to visit the classrooms before 8:30 a.m. and to attend Chapel on Monday mornings. We require that all visitors, including parents, sign in at the Destiny Christian Academy Early Education Office and obtain a visitor's badge. This allows us to be aware of who is always in the DCA EEC, to further ensure the well-being of your child while they are in our care. All volunteers must be processed and cleared through our HR department. Parents will need to be live scanned and complete a short online training course on mandated reporting. Please connect with someone in the Destiny Christian Academy Early Education office if you are interested in volunteering on campus on a regular basis as there are additional requirements that need to be met including immunizations and TB.

Health Pandemic Visiting

To ensure the health and safety of everyone on campus we must at times make changes to the policies and procedures to ensure that everyone is safe. Please know that it is our

desire for families to be on campus with the child. However, there may be times that we may have to stop all visiting and volunteering based on the current community health levels.

Rights of the Licensing Agency

The Department of Social Services has the inspection authority to interview children or staff without prior consent. DCA EEC shall ensure that provisions are made for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed if necessary for copying. Destiny Christian Academy Early Education shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Resolution of Disputes

It is our hope that all matters can be resolved initially between the parties involved. Because of human nature, at times people become irritated by one another. In Matthew



18:15-17, Jesus gives the model for resolving misunderstandings. Should a concern or dispute arise with a staff member or another parent, you should deal directly with the person with whom you have the grievance. The Matthew 18 principle requires that parents talk to teachers before talking to Administration. Should the matter not be resolved to your satisfaction, a conference with Administration may be scheduled.

Mediation/Arbitration Agreement

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation contained in the Peacemaker

Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.)

Supplementary Services

Currently, we do not offer any supplementary services.

Criteria for Determining Placement

To determine placement for each child ages 2.5-5 we use the Ages and Stages Questionnaire as well as the Social Emotional Ages and Stages, DRDP, as well as the DOB of the student. In addition, for those entering our TK Program we will do an assessment of readiness and use the DRDP (Desired Result Developmental Profile). Parents will have access to all results of testing.



Transitioning Kindergarten

DCA EEC, with the input of teachers and community early learning program administrators, has developed a unique TK (transitional kindergarten) program designed to provide an extra year of early education for children who turn five between the traditional kindergarten cutoff September 1st and June 2nd. We recognize that every child's educational journey is unique which is why DCA EEC has worked diligently to provide this program for our families. While the specific details and guidelines for transitional kindergarten may vary by state or school district, we have adopted these guidelines to meet the needs of our student body.

Purpose of Transitional Kindergarten:

Transitional Kindergarten is an exciting and critical stage in a child's early education. It offers an additional year of learning to better prepare children for the academic and social expectations of kindergarten. Our TK program at Destiny Christian Academy focuses on fostering a love for learning, building essential skills, and promoting social-emotional development in a supportive and engaging environment.

Key Goals:

1. **Developmental Readiness:** TK aims to ensure that each child is developmentally ready for the challenges of kindergarten by providing age-appropriate activities and experiences.
2. **Social-Emotional Growth:** We place a strong emphasis on social and emotional development, helping children build positive relationships, resilience, and self-regulation skills by providing prosocial opportunities and utilizing the tools teachers have gained from California's



Social Emotional Program, "Teaching Pyramid".

3. **Academic Foundations:** The TK curriculum at DCA EEC is designed to introduce foundational concepts in literacy, numeracy, and other essential skills, laying the groundwork for success in future academic endeavors at Destiny Christian Academy Kindergarten.

Unique Features of Our TK Program at DCA EEC:

Qualified and Caring Educators: Our dedicated team of educators is committed to providing a nurturing and stimulating learning environment. Each Tk teacher holds either a Master Teacher or Site Supervisor Permit from California's Child Development Consortium.

Individualized Instruction: Recognizing the diverse needs of young learners, our program incorporates individualized instruction to support each child's unique strengths and areas of growth. At the beginning of each school year the teachers work together utilizing the Desired Results Developmental Profile tool to develop individualized instructional goals for each student. These goals are shared with parents during the first

Parent/Teacher conferences to promote student success.

Hands-On Learning: We believe in the power of hands-on, experiential learning. Our curriculum integrates hands-on activities that make learning enjoyable and memorable. Students will also have daily opportunities to work collectively through workbook activities.

Parent Involvement: We encourage active involvement from parents and guardians in their child's educational journey. Open communication and collaboration between home and school are key to a child's success.

Infant Program Handbook Specifics

It is our desire to offer your infant a safe and loving environment during their earliest years. Please look to the Destiny Christian Academy Early Education Infant Center Handbook for our mission, vision, and general policies for running the program. This part of the handbooks policies and procedures specific to infants only. For information that relates to every enrolled child please see the main portion of the handbook. All policies and procedures are designed to align with the requirements set forth in the Title 22 licensing handbook that can be found online for further reference.

Infant Needs and Services

Each parent/guardian will need to provide a needs and services plan and sleeping plan, prior to the child's first day. This will help your child's teacher be prepared for caring for your child as well as allowing the teacher to make sure they have asked any pertinent questions prior to caring for your child. The infant needs plan will include questions related to feeding, sleeping, toileting, and any other special needs.

In alignment with our school policy please be aware that we are nut and food allergy sensitive and aware. Along with this we ask that families not provide honey on any items

being served to children under the age of one.

Infant bottles may **NOT** be glass, must be made ahead of time, and must be labeled with the name and date. Along with the bottles each food container needs to be labeled and dated. This is a food and safety regulation. If items come unlabeled, we will provide you with tape and a marker to mark them before you head off to work, it needs to be done by you. We ask that you place all items in a lunch box with something to keep items cold. We will move perishable items to the refrigerator in the adjoining room.

Infant Care Personal Needs

- Diapering is an important a bonding moment with each child. To provide the best care for your child you will be responsible for providing disposable diapers, wipes, and any ointment specific to the needs of your child. If ointment or cream is needed, please complete a form with the needed medication. Forms can be obtained from the office or your child's teacher. Unfortunately, we will not be able to apply any cream or ointment without written consent. This requirement also applies to sunscreen, if needed there is a separate form available for this. Your child's toileting routine for the day will be reported on Brightwheel. If you feel your child is showing interest in toileting, please connect with your child's teacher so that together you can build a toileting plan for success.
- Bedding
 - Each family is responsible for providing bedding for their child. Please make sure that sheets are fitted toddler sheets for the mats. No pillows for children under 2 will be allowed.
 - Children may use pacifiers, but they may not be attached to clothing and if they fall out during sleeping, they



will not be put back in the child's mouth.

- Sleeping
 - Children over the age of 12 months will be encouraged to sleep on a schedule with the other children. However, we will meet the needs of each student and if they need an extra nap, they will be given a place to rest.
- As required by licensing each child will be monitored by sight and sound every 15 minutes for signs of distress including labored breathing. Each observation will be logged, and parents can request a copy, as needed. Each day your child's teacher will provide you with information on your child's sleep pattern via Brightwheel. Destiny Christian Academy Early Education Infant Center will follow all protocol put in place to provide a safe sleep environment.
- All feeding routines for the day will be provided to you on Brightwheel. Any unused food, formula, or breastmilk will be returned to you to dispose of.
- Our hot lunch program is outsourced therefore, we will not be providing parents the opportunity to purchase hot lunches until their child moves into the Preschool Program for children ages 2-5.

Illness including Covid-19 and Medication Distribution

- Please see main handbook
- If a child becomes ill at school, they will be kept comfortable while also being separated from the rest of the group. Parents/guardians will be contacted, and your sick child will need to be picked-up within the hour.

Medications

Only medication, including "over the counter" medication, that is prescribed or

ordered by a physician can be administered at school. All medications must be in the original container and correctly prescribed for the indicated student only. All medications will be stored in a secure location and are NOT to be kept with the student (e.g., in a lunch box, a backpack, etc.). A Medication Release Form must be completed for each medication. Medication that will be given longer than two weeks requires a physician's signature on the Medication Release Form.

Incidental Medical Services Plan

Destiny Christian Academy Early Education Infant Center staff will support children with the following medical service needs.

- Epi-pen
- Inhaler
- Nebulizer

Prior to medication being on campus and staff providing support parents must have the child's primary care physician sign and date a physician's report and provide detailed information on when and how to administer medication. The parent/authorized representative will also sign the physician's report indicating that they agree with the services being provided for their child.

Medications with the above form are to be placed in a Ziploc bag and kept in the classroom's Red Emergency Bag. This will ensure that the child's medication is readily available during times he/she is out of the classroom, including emergency evacuations.

Each child receiving incidental medical services will have their name posted along with the need. Example: (Joe Martin; Epi-pen-allergic to peanuts)

Each time any of the above medical services are provided to a child the teacher will document it on the child's medication



dispense log kept in a secure file cabinet in the classroom, for privacy.

All staff will receive initial training upon hire from the Administration team on how to provide proper medical services. The entire staff will receive regular bi-annual training on CPR and First Aide provided by a licensed Red Cross associate.

Procedures for Providing Care

1. Have the child sit calmly, if possible.
2. For emergency situations signal a coworker to call for support from a supervisor.
3. Retrieve the medication from the Emergency Red Bag.
4. Ensure that you have the correct one for the child being supported.
5. If blood or bodily fluids are present put-on gloves.
6. Administer medication exactly as prescribed.
7. Once the child appears to be regulated, dispose of gloves, and perform hand hygiene, immediately.
8. Return the medication to its designated spot.
9. Monitor child.
10. If needed, call emergency services to come to campus.
11. Contact parents via Brightwheel for non-emergency inhaler treatments.
12. Call parents for all emergency support given with the Epi-pen and inhaler.
13. Once the child's situation is stable document medication given on the child's medication dispense log.

In the event of a serious incident licensing must be notified of the incident as soon as the child is safe. The incident must be logged on LIC624 Unusual Incident Report and faxed to the licensing department.

Sunscreen, Lip Balm, Diaper Rash Cream, and Essential Oils

All Release Forms can be obtained in your child's classroom or in the early Ed office. Sunscreen must be applied in the morning by a family member, and we will reapply after nap/rest time.

Classroom Environment

Each environment is set up to meet the needs of the children in that classroom. All toys and items are age appropriate, and all choking hazards removed. The infants have access to their own outside classroom. This is to provide a safe environment that has been set up to meet their needs. Prior to moving outside the environment is checked for all safety hazards.

Supplementary Services

Currently, we do not offer any supplementary services.

Criteria for Determining Placement

To determine placement for each child ages 6 weeks - 2 years of age we use the Ages and Stages Questionnaire as well As the Social Emotional Ages and Stages, as well as the DOB of the student.

