



**Information and Pre-Registration Packet
2024-2025**

**52901 National Road
Saint Clairsville, Ohio 43950**

Relevant Christian Academy is an outreach ministry of:
Relevant Ministries INC.
Relevant Worship Center



Temporary Phone: 740-695-7099
RelevantAcademy2024@gmail.com

Relevant Christian Academy

Enrollment Checklist

- _____ Complete enrollment packet
- _____ State certified birth certificate
- _____ Recent physical
- _____ Up to date immunizations
- _____ \$30.00 Registration fee

Relevant Christian Academy

52901 National Road

P.O. Box 241

St. Clairsville OH 43950

(740)695-7099

Parent Handbook

RCA is a private, non-profit ministry under the direction of a Board of Directors and Relevant Worship Center.

RCA is licensed by the State of Ohio. Our center meets all health and safety standards established by the Health Department, Fire Marshall and the Department of Health and Human Services of Children and Families. We partner with Bridgeport Schools enabling us to provide a multitude of services to meet the needs of the children, their families and our community.

RCA is an extension of Relevant Ministries Inc. and therefore, is covered under the Church's Liability Insurance Policy.

Relevant Christian Academy

Relevant Worship Center

Welcome to RCA, an outreach ministry of Relevant Ministries Inc. We are glad that you have inquired about the programs we offer to families in our community. Our staff strives to provide the very best in quality care, education and enrichment for the children entrusted to us. While we recognize leaving your child with someone else is never easy, we want to make you comfortable by providing a home-away-from-home environment where your child is safe and happy.

If you have any questions, concerns or celebrations to share about your child's time with us, please call RCA, Monday thru Friday from 8:30 am to 8:30 pm at (740)695-7099.

Sincerely,

Relevant Christian Academy

Mission Statement

Relevant Christian Academy endeavors to help children develop and mature in a positive, Christ-centered environment that integrates faith and learning by emphasizing Biblical training and academic excellence.

Vision Statement

Relevant Christian Academy is committed to providing a Christ-centered education integrating spiritual, academic, social, physical and emotional training, leading to a life of commitment and service to God.

Core Values

Relevant Christian Schools staff subscribe to the following statements of philosophy:

- Partner with families to introduce God's plan and teach Jesus' love for the student encouraging His values and character in their lives (Jeremiah 29:11 & John 13:34).
- Partner with families by providing opportunities and resources to increase their knowledge of student's development and parenting skills (Genesis 18:19).
- Provide children with a safe, loving and nurturing environment where students can experience success and failure (Isaiah 54:13).
- Provide opportunities for each student to build self-worth and confidence. (Joshua 1:9)
- Provide opportunities for students to interact with peers and adults outside the family unit (Hebrews 10:24-25).
- Provide students with age-appropriate curriculum and emergent activities, which encompass all areas of the student's development (Psalm 78:1-4).

LICENSING

RCA is a licensed child care center, licensed and monitored by the State of Ohio. In addition, we are recognized by the Ohio Department of Health and Human Services as a quality child care center.

Hour of Operation

Monday - Friday 6:30 am - 6:00 pm

Admission Requirements

* We accept 3 & 4 year old children for Pre-school and 3-12 years of age for Day Care and before and after care.

* There is a non-refundable \$30.00 registration fee.

* RCA requires that parents tour the center and meet with a director before their child can be enrolled.

* All required documents must be completed in full and turned in to the center at least one week prior to the child's first day.

***completed and signed registration**

***completed and signed agreement**

***signed medication policy**

***completed and signed allergy form: (doctor's signature if the child has allergies)**

***copy of child's birth certificate**

***copy of child's most recent physical (within calendar year)**

***copy of up-to-date immunization record**

* Child custody forms and court documents are required **IF** for any reason a biological parent is not permitted to pick up his/her child.

Staff/Child Ratio and Group Size

3 year olds 1/9

4 year olds 1/9

Program's Basic Daily Schedule - Pre-School

3 years of age before July 1st Program operates Sept. through May

Tuesday & Thursday's 9:30 - 11:30 Class A

9:30 - 10:00 Prayer, Pledge, Learning Colors, Numbers, Days of Week, Preparation for Pre-K

10:00 - 10:30 Basic Writing and Coloring Skills (learning to hold a pencil or crayon)

10:30 - 10:45 Snack

10:45 - 11:15 Music/ Gross Motor Skills

11:15 - 11:30 Story Time (learning about Jesus)

Repeat for Class B

4 years of age before July 1st

Monday - Wednesday - Friday 9:00 - 11:30 Class A

9:00 - 9:30 Prayer, Pledge, Colors, Numbers, Calendar Months, Preparation for Kindergarten

9:30 - 10:00 Tracing Numbers and Letters, Developmental Skills

10:00 - 10:30 Snack

10:30 - 11:00 Music

11:00 - 11:30 Story Time (learning about Jesus)

Repeat for Class B

Parent Participation Policy

RCA has an open-door policy for parents. Parents are welcome to visit the classroom at any time. In addition, we offer many opportunities to volunteer and/or participate in programs, parties and activities. For your child's safety and the safety of others, we ask that parents and their children follow our licensing regulations and RCA's policies when volunteering or visiting.

Periodically, classroom and center-wide events are held. Parents are encouraged to become involved in holiday activities, fund raising events, staff appreciation efforts, etc. Daily written and/or verbal communications takes place between parents and staff. Parents/Teachers conferences are offered twice a year or upon request.

It is very important that the lines of communication are open at all times between staff and parents. It is a parent's responsibility to discuss any issues of concern in a timely manner. If you have an issue with a teacher, take it directly to a director. If a parent is not satisfied with the actions of the director, he/she can set an appointment with the Pastor to voice their concerns. If the parent feels that the issue is still unresolved a meeting can be arranged with the RCA's Board of Directors.

Child Assessment

At pick-up time you will be told briefly about your child's day. Our teachers will assess every child upon enrollment and every six months to a year thereafter. Parent/Teacher meetings are scheduled twice a year. Parents are always encouraged to participate in lesson planning and provide feedback regarding their child's need and accomplishments. Early intervention referrals are made for further evaluations if there are any concerns in the child's progress noted by the child's teacher or parents.

Registration for new enrollment:

A **\$30.00 non-refundable** Fee is for all Pre-School Students.

Pre-School and Day Care Fee: Payment is due at the beginning of the month. Full payment is expected even during weeks when the program is closed for a holiday or if your child is absent due to illness. If payment is 3 days late there will be a \$20.00 late fee charge and your child will not be allowed to attend the program until payment is paid in full. Your child may also lose their space in the program.

All payments for Day Care and Before and After Care are due on Monday of the week child care is provided.

All these programs will be taught by teachers who are certified in Early Childhood Developmental Education. We will be using the Abeka Program, which is a Christian Program that allows the teacher to focus on each child's unique development. There will be learning centers which will include art, dramatic play, blocks, science, math, music and movement and a library area. The children will have the opportunity to make decisions, be creative, get messy and to work in groups as well as independently. Lesson plan will focus and be Christian based on literacy, early writing skills, math and science. Materials are rotated and or added to the center regularly to expand on the children's interests and learning experiences. Children will be

encouraged to interact, explore and ask questions as they learn.

Enrollment Information

RCA requires an interview and a tour of the Academy prior to enrollment. We also encourage families to arrange for their child to visit his/her classroom at least once prior to the first day of attendance. This helps the child become familiar with their new surroundings. Children are placed in classrooms according to age, not abilities or parent preference. We certainly will do our best to make every transition smooth and positive.

An enrollment packet must be completed before a child can attend the program. The enrollment packet includes:

Child Enrollment and Health Information

Child Medical Statement

Personal Information Form

General Permission Slip

Medication Authorization

Copy of Birth Certificate and Shot Record

If we do not have these completed forms by the first day of care your child cannot attend RCA. This is a State Law!

Immunization

RCA does not provide pre-school or child care to children who have not been immunized.

Attendance Policies

Arrival and Departure:

Parents must bring their children to the program and make verbal contact with the teacher or aide. You will sign your child in on the written attendance sheet. Children MAY NOT be dropped off at the front door or sent inside alone. At departure, parents must make verbal contact with the teacher or aide, so it is clear that the child has been picked up by the parent/guardian. Children must be picked up at the time designated for Pre-School. After 15 minutes there will be a \$15.00 charge for every hour after.

Parents must inform the Center if their child is going to be absent from the program. Only individuals authorized in writing by the parent/guardian may pick up their child. Anyone other

than a parent/guardian must be on the list of emergency contacts and present a state issued photo ID, which will be checked prior to the release of the child.

If there is a custody agreement for the child, the program must be provided with official legal documents indicating who has permission to pick up their child.

Supervision

Our major responsibility is to ensure the health and safety of each child entrusted in our care. Children are always supervised within sight or hearing. At NO time is a child left unsupervised.

Child Guidance

Your child is always treated with love and respect. RCA focuses on setting reasonable expectations for children's behavior and providing positive reinforcement and positive redirection for your child. We encourage children to talk if there is a problem and to share their thoughts and suggestions. If a child exhibits inappropriate behavior they are asked to find a space away from the group. This will allow the child to calm down. If the child continues to exhibit inappropriate behavior, they may be placed in time-out. Time-out last no more than one minute per year of the child's age. Upon the child's return we will privately review with the child the reason for the time-out.

Suspension and Expulsion

Reasonable steps will be taken to avoid termination of services, However, RCA may terminate services for any of the following reasons:

Financial: Late payments, returned checks, or any other problems with payment or tuition fees. The second time a family is suspended for late payments, that family may be terminated.

Failure to follow policies: Failure to honor the obligations listed in the contract, the Parent Handbook or in any other written policies provided by RCA.

Adverse Actions: Any actions by parents of children that adversely affect the program at RCA.

Failure to Cooperate: Failure to cooperate with RCA in matters which the Center determines serious enough to warrant termination.

Disrespect to staff/volunteers: Issues between staff, parents and or the director should be handled in a professional and confidential manner.

Americans with Disabilities Act Compliance Policies:

Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.

Outdoor Play - (weather permitting)

Children will be taken outdoors daily, weather permitting. Children will not be taken out if the temperature is below 29 degrees F or above 90 degrees F. We will have indoor play with gross motor skills, such as dancing or exercising.

Meal Requirements

All lunches must be packed. Please be sure to label all lunch boxes and items that need to be returned. Also, be sure to include an ice pack in all lunches.

Health

Physicals are required every year for children 3-6 years of age. Copies of immunizations records need to be provided each time your child is immunized and an up-dated copy should be provided with each yearly physical. Children will brush their teeth daily.

RCA must follow guidelines to keep all children healthy and free of illnesses. We are not equipped to care for very ill children, and prohibit attendance of children for the following reasons:

Temperature of 101.0 degrees or higher

Skin rash

Diarrhea and/or vomiting

Evidence of live head lice or other parasites

Severe coughing indicating a need for treatment

Rapid or difficult breathing

Yellowish skin or eyes

Conjunctivitis (pink eye) with drainage

Sore throat and difficulty swallowing

Infected skin patches

Evidence of infection (such as colored mucus)

A communicable disease (chicken pox, fifth disease, measles, mumps, hepatitis, meningitis, etc.)

Extremely lethargic (unable to function normally with activities in his/her class)

Any unexplained change in behavior

Parents of ill children will be contacted to pick up their child as soon as possible. Children with the above illnesses must be symptom free for 48 hours before they can return to Pre-School unless they have a written doctor's slip stating the condition and giving permission for the child to return to RCA.

Any reported epidemic of a communicable disease of 3 or more children medically diagnosed with the same illness will be reported to the Health Department. Parents will be notified by letter as well. (Child's name will be withheld for confidentiality). RCA reserves the right to exclude a child due to illness and/or medical concerns even when there is a doctor's note. We will take all precautions not to jeopardize the health of your child.

Emergency, Serious Illness and Injury Procedures

RCA makes every effort to ensure the safety and well-being of the children in our care. Our doors will be locked at all times with access only to staff and enrolled families. All others are screened and identified at the door. Security cameras are placed throughout the building.

RCA will follow written procedures if an emergency occurs while a child is in the program's care. We will conduct monthly fire drills, tornado drills and quarterly emergency lockdowns. In the event of a fire or tornado, we will follow written instructions (posted on each room) to ensure that your child is taken to the designated spot. Parents will be notified immediately. If for some reason a parent cannot be reached we will then contact the emergency contact listed on the child's paperwork. A sign will be posted as to where your child can be picked up. In the event of a threat of violence, we will secure the children in the safest location possible, contact the proper authorities and follow their directions. In the event of a minor accident, basic first aid is administered by a trained staff member. If there is a serious injury/illness any first aid is administered and parents are contacted immediately to assist in deciding an appropriate course of action. If this should be life threatening, EMS is contacted, parents are notified and the child's available health records are sent with the EMS. We do not transport children in case of an emergency.

When any of the following occurs, an incident/injury report is completed and given to the person picking up the child on the day of the incident/injury.

RCA will refuse any child whose parents do not permit transportation to an emergency treatment facility.

Field Trips

A written permission form must be signed by the parent before a child can attend a field trip. We will ask parent volunteers to accompany their child to and from the field trip. Before leaving the Center a head count will be taken, along with an attendance sheet and checked off periodically to ensure the safety of your child.

Before and after school children will be bused by Bridgeport City Schools.

Water Activities

The only water activities we will be having is in the form of a water table.

Resting Policies

There will be a quiet time for children to rest. Mats will be provided and washed daily.

Policies on Closure Due to Weather

Except for scheduled holidays, RCA will remain open unless there is a weather or other emergency that results in lack of power, heat, and/or running water. In case of emergency closings, parents will be informed by television announcements (WTOV and WTRF and by calling post). RCA will close if weather conditions prohibit staff from getting to the center (severe ice and snow). **YOU WILL NOT BE CHARGED FOR THOSE DAYS!** When public schools have a 2 hour delay or early closing RCA will remain open unless otherwise notified.

Withdrawal

Clients who wish to discontinue child care services with RCA should give a TWO WEEK NOTICE OF WITHDRAWAL. Your child will be considered withdrawn without notice if you do not inform RCA of any absences in excess of one week excluding holidays. Please inform us (in advance if possible) of any absences. Families who stop attending or leave without notice or with an outstanding balance will not be eligible for re-enrollment until paid in full.

Conflict and Resolution

RCA will not tolerate mistreatment or harassment of any kind. If a parent feels that his/her child has been treated inappropriately, he/she should bring the concerns to the attention of the director. All grievances will be handled confidentially and non-judgmentally by the appropriate supervisor.

Grievance Procedure Chain of Command:

A grievance should be filed with the director within 72 business hours of the incident.

The director will review the complaint and respond within 72 hours.

If a parent or guardian is not satisfied with the action of the director, he/she may bring the issue to the Pastor.

The Pastor will base his decision on the parent's complaint and the Board's recommendations and respond within 72 hours.

Unresolved issues at that point can be addressed with the licensing specialist with the Ohio Dept of Health and Human Services by calling 614-466-3543.

Day Care & Pre-School Pricing

Full Time (25 hrs or more a week) Part Time (24 hrs. less a week)

3 & 4 Year old

(Includes Pre-School - morning classes only)

\$180.00 (25 hrs or more)

\$125.00 (24 hrs or less)

5 through 12 years (If County school closed)

\$40.00 a day

Before & After School Program

\$7.00 hr.

Summer Program (ages 3, 4 and 5 yr olds)

Weekly Rates

\$170.00 (25 hrs or more)

\$120.00 (24 hrs or less)

Summer Program (ages 6 - 12)

Weekly Rates

\$160.00 (25 hrs or more)

\$115.00 (24 hrs or less)

Closing Of The Center

The center will be closed on the following holidays:

New Year's Day

Good Friday and the Monday after Easter

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day and the day after Thanksgiving

Christmas Eve and Christmas Day

The week between Christmas and New Years (to be determined)

* In case of an emergency closing, parents will be informed by television announcements (WTRF and WTOV and calling post). RCA will close if weather conditions prohibit staff from getting to the center (severe ice and snow). **YOU WILL NOT BE CHARGED FOR THOSE DAYS!!**

When public schools have a two hour delay or closing RCA will remain open unless otherwise stated on Channel 7 and 9.

Relevant Christian Academy

52901 National Road

St. Clairsville, Oh 43950

(740)695-7099

Relevant Christian Academy (RCA) is proud to offer care for your child or children on both a part-time or full-time basis to accommodate your needs. In order to provide this flexibility in services, we would greatly appreciate your cooperation with pre-scheduling and pre-payment of tuition.

Service Agreement

Start date for new enrollment _____
(date must be arranged with director)

I understand that by paying the non-refundable registration fee, a space in the classroom will be held for my child, but only until the agreed upon start date. And at any time, if a child is not in attendance for more than 2 weeks without prior arrangements, the child's enrollment will be terminated

I understand that I am required to provide my child's schedule by Thursday @ 10:00 am each week (if there is a change of his or her schedule) and pre-pay tuition at that time according to the fees outlined in the parent handbook. I fully understand that suspension of services could result if payment is not made as agreed upon.

I have read the Parent Handbook of Relevant Christian Academy. I understand its content and agree to abide by the policies therein.

Print Name _____

Signature _____

Date _____

Child/Children attending _____

Ohio Department of Job and Family Services
**CHILD ENROLLMENT AND HEALTH INFORMATION
 FOR CHILD CARE**

This form shall be completed prior to the child's first day of attendance and updated annually and as needed.

Child's Name		Date of Birth		First Day at Program/Home	
Home Address				City	
State		Zip Code		Home Telephone Number	
Parent/Guardian Name #1			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City			State		Zip
Email Address (if applicable)			Cell Phone (if applicable)		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell# <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
Parent/Guardian Name #2			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City			State		Zip
Email Address (if applicable)			Cell Phone		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell# <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
Emergency Contacts: Parents <u>cannot be listed</u> as emergency contacts. List the name of <u>at least one person</u> who can be contacted in the event of an emergency or illness if you cannot be reached. Any person listed should be able to assist in contacting you. At least one person listed must be able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.					
Name		Name			
City		State		City	
State		State		State	
Telephone Number		Relationship to Child		Telephone Number	
Relationship to Child		Relationship to Child		Relationship to Child	
Other numbers where emergency contact can be reached (if applicable)			Other numbers where emergency contact can be reached (if applicable)		
Name of Physician or Clinic/Hospital					
Street Address					
City		State		Telephone Number	

Child's Name

Allergies, Special Health or Medical Conditions, and Medical Foods

Fill in this section accurately and completely. Please note that if your child has a current health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, the JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed and be kept on file at the program/home.

Does your child have any food, medication or environmental allergies? (check all that apply)

- No
 Yes - check all that apply Food Medication Environmental Please list and explain:

Does your child's allergy/allergies require child care staff to monitor your child for symptoms to take action if a reaction occurs, or give emergency medication to your child? (check one)

- No
 Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.

Does your child have a developmental delay or special health or medical condition? (check one)

- No
 Yes - please explain

Does the special health or medical condition require child care staff to perform a procedure, or perform child specific care such as: to monitor your child for symptoms or administer medication during child care hours? (check one)

- No
 Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.

Is your child currently using any medication or medical food? (check one)

- No
 Yes - please explain

If yes, does this medication or medical food need to be administered at the child care program/home?

- No
 Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication and a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed for the medical food.

Does your child have any dietary restrictions, including those for medical, religious or cultural reasons? (check one)

- No
 Yes - please explain

Does this dietary restriction require a modified diet that eliminates all types of fluid milk or an entire food group?

- No
 Yes - written instructions from the child's health care provider must be on file.
 N/A - program does not provide meals or snacks to the child.

Child's Name

List any history of hospitalization, outpatient surgery, or previous health concerns that would be needed to assist the staff or medical personnel in an emergency situation.

Not applicable

List any additional information about your child that would be useful for staff to know, such as fears or ways that your child prefers to be comforted.

Not applicable

List any additional information about your child that would be useful for staff to know, such as eating or sleeping habits.

Not applicable

List any additional information about your child that would be useful for staff to know, such as special routines, or behavior needs.

Not applicable

Child's Name _____

Diapering Statement

Is your child toilet trained? Yes (If yes, skip to Emergency Transportation Authorization section)
 No (If no, fill out the following:)

The program's policy is to check diapers every _____ hours. Please indicate if you want your child's diaper checked according to the program's policy or another:

I agree with the program's schedule I do not agree, please check my child's diaper every _____ hours.

Emergency Transportation Authorization

Give <u>Permission</u> to Transport		OR Do not sign both	Do Not Give <u>Permission</u> to Transport	
Program or Home Name			Program or Home Name	
has permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.			does not have permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:	
Parent's Signature	Date		Parent's Signature	Date

Acknowledgement of Policies and Procedures

I have reviewed and received a copy of the program's or home's policies and procedures/handbook. Yes No (check one)

This form, after being completed and signed by the parent/guardian, must be reviewed for completeness and signed by the administrator/designee prior to the child receiving care.

Parent/Guardian Signature(s)	Date
Administrator/Designee Signature	Date

The form is to be initialed and dated, at least annually, after it has been reviewed by the parent/guardian. This is to indicate all information has stayed the same or changes have been noted. If significant changes are needed, please complete a new form.

Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review

Note:

This is a prescribed form which must be used by child care providers to meet the requirements to rules 5101:2-12-15, 5101:2-13-15, and 5101:2-14-04. This form must be on file at the program or home on or before the child's first day of attendance and thereafter while the child is enrolled.