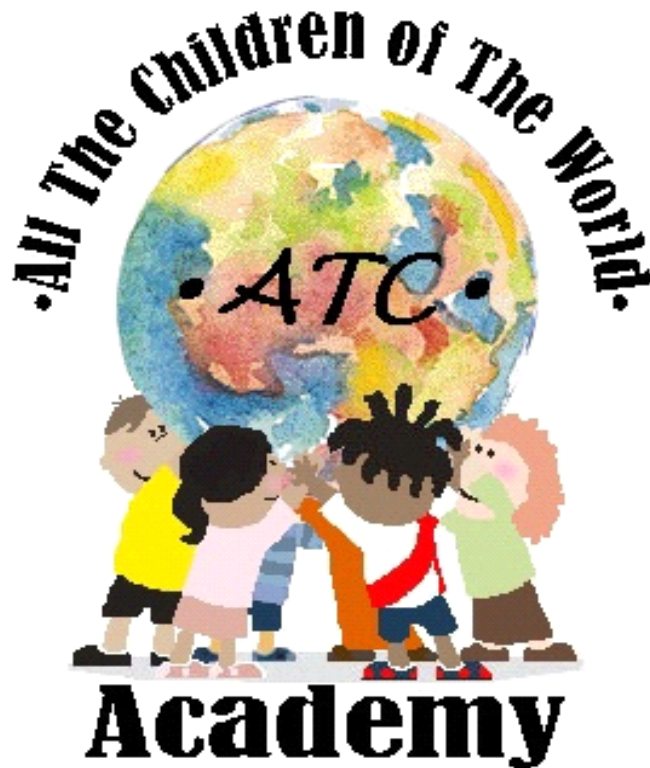


# Parent Handbook

## 2009 - 2010



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# ALL THE CHILDREN OF THE WORLD ACADEMY

## PARENT HANDBOOK

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## 1. Mission Statement

The mission of **All the Children of the World Academy (ATC)** is to partner with parents to love and educate children about God and their environment, in preparation for the future. Children in our school will learn and play while building a foundation for life. Our approach is active learning where children utilize their five senses. A strong academic foundation is achieved in creative and intrinsically motivating ways.

## Values Statement

- a) **Children** - As our name suggests, we believe that *all children of the world* are valuable, precious and uniquely created by God. Therefore we work with children in a way that uplifts and encourages them.
- b) **Early Childhood** - We believe early childhood is a distinct and critical stage of development for all children. So we embrace this journey of early childhood by intentionally crafting our classroom setup and activities to address the needs of the whole child.
- c) **Integrated Faith** - We are a Christian school that weaves faith into the classroom and curriculum. Our routines, transitions, snack times and more support the emergence of teachable faith moments. We welcome non-churched or non-religious families at ATC.
- d) **Cultural Depth** - The ability to cherish our own cultural roots, as well as learn about the cultures of those around us is a very important skill in our world. At ATC we make learning about cultures, languages and customs an ongoing occurrence.
- e) **Parents and Family** – We recognize the importance of parents and family in the development of a child. We seek to support and encourage parents in their role and offer enriching opportunities for families.
- f) **Accessibility of Staff** – We embrace our role in reflecting God’s intense delight in children through quality interactions that are personal, individualized and that reflect our deep interest and sensitivity to each child.

## 2. Philosophy Statement

“For you created my inmost being;  
You knit me together in my mother’s womb.  
I praise you because I am fearfully and wonderfully made.”  
Psalm 139: 13-14

Psalm 139 leads us to understand that each child at ATC is a unique individual, fearfully and wonderfully made. Our staff makes every effort to get to know each student and celebrate his or her distinctive background. Each teacher strives to create an environment that will help each student to learn. We encourage each child to step out and try new things and while providing support and encouragement to help them thrive in their discoveries.

Principles that shape our philosophy:

**Rich Learning Environment** – The teacher is the architect of the classroom and gives thought into how it is arranged and supplied. The environment is flexible and changes to support the current theme or planned activities. Real life activities or new items are added to the classroom to peak interest and engage creativity.

**Children’s Literature** – The teacher incorporates high quality children’s literature into daily lessons. Literature can be the launching pad for the daily theme or curriculum content. As a resource, a list of quality literature is contained in the Ohio Early Childhood Content Standards.

**Process Driven** – We value learning through exploration and discovery. Children are able to be creative and learn in personally relevant ways. We try to go beyond projects where children simply re-create a sample or follow step by step procedures. Teachers guide students by asking good inquiry questions and encourage children to make connections.

**Communication** – The teacher strives to establish a proactive method of communicating with parent about the classroom happenings. This could be in the form of a newsletter, emails, class calendar or letter home. The teacher regularly communicates with students individually and as a larger group. This enhances students’ verbal skills and articulation. The teacher also shares about class explorations by posting lesson descriptions and student creations in the hallway.

**Documentation** – The teacher will document the growth of each student throughout the year. This can take the form of a portfolio, a monthly journal, or other compilation of work. This documentation could contain photos, writing samples, art projects, written expression of a child’s verbal response or other samples of classroom adventures.

**God’s Love** – Everything that we do at ATC falls under the umbrella of showing children that they are loved by God and can trust in Him. We seek to regularly express to them the love of God as he has shown himself to us.

### 3. Discipline Policy

The name of our school comes from a line in the old Sunday School song...

*“Jesus loves the little children, all the children of the world.”*

With Christ as our example, we view the children in our care with love. Loving Guidance is at the foundation of our discipline policy. Our teachers take time at the beginning of the year to train their students about school routines and how we behave and participate at school. They also teach the children about the “two R’s” – Respect and Responsibility. We want our students to *take care* in how they treat each other and the materials they use at school.

Our response to disciplinary challenges:

- a) **Verbal Interaction** – The teacher uses words to help the child know what to do. The teacher may correct, instruct, teach, or assist the child in working out the problem. She may simply remind the child about what is expected.
- b) **Distraction/Removal** – The teacher may change the activity or ask the child to get involved in something else. The teacher may remove the object causing distress.
- c) **Natural Consequence** – The teacher may have the child experience the natural consequence of what has happened. The child may “fix it” by cleaning up the mess, picking up the toys, or apologizing to their classmate.
- d) **Time Out** – The child may miss the current activity or some recess time in a “time out”. Time out is usually the same number of minutes as the child’s age. A three year old would sit in time out for 3 minutes, etc.
- e) **Call the Parent** – If the behavior problem is repeatedly interrupting the class or if the incident was sufficiently severe the child will be referred to the director (or other staff member) and we will call a parent to discuss the situation.
- f) **Sent Home for the Day** – In certain circumstances we may ask the parent to come and retrieve their child from school for the day. This usually happens when a child is over stimulated, over tired, or just not able to cope.
- g) **Conference/Behavior Plan** – In persistent cases we will schedule a conference with the parents and make a behavior plan to better handle issues.
- h) **Removal from School** – In rare cases when the child’s behavior does not improve and is affecting the class atmosphere, All the Children of the World Academy reserves the right to remove the child from school.

Note on Special Needs: On occasion the staff of ATC Academy will refer a family to their local public school for a Multi-Factored Evaluation (MFE) that will determine if the child has a special need. This is a very helpful evaluation and will give the parents suggestions for handling their child’s special needs.

#### **4. Severe & Inclement Weather Policy**

##### **Snow Days:**

All the Children of the World Academy will be closed whenever Westerville City Schools **close** for severe or inclement weather. Please note the local television and radio channels for current Westerville City School closing information. We will also post the information on our website ([www.northsidefellowship.org](http://www.northsidefellowship.org)) as soon as possible.

##### **PM Snow Days:**

When Westerville City Schools cancels PM Kindergarten due to incoming weather, then ATC Academy will also cancel PM preschool classes.

##### **Delay Days:**

When Westerville City Schools has a **two hour delay** (or one hour delay), ATC Academy will be **open at 9:00 AM** as usual.

##### **Outdoor Recess:**

When school is in session, ATC Students will go outside most days, even in the winter. Please make sure you dress your child accordingly with hats and mittens/gloves. On occasion, we will utilize the multi-purpose room for large muscle activities, but it is best to assume we will be outside for recess daily.

#### **ATC Administrative Contacts**

**Jeff Dybdahl**, Superintendent & Senior Pastor of Northside Fellowship  
[dybdahlj@northsidefellowship.org](mailto:dybdahlj@northsidefellowship.org)  
(614)890-8985 ext. 11

**Nancy Dumford**, Director  
[dumfordn@northsidefellowship.org](mailto:dumfordn@northsidefellowship.org)  
(614)890-8985 ext. 14

**Judy Burris (M,T,W,F) & Heather Weidenhamer (Th)**, Greeters & Student Attendance

**To report an absence**  
[burrisj@northsidefellowship.org](mailto:burrisj@northsidefellowship.org)  
(614)890-8984 ext. 17

**Penny Orth**, Student Enrollment & Fiscal Secretary  
**Questions about tuition or student forms**  
[orthp@northsidefellowhsip.org](mailto:orthp@northsidefellowhsip.org)  
(614)890-8985 ext. 27

## **5. Arrival & Dismissal at ATC**

### **Arrival:**

We endeavor to begin each day promptly. Morning students may arrive between 8:55 AM – 9:00 AM. Afternoon students may arrive between 12:25 PM – 12:30 PM.

- Preschool students need to be walked to the door of their classroom by an adult.
- Kindergarten students may enter the building and go to their classroom independently.

The opening circle time is very important for the children, an essential part of the day. When children are late, it can be disruptive to other students and can trigger unnecessary anxiety for those who have difficulty separating

### **Dismissal:**

All parents pick up their children from their child's classroom door. Again, we ask that you make every effort to be on time (11:45 AM or 3:15 PM) for pick up. At morning pick up time please be aware that the teachers have very little time to eat lunch and prepare for the next class.

## **6. Separation Anxiety**

Research shows that the best way to handle separation anxiety is to establish a brief drop off routine. This routine may include an affirmation or kind word to your child, reminding him/her of your return, a brief good-bye hug, and a confident quick exit. Separation anxiety may occur (or re-occur) now and then. In this situation, our experience has shown that giving your child confidence is the best thing that you can do for them.

Finally, we ask that parents not linger in the classroom at the beginning of class. This can shorten instruction time, take the teacher's focus off of the children, and cause anxiety in other classmates. Please make an appointment, see your child's teacher after class, write a note, or send an e-mail if you have something to discuss that will take more than a quick response.

### **ATC Policy on Separation:**

At the beginning of the school year, all children are in the process of adjusting to a new class, and we make every attempt to smoothly establish a peaceful classroom environment. Occasionally there are children who are not ready or prepared to separate successfully from their parent or guardian. We hope that a child is able to participate in class by the end of the third drop off day. It is not conducive for instruction to allow a child to be loud and disruptive in class for more than 45 minutes. The ATC Director may require that parents wait until a later date to begin school for their child if this is the case. We will work with each family on a case by case basis.

## 7. Bathroom Independence

Children attending All the Children of the World Academy must be able to use the bathroom independently. A child who wears “pull-up” training pants is not considered potty trained. Accidents happen occasionally to many young children; however, if a child continues to have accidents, the ATC Director may require the child to wait until a later date to begin school. Parents may continue to pay tuition and “hold” a spot until their child is ready to successfully manage going to the bathroom.

## 8. Volunteer Participation

At All the Children of the World Academy, we encourage volunteer participation in the classroom. We ask that before coming, you check with the teacher so she can plan her day accordingly. ATC Staff will be happy to share with you how you can be of assistance to them. We regret, however, that we cannot accommodate siblings when you are volunteering in the classroom.

## 9. Illness or Accident Procedures

### Symptoms

Your child **MUST** be kept at home if he/she experiences **ANY** of the following symptoms:

- Diarrhea (more than one abnormally loose stool in a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound
- Sore throat
- Vomiting
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees or higher
- Untreated infected skin patches
- Unusually dark urine or gray/white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation

Your child must be fever-free for **at least 24 hours** before returning to school.

If your child experiences any of the above symptoms while at school, we will call each parent and then proceed to the emergency contact numbers.

Please notify the Greeter at the Kiosk if any changes related to your emergency contact information occur within the school year.

**Absence Reporting:**

If your child will be absent, please notify the office at 890-8985 ext. 17 as soon as possible. When you call, please leave the following information:

- Your child's name
- Classroom teacher
- Symptoms he/she is experiencing
- Any possible diagnosis (if you have seen a doctor)

**School Incidents:**

If your child is sick or has an injury during the school day, we will call each parent and then proceed to the emergency contact numbers. In both cases, you will receive an Incident Report detailing what has occurred. As always, if there is an emergency we will call 911 immediately.

**10. Administration of Medication**

If your child needs to receive medication during the school day, we will need to have an "Administration of Medication" form completed by your child's doctor on file. This form is required for ATC to accept an Epi Pen or Benedryl (for allergies) or any other necessary medication. We will keep a written log of each dose and time as well as send home notice that we have administered medication.

**11. School Safety Procedures**

Please check in with the school office before entering a child's classroom during non-pick up or drop-off times to ensure the safety of our students. If a person, other than a parent, is authorized to pick up a student, ATC MUST have written authorization to do so and that individual should come prepared to show a photo I.D. You can write a note dated for the entire year, or on a daily basis. ATC complies with all Ohio Department of Education guidelines. Inspection reports are available to view in the ATC office. ATC students have monthly tornado, fire and safety drills to prepare the children in the event of an emergency.

**12. After School Care****After Care Hours:**

ATC Academy offers "After Care" every day from 3:15 - 5:30 PM to give parents the flexibility of quality care after the school day ends. To utilize After Care, please let your child's teacher know in writing that your child will be attending After Care that day. Your child will be escorted and signed in to After Care by his/her teacher. When you arrive to pick up your child, you will sign out in the same After Care Log Book.

**After Care Billing:**

We will present an invoice at the end of each month for After Care attendees. After Care costs \$15 per day or \$10 if picked up by 4:15 PM. If two children from the same family attend After Care the second child receives a 50% discount.

**Monthly Rate:**

Students may attend After Care on an unlimited basis for \$105 per month. Please contact the Fiscal Administrator to sign up for unlimited use of After Care.

**After Care Special Days:**

Occasionally After Care will offer a special event such as an art project or activity. Be watching for an announcement of these special events in our newsletter. Your child won't want to miss the fun.

**Late Pick Up:**

There is a \$10.00 charge for late pick up. In the morning, children who are not picked up by 11:55 will be waiting in the office. In the afternoon, children who are not picked up by 3:25 will be waiting for their parents in Aftercare.

**13. Field Trip Policies:**

Field trips are utilized to provide an outside experience of enhanced learning. There may be a small fee for field trips such as the apple orchard, pumpkin patch or zoo. Your child's teachers will send home information and a permission slip about field trips. Your child may ride with another parent or the teacher as long as they have your permission and an appropriate car seat. No child under 4 years old AND 40 pounds may ride without a car seat on a field trip. We really encourage parents to attend field trips with their child.

**Walking Trip:**

A permission slip for walking to nearby by locations is in your enrollment packet. ATC Students may walk with their class to Feridean Commons, the assisted living facility located next door to deliver Valentine's or for some other reason. Occasionally, classes will walk down the nature trail to study habitats or plants or just to take in a nice day. Some classes have even walked to the Genoa Fire Department for a tour.

## 14. Snack Information

Your classroom teacher will provide a snack calendar and a class list so that you will know when to bring snacks for the class, and how many snacks to provide. Children need to re-fuel after playing, and healthy snacks are an important part of their day.

### Healthy Snacks:

The Ohio Department of Education requires in their Rules for Licensing that our snacks be nutritional and from two different food groups.

The rule reads:

A choice from two of the groups listed below must be served for snack:

- Meat/ meat-equivalent group
- Bread/ bread – alternatives group
- Milk Group
- Fruit/ Vegetable group

We are asking that you consider this requirement when choosing what snack you will share with your child's class. The staff brainstormed a list of popular snacks to give you some ideas. We will always offer water at snack time.

Here are some suggestions:

Milk and graham crackers (half gallon is plenty)

Grapes and pretzels

Cheese cubes and crackers

Carrots and goldfish crackers

Lunch meat cubes and mini buns

Any 2 of:

Yogurt cups                  Jell-O or Pudding cups

Mini Bagels                  Sunflower seeds

Cheese Sticks                  Popcorn (already popped)

Raw Veggies (celery, cucumber, broccoli) Juice

Trail mixes                  Milk

Fruit (sliced apples, kiwi, strawberries, orange sections watermelon balls)

**\*\*As always, please be aware of the allergies in your class**

### Snacks & Allergies:

We request that you refrain from sending in snacks that contain peanuts or peanut butter. We are seeing an increase in the number of children with peanut allergies and some of these allergies are so severe as to be life-threatening. Please be aware of the potential danger of cross-contamination. For example, if a preschool snack is cut on the same cutting board that was used to make a peanut butter sandwich then the food that is sent in may contain peanut particles.

Please note that Kindergarten students pack their own individual snacks daily.

## **15. Lunch Procedures**

ATC full-day students will have lunch in the lunch area and then go directly to recess. Check with your child's individual teacher for lunch schedules and times. We welcome parents to come and join us for lunch and recess. Students do not have access to a refrigerator or microwave. Please pack lunches accordingly. In the past we have had parents organize special lunches (i.e. Thanksgiving turkey, pizza, Christmas potluck). We are open to volunteers who might like to plan and coordinate a lunch. Occasionally, we have collected money from students to cover the cost of a special hot lunch.

## **16. Lost & Found**

All lost items are placed in the Lost and Found Box located in the hallway closet that houses the teacher mailboxes. If a very valuable item is missing, please notify a staff member.

## **17. Parent-Teacher Fellowship**

The Parent-Teacher Fellowship (PTF) plays a significant supporting role to the school. Each year the Parent – Teacher Fellowship brings in several special events for the children such as theater, science specialists, entertainers, or animals. The PTF meets monthly to plan and implement activities and fundraisers throughout the year. Please consider how you can lend support to this vital school group.

## **18. ATC Governing Board**

All the Children of the World Academy is under the direction and guidance of a governing board. This board is made up of five members of Northside Fellowship Church. The governing board meets monthly to handle ATC business and to oversee the budget and program. Governing Board meetings occur the first Tuesday of every month at 4:30 PM in the lunch area. These meetings are open to the public. All parents are welcome to attend.

## **19. Ohio Department of Education**

All the Children of the World Academy is under the jurisdiction of the Ohio Department of Education. The Preschool is licensed by ODE and the Elementary Program is chartered by ODE. If you have a concern about our program that has not been resolved after bringing it to the attention of the teacher, school director, and ATC superintendent you have the right to call the ODE Ombudsman at (614)466-0224 or (877)644-6338.

## **20. Communication**

Communication is an integral part of ATC's philosophy. Parent teacher conferences are planned two times per year and additional conferences can be scheduled as the need arises. Kindergarten students receive grade cards four times per year. Preschoolers receive an assessment at the beginning and end of the year. Teachers can be reached at their individual e-mail addresses or by leaving a note in the staff mailboxes. ATC produces a school-wide newsletter with upcoming events and additional important information. If you have any questions, concerns, comments or ideas, we relish the opportunity to hear your suggestions and improve our program.

The ATC PTF publishes a yearly student directory for your convenience in contacting classmates. Please distribute birthday invites to the **entire** class or through the mail if you are inviting only a portion of the class. Thank you!

## **21. Dress Code**

### **Preschool Dress:**

Preschoolers do not follow the dress code, however we ask you to be thoughtful in the way that you dress your child. The children will often use materials that are messy so please don't dress them in their best clothing. Please send them to school in play clothes that they are able to manage. Clothing needs to allow your child to use the restroom easily and without assistance. Shoes need to be sturdy enough for active play. Slip-on shoes or Velcro shoes may be a good choice if your child is not yet able to tie laces. Sandals that are designed to stay on during play are acceptable. We ask that no child is sent to school in "flip flops".

Younger children may need an extra outfit in a Ziploc bag with your child's name on it in case of an accident. This bag can remain in your child's book bag unless it is needed.

## **Kindergarten Students:**

Kindergarteners observe the following dress code daily.

### Tops

- Round collar blouse, short or long sleeved – white or yellow
- Oxford button down shirt, short or long sleeved – white or yellow
- Polo type knit shirt, short or long sleeved – white, red, navy or yellow
- Turtle neck – white, red, navy or yellow
- Cardigan Sweater, v-neck or crew neck – white, navy, red or yellow
- Pullover Sweater, v-neck or crew neck – white, navy, red or yellow
- Vest, v-neck or crew neck – white, navy, red or yellow
- Sweatshirts w/ATC Logo – white, navy, red or yellow
- T-Shirt, short or long sleeved – white, navy, red or yellow
  - T-shirts must have ATC Logo
  - Or be worn under sweater, vest, or jumper (no logo needed)

### Bottoms

- Dress Slacks, fine twill (no cargo type) – navy or khaki
- Walking shorts, fine twill – navy, khaki, or ATC plaid #55
- Girls Skort or short skirt– navy, khaki or ATC plaid #55

### Jumpers – any type

- ATC Plaid #55 (hunter/classic navy plaid)
- Navy or khaki

### Belts

- Navy, black or brown

### Socks and Tights

- White, navy or red

### Suppliers:

- \*Educational Apparel (614-899-0880) which is located at  
6140 Cleveland Avenue (south of Schrock Road)  
Logo items, ATC plaid, all uniform needs nearby
- \*Landsend (1-800-469-2222) [www.landsend.com/school](http://www.landsend.com/school)  
ATC School #9001-2247-4  
Logo items, ATC plaid, offers school rewards to us  
Returns can be done locally at Sears
- \*Many uniform items can be purchased at other local stores.

## **22. Fiscal Policy**

All the Children of the World Academy depends on timely paid tuition for funding. If tuition is not paid, or not paid on time, this creates financial challenges for the school. Therefore, we are required to maintain the following policies:

- Tuition is due on or before the 15<sup>th</sup> day of each month. Our annual tuition is divided into 10 equal payments for ease of calculation.
- The first payment is the deposit, which confirms placement in our program, followed by nine monthly payments September-May.
- Monthly tuition payments received after the 18<sup>th</sup> of the month are subject to a \$20 late payment fee.
- If a child does not attend class for any reason, but continues to be enrolled in his/her class, tuition must still be paid.
- If a child withdraws from the school, there will be no refund for those paying tuition on a monthly basis. For those who have paid tuition on an annual basis, a prorated refund will be given. If a child withdraws before the school year begins we will refund the deposit less \$50 if and when we fill the opening.

ATC's Action Plan for tuition in arrears:

- a) A reminder sign at the Greeter's Desk
- b) A three (3) day grace period before a \$20 late fee is assessed.
- c) A reminder note in child's hanging folder.
- d) A formal letter requesting payment due.
- e) All the Children of the World Academy reserves the right to dismiss the child and take action to recover uncollected funds.

## **23. Non Discrimination Policy**

The Governing Board of All the Children of the World Academy located at 6841 Freeman Road in Westerville, Ohio has adopted the following non-discriminatory policies: All the Children of the World Academy recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, gender or ethnic origin in any of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. All the Children of the World Academy does not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.