

Zion Buds of Promise Christian Academy



2024 – 2025

Day Care, Elementary & Before/After Care
Parent Handbook

Revision Log

Version	Date	Details
2024.0	July 11, 2024	Initial publication

Zion Buds of Promise Christian Academy

Located behind the

Zion Travelers M. B. Church

14875 South Wallace Street

South Holland, IL 60473

708-331-7337 (Phone)

708-331-2361 (Fax)

Pastor Larry Sartin, Pastor

Gerrie Shepard, Administrator

Monica Goggins, Director

Philosophy and Purpose

At Zion Buds of Promise Christian Academy, we believe the first eight years of a child's life are crucial in creating a foundation for all areas of their future development. We believe a child's physical, intellectual, emotional, social and spiritual growth should be supported within the home, the community, and in early childcare centers. We realize every child is unique. They learn and develop differently. That is why we endeavor to know the children we care for. For it is only by observing children and developing awareness of their strengths, interests and needs that we can provide a developmentally appropriate curriculum that is also individually appropriate. We believe this approach of allowing children to experience the learning process at a level appropriate for them guarantees their success without fear of failure.

At Zion Buds of Promise Christian Academy, we believe learning takes place in the context of relationships - teacher to child, child to parent and parent to teacher. So, we strive to create an environment where children, teachers and parents can strengthen these interrelationships. It is our mission to satisfy the needs of children, their parents, and their teachers. For children, Zion Buds of Promise Christian Academy will be an extension of their homes, providing love, compassion, and training. We realize parents are entrusting us with their most precious possessions and, therefore, need to know their children are in a clean, child-safe center where they will be fed nutritious meals, allowed sufficient play time, rest time and instruction time. Zion Buds of Promise Christian Academy is committed to satisfying all of these parental needs and expectations. Lastly, Zion Buds of Promise Christian Academy cannot successfully carry out its mission without the assistance of wonderful, committed teachers and staff members. We believe child care workers desire to share themselves with the children in their care. They desire to mold youngsters so they will become self-sufficient and able to move on to higher levels of development smoothly. Teachers and staff want to be recognized and appreciated for their efforts. The Zion Buds of Promise Christian Academy will do all it can to provide the resources and appreciation required to enhance our staff's teaching experience.

At Zion Buds of Promise Christian Academy, we will provide superior care and academic instruction in a loving, Christian environment. The day care/preschool, kindergarten, elementary, before/after school and summer programs will emphasize the development of the total child: emotional, intellectual, physical, social and spiritual. The instructional program at Zion will provide the skills, attitudes, and knowledge needed to enable each child to serve as a citizen of God's kingdom, for we believe children are God's Buds of Promise, full of great possibility and potential.

Formal Religious Observance and Instruction

Zion Buds of Promise Christian Academy practices Christian beliefs. All subject matter is presented from a Christian perspective utilizing the A Beka Book and Learning Every Day curriculums. The school day begins with prayer and prayer is recited before all meals and snacks.

Goals

- To creatively provide quality child care, instruction, and academic teaching that meets the needs of the individual child.
- To combine teachings in Christian morals with lessons designed to enhance cognitive development.
- To establish a solid foundation on which a child's future learning can successfully build upon.
- To never give up and label certain children un-teachable or unreachable, but to alter teaching styles and approaches until he or she 'gets it.'
- To allow ample play time in our day care program, since the interactions of playing enhance relationship building, cooperative behavior and other aspects of the maturation process.
- To develop children's individual talents and encourage their creative abilities in ways that glorify God.
- To promote the concept of Christian care and concern for others while teaching self-respect and self-love.
- To nurture each child's faith and to encourage the development of character qualities that reflect the fruit of God's Spirit (love, joy, peace, patience, gentleness, goodness and self-control).
- To develop and maintain a cooperative, team relationship with parents and/or guardians, working together to provide superior care and instruction for their children.
- To provide a professional, quality, Christian work environment for our staff, resources for their growth and opportunities for advancement.

Statement of Faith

1. We believe the Bible to be the only inspired, inerrant, and therefore, authoritative Word of God.
2. We believe that there is one God, eternally and simultaneously existent in three distinct and equal persons known in the Scriptures as the Father, Son, and the Holy Spirit.
3. We believe in the absolute deity of Jesus Christ, His virgin birth, sinless life, miraculous works, atoning death through the shedding of His blood, His literal and bodily resurrection and ascension to the right hand of the Father, and His personal return to the Earth in power and reigning glory.
4. We believe the present ministry of the Holy Spirit is in the conviction and drawing of lost sinners to Christ for their salvation, His indwelling of believers to enable them to live godly lives in the image of Christ, and His guidance in the truth of the written Word of God.
5. We believe that all men are lost because of sin's penalty and can only be saved by repentance from sin and placing our faith in Jesus Christ apart from works.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto resurrection of life, and those who are lost unto the resurrection of condemnation.
7. We believe in the spiritual unity of all believers as part of the universal church, the body of Christ.

School Hours

Zion Buds of Promise Christian Academy operates Monday through Friday, unless otherwise posted. Our hours are 6:00 a.m. to 5:00 p.m. with the following start times: Before Care - 6:00 a.m., Devotion 8:30 a.m., School Instruction 8:35 a.m., After Care 2:30 p.m. and End of day 5:00 p.m. Please note: to ensure student participation in developmental activities and to avoid schedule disruptions, our arrival cut-off time is 10:00 a.m. Students arriving after 10:00 a.m. cannot attend for the day. K-4, through 4th grade students should arrive by 8:20 to make sure they are in their seats before the day's curriculum begins.

To verify school closings due to inclement weather:

- Look for an Email announcing closure.
- Download and activate the Procure: Childcare mobile app to receive a notification message announcing closure.

Admission Policy

- ZBOP admits children when there is an opening in the class. We must abide by the teacher/student ratio issued by the state of Illinois.
- We limit the number of part-time slots to 10% of our licensed capacity.
- ZBOP accepts children on a first come-first served basis. So, it is possible for this center to have a child base that is 100% full-time.
- To complete the admission process, enrolling families must provide the following documents:

○ Application Agreement, Signed
○ Student Information Form, Signed (Includes Emergency Information, Emergency Care Consent and Child Release sections)
○ Health Examination Form, Signed by a physician (Must be dated less than 6 months before student's entry date.)
○ Eye Exam Form (Kindergarten-5 and elementary grades)
○ Dental Exam Form (Kindergarten-5 and elementary grades)
○ Academy Policy Forms, Signed
○ Copy of Birth Certificate
○ Photo ID for persons authorized to pick up child
○ Food Program Enrollment Forms, Signed
○ DCFS Standards Summary Form, Signed
○ Media Release Form, Signed

Zion Buds of Promise Christian Academy (hereafter referred to as ZBOP) admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its policies and programs.

Confidentiality Policy

State law requires that some agencies (i.e. the Department of Children and Family Services and the Illinois Department of Public Health) have access to the records of children attending day care centers. Other than what is required by Illinois State law, no student information will be released to persons or organizations without signed approval to do so.

Curriculum

Infant, Toddler, Pre-Kindergarten (PK) and Kindergarten-4 (K-4)

Our Infant, Toddler, PK and K-4 programs offer a curriculum that surrounds students with age-appropriate toys and tools that encourage exploration and discovery. Our programs offer a curriculum developed around themes utilizing learning centers which give opportunities for children to learn about God's world and how we should live in it. Learning centers are areas within the classroom that provide concrete experiences which teach, reinforce, stimulate and enhance your child's physical, social, mental, emotional and spiritual development, at his or her own pace.

Examples of learning centers include:

Art Center	Block Center
Dramatics Center (Housekeeping)	Large Motor
Library	Math Center
Music/Movement	Outdoor Play Area
The Quiet Place	Sand/Water

Kindergarten-5 (K-5)

Our K-5 program offers a curriculum that mirrors the Toddler, PK and K-4 learning centers described above, however, in addition to the 12 listed above, K-5 also includes a Science Center and a Social Studies Center. Themes and activities presented to K-5 students are developmentally appropriate for that age group and provide learning opportunities that will ensure student 'readiness' for entering first grade.

Elementary

Using the A Beka Book curriculum, our instructional programs provide concrete experiences which teach, reinforce, stimulate, and enhance your child's physical, social, mental, emotional, and spiritual development. Students are taught the following subjects:

Bible

The A Beka Book Bible program presents the Bible in the narrative style in which it is written. The stories of the Old and New Testaments in the lower grades lead up to a presentation of the profound truths of the Gospels, the Epistles, and the other portions of Scripture for older students.

Reading

Phonics is used as the most logical, orderly way to introduce reading to children. Stories are carefully selected for interest, readability, theme, and Christian values. Questions throughout guide students in comprehension of reading material and help them to apply Christian principles to their lives.

History

Students are given a truthful, historical portrayal of peoples, lands, religions, ideals, heroes, triumphs, and setbacks that instills within them a pride for their own country and a desire to help it back to its traditional values.

Mathematics

Students are trained in the basic skills that they will need all their lives. The A Beka Book curriculum uses a spiraling method in the early grades which means a lot of constant review. The curriculum teaches the facts of mathematics and provides continuous practice opportunities which teach students to diligently work for the right answers.

Science/Health

The A Beka Book Science and Health Program presents the universe as the direct creation of God. Children are given a solid foundation in all areas of science. Learning is assured through accurate, interesting writing, through carefully planned demonstrations that can be performed with a minimum of equipment, through chapter terms and questions and with full-color illustrations that are of the interests and comprehension levels of students.

English

A Beka Book grammar books emphasize structure, rules, analysis, and the kind of practice that aims at mastery in spelling and the continual enlargement of each student's vocabulary. Students are provided examples of the best literature of the ages, and they are given ample writing opportunities which encouraged the continual improvement of writing abilities.

Computer Lab (In-School)

Our computer technology curriculum develops fundamentals necessary to operate a computer. Student activities include typing, word processing, spreadsheets and graphing, PowerPoint presentations, graphic arts, multimedia, and internet research.

School Age

Our before/after school, school holiday, school break and summer programs continues our curriculum-based approach to learning and fun, while helping children succeed in school. Homework help, interesting projects, arts and crafts, games, computer time, outdoor play and fun with friends make for an enjoyable time. Themes and activities presented to school age students are developmentally appropriate for that age group.

The start and end dates of our before/after school, school holiday and school break (Christmas and Spring) programs will coincide with the school year start and ending dates as defined by the school districts in our surrounding communities.

Details about the summer program will be published on our ZBOP Day Camp flyer which will be available in April.

Day Care/Kindergarten Daily Schedule

6:00 a.m.	Children begin to arrive – Hand washing – Free play or nap time
8:00 a.m.	Hand washing / Prayer / Early Snack
8:30 a.m.	Morning Devotion, Pledges, Singing
8:45 a.m.	Developmental Session
10:00 a.m.	Hand washing / Prayer / Breakfast
10:30 a.m.	Developmental Session
11:30 a.m.	Indoor/Outdoor play (weather permitting)
11:55 a.m.	Hand washing
12:00 Noon	Prayer / Lunch
12:30 p.m.	Toileting / Hand washing / Preparing for Nap
1:00 p.m.	Nap / Quiet time
3:00 p.m.	Toileting / Hand washing
3:15 p.m.	Prayer / Afternoon Snack
5:00 p.m.	End of day

Elementary Daily Schedule

8:30 a.m.	Morning Devotion, Pledges, Singing
8:35 a.m.	Classroom Instruction
10:00 a.m.	Toileting / Handwashing / Prayer / Breakfast
10:30 a.m.	Classroom Instruction
12:00 Noon	Toileting / Handwashing / Prayer / Lunch
12:30 p.m.	Classroom Instruction
1:00 p.m.	Extracurricular Activities (Computers, Chess, Music, Art)
2:00 p.m.	Free Play or Outdoor Play (weather permitting)
2:30 p.m.	End of day / After Care Begins

Day Camp Daily Schedule

6:00 a.m.	Children begin to arrive – Hand washing – Free play or nap time
8:00 a.m.	Hand washing / Prayer / Early Snack
8:30 a.m.	Morning Devotion, Pledges, Singing
8:45 a.m.	Curriculum Worksheets, Reading
10:00 a.m.	Hand washing / Prayer / Breakfast
10:30 a.m.	Inside play (arts and crafts, board games, electronic games, etc.)
11:15 a.m.	Indoor/Outdoor play (weather permitting)
12:00 Noon	Hand washing / Prayer / Lunch
1:00 p.m.	Afternoon activities (nap, movies, puzzles, games, etc.)
3:00 p.m.	Toileting / Hand washing
3:15 p.m.	Afternoon Snack
3:30 p.m.	Free Play / Outdoor play (weather permitting)
5:00 p.m.	End of day

Before/After Care Daily Schedule

6:00 a.m.	Children begin to arrive – Hand washing – Free play, nap time or homework
8:00 a.m.	Toileting / Hand washing /Snack/ Prepare to depart
8:30 a.m.	End of Before Care
2:30 p.m.	Children begin to arrive – Hand washing – Free play
3:15 p.m.	Toileting / Hand washing / Prayer / P. M. Snack
3:30 p.m.	Homework / Quiet activities
5:00 p.m.	Outdoor play (weather permitting)

Arrival and Departure of Children With Parent or Approved Designate

- Please park in the school parking lot and walk your child(ren) into the building through the ZBOP main entrance.
- Turn children over to a ZBOP staff member either in a classroom before 8:30 a.m. or at the front door after 8:30 a.m.
- Each child will have a quick Health Check upon arrival. This process requires only a minute to complete and includes observing general appearance, scalp, face, eyes, ears, nose, mouth, throat, neck, skin on arms and legs.
- Any child deemed too sick for school (i.e., raised temperature, skin breakouts, etc.) cannot remain.
- Adults dropping off or picking up must sign each child in and out.
- When picking up a child, the student's parent or guardian must do so with the acknowledgement of a ZBOP staff member. This will ensure the safety of the child and maintain effective communication between parent/guardian and the faculty/staff member.
- Please do not use these times to talk to your child's teacher. If you have any cares or concerns, please make an appointment for a conference, or leave a message for the teacher to call you.
- If there is something that your child's teacher needs from you for the following day or days, they will place a note in your child's mail slot and/or send a message through the Procure: Childcare app. If there is something that your child's teacher needs to know for that day, inform the Director or Office Assistant or message the teacher using the Procure app.
- Pickups must be made by you, the child's parent/guardian, or a prior approved individual (as indicated on the Child Release Form) who has a picture ID. We cannot listen to the child in such matters.
- Please inform your child's teacher of various emotional traumas that the child may be going through such as; divorce, sick relative, death in family, moving, or anything that may change the child's character or actions in any way.

Departure and Arrival of Children with Transportation Service

- ZBOP will expect your child’s arrival and/or departure at the time you specified on your Application Agreement form.
- If your child remains at ZBOP after their expected departure time, ZBOP will phone the transportation service to determine why. If the service provider cannot pick up, ZBOP will inform the parent or guardian and will care for the child until picked up by parent, guardian or approved designate. ZBOP will charge a half day or full day fee depending on the time period of child care.
- If your child has not arrived at the expected time, ZBOP will phone the transportation service to determine why. If an expected drop off time is not given or if your child has not been dropped off 30 minutes after the original expected time, ZBOP will phone parent, guardian or emergency contact. ZBOP will maintain phone contact with transportation service, parent, guardian, and/or emergency contact until:
 1. Child arrives at ZBOP by transportation service.
 2. Parent or guardian or approved designate picks up the child from school **AND** comes to ZBOP to sign him or her out.
 3. 4:00 p.m. at which time ZBOP will call city services (911) to report your child missing.
- Please inform your transportation service to park near the ZBOP main entrance and wait until a ZBOP staff member acknowledges they have released or received your child.
- Each child will have a quick Health Check upon arrival. This process requires only a minute to complete and includes observing general appearance, scalp, face, eyes, ears, nose, mouth, throat, neck, skin on arms and legs.
- Any child deemed too sick for school (i.e., raised temperature, skin breakouts, etc.) will be kept in the Director’s office until he or she is picked up by parent, guardian or approved designate.

Transportation

Transportation to and from ZBOP and other schools/locations in the Harvey, Phoenix, South Holland, Dolton, and Calumet City areas may be available. See center Director for additional information.

Payment Process

- Registration is FREE.
- Book/Supply fees are due when your child’s enrollment application (new students) or annual re-enrollment paperwork (currently enrolled students) is submitted. Zion Buds of Promise is **NOT** a “drop-in” center. All ZBOP families contract to reserve class slots for the school year which begins the last week of August.
- Tuition payments are NOT based on attendance. Tuition payments maintain your child’s full or partial day class slot at ZBOP and will be accrued to your account weekly. Non-payment
 - may cause your child’s class slot to be given to applicants on our waiting list. No tuition credit is given for unscheduled absences, scheduled absences, vacation periods (besides the one contract week vacation mentioned below) or holidays.

- **Day care tuition is due and payable in advance on or before the first business day of the week before drop-off. Elementary tuition is due and payable in advance on or before the first business day of the month before drop-off. Co-pays are due and payable in advance on or before the first business day of each month before drop-off.**
- Payments must be made using the Procure Child Care app.
- There is a \$5.00 per day late fee. Late fees are assessed beginning at the end of the first day they are due and every day thereafter. After five days, families will not be allowed to attend until full payment is made. After ten days, families will be withdrawn.
- Families who withdraw from and then return to ZBOP within an academic calendar year will be charged a re-enrollment fee of \$150. Families who return to ZBOP after a summer withdrawal period (second week of June through August) will not be charged a re-enrollment fee.
- If a ZBOP holiday falls on a Monday, you can use the Procure app. However, if you pay in person or over-the-phone, payment is due the Friday before. See *School Closures* section for a list of holiday dates. **Please Note:** Full tuition is due even if holiday closures are upcoming.
- Day care private-pay families can use a one contract week vacation within a calendar year (12 months). Tuition is not billed to your account during the approved vacation week. After the days of vacation, appropriate payments resume. Parents should give two weeks' notice of vacation by completing a Vacation Notification Form and submitting it to the Director.
- New ZBOP families planning to apply for state subsidized tuition payments must pay 100% of the total tuition amount until ZBOP receives written approval of the co-payment amount assigned by Action for Children. When ZBOP receives approval and payment from the state, we will return these advanced payments minus appropriate fees and/or co-pay amounts.
- **If your payments are already state subsidized, you are responsible for submitting re-determination paperwork in a timely fashion.** Action for Children requires at least one month (sometimes longer) to process paperwork, so please, submit re-determination paperwork and all attachments at least one and one-half months in advance of your subsidy expiration. **While awaiting approval, children can attend ONLY if parents pay 100% of their tuition.**
- In the event your child will be absent, you should notify ZBOP immediately. If your child is absent five consecutive days without notification, an applicant on our waiting list may take your child's class slot. If your child is absent ten consecutive days without notification, we will consider them withdrawn.

Tuition Discounts

ZBOP offers a ZFC Membership Discount, a Church Membership Discount – **OR** – a Multiple Sibling Discount. Private-pay, full-day, full-week families can take advantage of one, but not multiple discounts. To take advantage of the ZFC Membership Discount or the Church Membership Discount, parents must document church information on the Application Agreement document. ZBOP will send a confirmation form to the documented church. The discount will take effect upon receipt of the completed, signed form and, for the ZFC discount, upon verification of monthly donations to Zion Faith Center.

Late Pick-Ups

ZBOP operates from 6:00 a.m. to 5:00 p.m. **At 5:01 p.m. there is a \$25.00 per child late pick-up charge and we will add additional per child late pick-up charges of \$1.00 for every minute your child/children remain at ZBOP past 5:15 p.m.**

Families contracting for care lasting 5 hours or less are considered part-time. When deciding on drop-off times, remember, part time students must depart within 5 hours of the dropped off time. **At one minute after the 5th hour of part-time care, there is a \$25.00 per child late pick-up charge and we will add additional per child late pick-up charges of \$1.00 for every minute your child/children remain at ZBOP 15 minutes after the 5th hour.**

All late pick-up charges are due and payable upon pick-up. Children cannot continue ZBOP attendance until parents pay late pick-up fees. If late pick-ups continue, ZBOP will have no other choice but to discharge repeat offenders from our program.

At 5:30 p.m., children who are still in our care will be transported to the Phoenix Police Department which is located one block south of our center at 625 East 151st Street, Phoenix, Illinois, 708-331-2181. Parents will have to pick children up from the Phoenix Police Department and will be subject to the laws, policies and procedures associated with child abandonment situations.

Standardized Achievement Testing

The Stanford Achievement test series is a state-of-the-art tool Christian school educators use to measure student progress. Test results empower teachers and parents to identify and help children who are behind national standard levels as well as those who are meeting or exceeding expectations.

Testing for K-4, K-5, and all elementary grade students occurs in April. Test results accompany final Report Cards for the academic school year given to parents/guardians with no outstanding balances.

Parent/Teacher Conference

ZBOP will host a Parent/Teacher conference in the fall. Parents who are interested in attending the conference will need to sign up for a time slot to meet with your student's teacher.

Referral Bonus

If new families enrolling their children document your name on their application as the person who referred them, you will earn a \$50 referral bonus after the new family has been a part of the Zion family for three months AND their account is in good standing.

Fundraisers

Zion Buds of Promise Christian Academy will sponsor fundraisers during the school year. This is a shared responsibility that all ZBOP families participate in, selling a pre-established minimum amount of product for each event. Fundraisers generate monies used solely for the purpose of improving our facility, curriculum, and equipment.

Families who choose not to participate in fundraising efforts will have a \$75 family fundraiser allotment amount added to their account balance following each missed fundraiser event. Unpaid allotments will result in outstanding account balances which will affect report card/progress report distribution, standardized test score distribution, graduation participation, and school attendance.

Rest Time

DCFS regulations require a supervised nap, rest, or quiet period for children under six years of age who remain at ZBOP for five or more hours. Children who do not sleep during this period can participate in a quiet activity while other children are napping.

Separation Anxiety

If this is your child's first experience in a "day care or school" setting, there is often a variety of problems that may arise. Here are some ideas for a smooth transition:

Do:

- Get excited about going to school.
- Let your child know that they are going to have fun and make friends.
- Tell them what time you will be back (even if they can't tell time it still helps.)
- Practice leaving them and coming back. If they have never or rarely been left with others, do a few trial runs with the help of friends or family. This will help them to know that when you are apart...you will return. If you have no way of doing any "trials" you may consider a graduated pick up the first few days (example: 8:00-11:00, 8:00-1:00 then 8:00-3:00).

Don't

- Make promises you cannot keep (I will come get you at lunch time if you will just stay now.)
- Let them think that you will "get them out" of a special activity.
- Give into a temper tantrum or fit (calm them down and be firm, but kind.) If you give in once you will find that the problem gets worse not better. Children rise to expectations.
- **Be sure that the teacher knows that your child has arrived. Kiss your child and tell them bye, please do not remain in your child's room. It can make the period of adjustment more difficult. Feel free to call back and check on your child.**
- **Should your child not adjust after a few days of care, ZBOP will work with you to determine your needs and will make referrals to other day care and/or early childcare agencies.**

Dress Code

- During the ten-month academic school year (August – June) K-4, K-5, and all elementary grade students must wear clothing designated in our ZBOP School Uniform policy (see below). ZBOP may designate non-uniform days. Notification of these non-uniform days are documented on the ZBOP School Calendar, memos and/or mobile app notifications that will be sent to parents in advance.
- During non-academic months, children should arrive dressed for indoor and outdoor play. ZBOP staff members will NOT be responsible for changing children into “play” shoes. Children must wear gym shoes in order to participate in outside play. Children must NOT wear flip flops.
- Day care students should keep a complete set of weather appropriate clothes at ZBOP in case of an accident. During potty training, it is wise to keep 2-3 sets.
- Children should wear comfortably fitting attire. If children wear shorts or skirts, they should be knee-length. Children must not wear spaghetti strap, halter or bare midriff tops nor any clothing with skulls, slogans, advertisements, or messages.
- When children wear necklaces, bracelets, watches, rings, hair beads, etc. and they become a distraction, the items are stored in the Director’s office and given to parents at the end of the day. Boys will not be allowed to wear any type of objects in their ears. If girls wear earrings, they should be small and of a ‘close to the ear’ type.
- Children are **NOT** to use cell phones on ZBOP premises. Phones brought to school are kept in the Director’s office and given to parents at pick up time.
- Label all easily removed clothing (coats, jackets, sweaters, shoes, etc.)
- ZBOP is not responsible for valuables brought to the center nor any items that are lost or damaged within or without the center.

School Uniform

We believe school uniforms promote a sense of pride in our school and solidarity between our students. We believe also that a clean-cut and professional image reduces distractions and promotes learning. Therefore, school uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the style and color choices listed below.

Girls	Boys
Royal Blue Polo Shirt (Long or Short Sleeve)	Royal Blue Polo Shirt (Long or Short Sleeve)
Grey Uniform Jumper, Skirt, Scooter or Pants	Grey Uniform Pants
Solid White or Royal Blue Socks or Tights	Solid White or Black Socks
Solid Black Shoes	Solid Black Shoes
Solid Grey Cardigan worn over Royal Blue Polo Shirt (Optional)	Solid Grey Cardigan worn over Royal Blue Polo Shirt (Optional)

To ensure consistency and a unified appearance, families will purchase uniform pieces from Zion Buds of Promise. This will help maintain a cohesive look throughout our school community.

In addition to uniform items, students are to wear sturdy, solid black shoes, along with either white or royal blue socks, and, if needed, solid black belts. Parents can purchase these items at a store of their choosing.

K-4, K-5, and elementary grade students are to comply with our School Uniform policy. Non-compliance will result in the following:

1st Offense:

- Parents/Guardians will receive a written reminder and a copy of our School Uniform policy.
- If available, students will receive a clean uniform from the reserve closet at the school, unless a parent/guardian brings a uniform from home. The student will return the uniform to the school office at the end of the school day. The per item cost for borrowing uniform items for the day will be \$1.

Multiple Offenses:

- The Director will call parents/guardians to discuss the School Uniform policy, and strategies to aid the family's compliance.
- Students will not participate in the day's extracurricular activities.

In Case of an Emergency

Although we strive to prevent accidents and injuries, they tend to happen from time to time. ZBOP staff certified in First Aid, CPR and Heimlich maneuvers will triage your child and provide first aid should you they have a minor injury or accident.

Should there be a medical emergency due to accident or injury, our program will call city services (911). They will transport your child to the most appropriate medical facility. A ZBOP staff member will accompany your child.

In **both** types of incidents, minor injuries or accidents and medical emergencies, we will contact the parents, guardians or emergency contact person listed in your child's emergency information.

Your signed consent form with your insurance and medical information will allow the medical facility staff to make decisions properly while taking care of your child. Please remember to update your home, work, and emergency phone numbers as well as your child's medical information as changes occur.

If your child is exempt from receiving medical care, you must indicate that on your child's Student Information form in the Emergency Information section.

Insurance

ZBOP carries liability insurance necessary for state license. This insurance does not include medical coverage for students. Parents/guardians are expected to carry medical insurance coverage for their child's illness or injury.

School Closures

Labor Day	Martin Luther King, Jr. Day
Indigenous Peoples'/Columbus Day	President's Day
Veteran's Day	Good Friday
Thanksgiving Day	Memorial Day
Day After Thanksgiving	One-Week Summer Break
Christmas Eve	Juneteenth
Christmas Day	Independence Day
New Year's Day	Center Administration Day

If a holiday falls on a Saturday or Sunday, ZBOP will observe the holiday on the following Monday. Other school closures or early dismissals will be communicated at least one week in advance.

Supplies You Provide

Parents bring the following items to ZBOP, if required: baby food, baby formula, disposable diapers, disposable training pants, baby wipes, powder, Vaseline, lotion, ointments, and medicines. ZBOP will notify parents when required supplies are running low. If supplies run out, ZBOP will provide items needed for the day and will charge a "per item" fee to parent accounts. Parents must pay the supply fees with their next tuition payment.

Parents must also provide a complete change of clothing, including socks and underwear. **Please label all of your child's belongings. ZBOP will not be responsible for lost items.**

Toys are provided and should not be brought from home except for Show and Tell days. Items brought from home will be stored in the Director's office and returned to parent/guardian at pick-up time.

Sickness Policy

Upon arrival, staff will screen children for any obvious signs of illness. If symptoms of illness are present, staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness.

Children exhibiting symptoms such as those listed below cannot enter the center while symptoms persist:

- Chicken pox (varicella), until at least six days after onset of rash
- Diarrhea
- Fever and/or Vomiting, until the child's physician or the local health department states that the child is noninfectious
- Head lice, until the morning after the first treatment
- Impetigo, until 24 hours after treatment has been initiated
- Measles, until four days after disappearance of the rash
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious
- Mumps, until nine days after onset of parotid gland swelling
- Purulent conjunctivitis, until 24 hours after treatment has been initiated

- Rash with fever
- Scabies, until the morning after the first treatment
- Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness
- Whooping cough (pertussis), until five days of antibiotic treatment have been completed

Children absent due to illness for three or more days must obtain a doctor's written approval before returning to ZBOP.

Medicines

ZBOP will dispense medications according to instructions parents/guardians specify on a signed Permission to Administer Medication consent form. Both prescription and non-prescription medication shall be in its original container. Prescription medications shall contain the full pharmacy label. Over-the-counter (non-prescription) medication shall contain the child's written first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable. A specific staff person shall administer and properly document the dispensation of the medication. ZBOP shall maintain a record of the dates, times administered, dosages, prescription number, if applicable, and the name of the person administering the medication. When a child no longer needs to receive medication, staff will return the unused portion or empty bottle to the parent.

Bathroom Visits

Bathroom visits will occur at regularly scheduled times as well as when individual children express a need to go. **All** bathroom visits will be supervised by a ZBOP teacher, aide or assistant. Boys will use a bathroom designated solely for them and girls will use a second bathroom designated solely for them. Preschool and school-age children will use separate bathrooms that are designated for their age groups.

Potty Training

Potty training for your child will not begin until he or she is ready. If your child general signs of readiness, such as he/she is aware of the need to go by saying, "potty", then we will start training. We cannot begin toilet training if your child shows no interest, has no understanding, or does not have the muscular control to succeed at this. We will not permit children to wear any cloth underpants if they are not potty trained well. When potty training begins, we request that you not dress your child in clothing that is hard to manipulate, i.e. - one- piece outfits, overalls, T-shirts that snap between the legs, pants with snaps and zippers, belts and one-piece thermal underwear. We also request **pull-ups with Velcro** closures to avoid having to remove pants and shoes during pull-up changes.

Birthday Cake

If you would like to bring snacks or cake for your child's class, please inform your child's teacher at least one or two days in advance so proper arrangements can be made. PLEASE NOTE: State regulations restrict us from allowing homemade treats to be brought to ZBOP. Please bring store-bought items only.

Visitors

Parents and guardians are welcome at any time to visit ZBOP, announced or unannounced, however, we request your visits not last more than 30 minutes. Other individuals and children that are not in our program will not have permission to visit.

****Please submit legal documentation to the Center Director that prohibits a parent or guardian from picking up or visiting with a child attending ZBOP.**

Due to the general state of our world today, safety is a top priority. We philosophically hold to the fact that our students are your children and that we are responsible to you for their well-being while they are here. Therefore, we will not allow access to your children without your knowledge and written consent. This includes lawyers, officers of the court, estranged parents, etc. We hold to our rights that this is private property and we will ask anyone to leave who is deemed not welcome and/or is a potential threat to our facilities, staff, or students.

Field Trips

ZBOP's curriculum is based on active learning. At times, children may take off-site trips. Parents/guardians must sign permission slips detailing the adventure, cost, etc. to indicate approval. We may seek parental volunteers to accompany children and staff on field trips.

When the weather permits, we will, at times, take walking trips in the community.

Communications

Parents of infants and toddlers will receive daily care reports about their child's activities, behavior, health issues, toileting issues, etc., if desired. Parents will receive requests for supplies on Supplies Needed forms, requests for assistance on Notes Home forms, and updates on your child's academic progress on Report Cards or Progress Reports.

Information about ZBOP's monthly menus, special announcements, lesson plans and other information deemed pertinent for parents and guardians will be communicated on the Procure: Childcare mobile app.

Expressing Concerns and Seeking Information

To communicate concerns and/or seek answers to questions, parents/guardians are encouraged to send messages to teachers and/or the Center Director using the Procure: Childcare mobile app or emails to zbop14875@gmail.com.

Rules of Conduct for Children

ZBOP will not tolerate Backtalk, Biting, Disrespectful or Vulgar Expressions or Motions, Hitting, Yelling (unnecessary noise), Kicking, Temper tantrums, Disrespect, Fighting, Pinching or Ugly or Vulgar Language

ZBOP does not tolerate violence in any form. Faculty/Staff, students, parents, and the Administration are committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family - student, teacher, parent/guardian, support staff, board member, administration, or others while on school property and at school sponsored events – is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious, and respectful.

Food Restrictions

- Since ZBOP is a part of the Illinois Department of Education's food subsidy program, we must to offer students food components that are defined by the state. However, parents can request meal modifications due to a disability (physical or mental) or a preference.
- In a disability situation, meal modifications outside the state's meal pattern must be supported by a [Medical Authority Modified Meal Request Form](#) that is signed by a State Licensed Healthcare Professional. This form must list restricted foods along with a list of alternate foods that provide the same nutritional value as the restricted foods.
- Preference modifications must also meet the state's meal pattern. A signed [Preference Modified Meal Request Form](#) from a parent/guardian explaining the modification must be provided. We will determine whether the modification meets requirements and whether the school can accommodate the modification. If the school cannot accommodate the preference, parents/guardians may provide the approved modified food item.

Before/After School Care Departure/Arrival Policy

Parents/guardians shall be legally responsible for making sure their school-aged children get to and from their schools safely.

Parents/guardians shall be legally responsible for selecting their school-aged children's walking routes from and to Zion Buds of Promise Christian Academy.

Parents/guardians shall be legally responsible for providing supervision that is appropriate to the student's age, maturity, and conditions that exist on the walk route.

Parents/guardians should direct walk route safety concerns to the association or law enforcement agency responsible for the specific location/area.

Plans for transporting school-aged children from and to before/after school care must be established and agreed upon in writing by parents/guardians, the school, and Zion Buds of Promise Christian Academy. Parents must sign a written consent allowing school-age children to be transported to another location or to their home where they are placed on their own supervision.

Transportation plans may include, but are not limited to:

- A) Children leaving the center to go to school;
- B) Children leaving school to go to the center; and
- C) Children leaving the center.

Guidance and Discipline Policy

Here at ZBOP, our philosophy is for each child to be nurtured in a non-threatening environment, which does not include the use of corporal punishment. Staff shall help ensure children develop self-control and assume responsibility for their own actions. Limits and consequences shall be clear and understandable to children, consistently enforced and explained to the child before and as part of any disciplinary action.

Firm positive statements about behaviors or redirection of behaviors shall be our goal. In circumstances where a child may need to be removed from the group to help a child gain control, it shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.

Children shall not be disciplined for toilet accidents. Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear, any threatening or actual withdrawal of food, rest or use of the bathroom; abusive or profane language, or public or private humiliation, including threats of physical punishment or any form of emotional abuse, including shaming, rejecting, terrorizing or isolating a child will not be acceptable or tolerable.

Children shall have reasonable opportunity to resolve their own conflicts. Discipline shall be the responsibility of adults who have an ongoing relationship with the child.

Our goal here at ZBOP is to assure the success of each and every child. Therefore, should there be an issue to resolve, we will not only contact the parents, but we will work with the parents to develop an intervention plan. The center Director will monitor the implementation by staff and keep all parties apprised of the plan's progress.

In certain circumstances, where ZBOP has been unsuccessful in resolving the child's behavior, we will, as we will throughout this process, request assistance of the child's parents. Any program developed with the assistance of the parent will include Director, Staff and Parents monitoring the progress of this plan of action.

When efforts by ZBOP have been unsuccessful, a clinical behavior management plan may be developed to meet the needs of a particular child, if developed with the parent and a professional clinician. These efforts will be documented in the child's file, along with the appropriate consents. All staff working with the child shall receive training on implementing the plan.

Termination

Our goal is to assure the success of every child in our program. Unfortunately, despite the best efforts of our staff, despite developing and following intervention and/or professional clinician plans, a child may be discharged. Any child, after attempts have been made to meet their individual needs, who demonstrates an inability to benefit from the type of care offered by our program or whose presence is detrimental to the group, shall be discharged from the program. Children will also be discharged from the program for non-payment of tuition and fees and or repeated late pick-ups.

In all instances, when ZBOP decides that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves our facility, including referrals to other agencies or facilities.

Withdrawal

If you plan to withdraw your child from ZBOP, please provide a two (2) week advance notice.

Our Responsibility

We will do our best to make your child's ZBOP experience a positive one!

We will love your child and will honor the responsibility you have given us.

We will teach your child about Christ through songs, lessons and our lives.

We will do our best to listen and explain things to your child on their level.

We will model the behavior we expect from your children.

We will do our best to encourage, praise, and award students for appropriate behavior.

We will do our best to keep our parents up to date on activities, etc.

We will do our best to stay consistent in our rules and procedures.

We will do our very best to answer all questions you may have.

We will do our best to be kind to and respect students and parents at all times.