PRESCHOOL

2025-2026 Parent Handbook

The Mission of Timothy Christian Academy is to provide students with a Christ-centered education which promotes academic excellence and encourages students to develop and use their unique gifts and abilities to serve God and others.

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SCHOOL BOARD

Rick Hamilton, Joe Lustig, Maxine Thomas, Yogi Garcia, James Tricoche, Josh Leon

STAFF DIRECTORY

Name	Position	Ext	Email @timothychristianacademy.com
OFFICE			
Dawn Adams	Principal	116	*dadams*
Becky Pagone	Executive Assistant	102	*rpagone*
Cindy Treadway	Business/Finance Manager	100	*ctreadway*
Amanda Morford	Finance Assistant (remote)		*amorford*
Nikki Knack	Marketing Coordinator (remote/in-person)		*nknack*
Barb Jones	Front Desk Assistant		*bjones*
Julie Simunek	School Nurse		*nurse*
PRESCHOOL			
Sameerah Davis	Kindness Pre-K Teacher, Preschool Administration		*sdavis*
Natalia Batista	Kindness Pre-K Assistant		*nbatista*
Tamara Harrity	Faithfulness Preschool Teacher		*tharrity*
Ginger Patterson	Faithfulness Preschool Assistant		*gpatterson*
Erica Hartkorn	Peace Preschool Teacher		*ehartkorn*
Sophia Vanderhoff	Peace Preschool Assistant		*svanderhoff*
ELEMENTARY	**Grades K - 5**		
Sandi Barrett	K-5 Admin, K-8 Academic Assist Teacher		*sbarrett*
Diana Trejo	Kindergarten Teacher (September - December)		*dtrejo*
Jennifer Solt	Kindergarten Teacher (Starting December 2025)		*jsolt*
Jenny Kramer	Kindergarten Assistant		*jkramer*
Taylor Platt	Kindergarten Teacher		*tplatt*
Michelle Matthias	Kindergarten Assistant		*mmatthias*
Becky Santilli	Gr. 1 Teacher		*rsantilli*
Courtney Chmielewski	Gr. 1 Assistant		*cchmielewski*
Heather Mims	Gr. 2 Teacher		*hmims*
Arianna Irving	Gr. 2 Assistant		*airving*
Katharine Ebert	Gr. 3 Teacher		*kebert*
Julianna Ulrich	Gr. 3 Assistant		*julrich*
Courtney Usher	Gr. 4 Teacher		*cusher*
Karen Houser	Gr. 5 Teacher		*khouser*
MIDDLE SCHOOL	**Grades 6-8**		
Amanda Hamilton	Gr 6-8 Admin, Gr.7 English Language Arts & Gr.6-8 History		*ahamilton*
Gail Eutsey	Gr. 6-8 Math		*geutsey*
Billie Lisa	Gr. 8 Math		*blisa*
Charles Muzyczek	Gr 6-8 Bible, Gr. 8 Science & Gr. 8 English Language Arts		*cmuzyczek*
Lianza Cotton	Gr 6-7 Science, Gr 6 English Language Arts		*lcotton*

SPECIALS	**Preschool – Gr. 8**		
Billie Lisa	Gr. K-8 Computer Teacher, MS Electives		*blisa*
Rachel Martin	Preschool – 8th gr. PE, MS Electives		*rmartin*
Julianna Ulrich	Gr. K-8 Art Teacher, Yearbook, MS Electives		*julrich*
Melissa Pritchard	Gr. 6-8 Music, Gr. 4-8 Concert Band & String Ensemble, Gr. 3-8 Piano, MS Choir & Musical		*mpritchard*
Devonna Beebe	PS – Gr. 5 Music, K-5 Chorus, MS Elective, Musical		*dbeebe*
Lianza Cotton	Gr. 5 Spanish, Gr 6-8 Foreign Language		*lcotton*
AFTERCARE			
	Courtney Chmielewski, Jenny Kramer, Kenzie Martin, Emma Shorter, Kiana Perry		

TIMOTHY CHRISTIAN ACADEMY FOUNDATIONAL STATEMENTS

THE MISSION OF TIMOTHY CHRISTIAN ACADEMY

TCA's mission is to provide students with a Christ-centered education which promotes academic excellence and encourages students to develop and use their unique gifts and abilities to serve God and others.

SCRIPTURAL FOUNDATION

"Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity."
I Timothy 4:12

STATEMENT OF FAITH

- We believe the Bible to be the only inspired, infallible, authoritative Word of God and the only rule of faith and practice. [II Timothy 3:16-17].
- We believe that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. [Matthew 28:19; II Corinthians 13:14].
- We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. [Genesis 1:1; John 1:1-3].
- We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His visible return in power and glory. [Colossians 1:13-20].
- We believe that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit. [Romans 3:23-26; Titus 3:5.]
- We believe that the Lord Jesus Christ is the only mediator between God and Man. [I Timothy 2:5].
- We believe in the ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. [Romans 8:9].
- We believe in the bodily resurrections of both the saved and the lost; the saved unto the resurrection of eternal life, and the lost unto the resurrection of eternal damnation. [John 5:24-25, 28-29].
- We believe in the spiritual unity of all believers in the Lord Jesus Christ through the power of the Holy Spirit as established in the Bible. [John 17:20-23; I Corinthians 12:12-13].
- We believe that support and participation in the task of fulfilling the Great Commission is the responsibility of all believers in our Lord Jesus Christ. [Matthew 28:19-20].

THE VISION OF TIMOTHY CHRISTIAN ACADEMY

The TCA Board of Directors, Principal and staff recognize and agree that education begins in the home first [Proverbs 22:6]. TCA seeks to partner with parents to provide the best, well-rounded academic and spiritual education of the children entrusted to us.

TCA is recognized for its caring, godly teachers and its comprehensive program that inspires and trains students to become godly adults. We are careful to maintain an environment where students and staff are loved and nurtured, and where God is honored throughout our curriculum and in all our activities. We strive to reflect Christ's excellence

within a Spirit-filled and joyful community. To that end we set goals and implement tools and strategies to achieve the most beneficial spiritual and educational outcomes:

- Teach students that the Lord Jesus Christ is to be preeminent in all of life, including education.
- Encourage students to receive Jesus Christ as their personal Savior.
- Urge students to involve themselves in some form of Christian service.
- Prompt students to participate in civic activities.
- Assist parents in training their children to be effective Christians *in the world but not of the world* by developing within each student a discerning Christian mind.
- Affirm the Bible as the only true Word of God.
- Integrate the Scriptures into all subject areas.
- Encourage the students to become active participants in their local churches.
- Stress Biblical concepts of family, church and community life.
- Teach problem analysis and decision making from a biblical perspective.
- Affirm biblical standards of morality and ethics as *absolute truth*, not relative truth.
- Teach concern for the salvation and welfare of others.
- Model Christian values and principles.
- Maintain a rigorous and competitive academic and extra-curricular program that solidly serves as the basis for high school and college preparation as well as vocational and professional effectiveness.
- Constantly review and update course and program offerings
- Counsel students wisely in the selection of courses and activities
- Provide a positive, challenging, Christ-centered environment for learning
- Provide a Christian-based curriculum

EXPECTED STUDENT OUTCOMES

WHOLE CHILD DEVELOPMENT

- Develop an understanding and application of overall wellness and physical development, as image-bearers of Christ. 1 Corinthians 6:19-20, Genesis 1:27
- Develop a stable self-concept, identifying one's own value in Christ and not in peers or secular world viewpoint. Ephesians 2:10, Genesis 1:26, Psalm 139:13-14
- Demonstrate compassion, empathy and kindness toward others. Ephesians 4:32, Romans 12:10
- Develop interpersonal skills demonstrated by a respect for others and adaptable and cooperative social interactions. Galatians 6:10, Colossians 3:12-14
- Communicate confidently in a manner that is respectful and considerate. Ephesians 4:29, Psalm 19:14
- Assess and manage one's own emotions and actions in light of the biblical fruit of the Spirit. Galatians 5:22-23, Ephesians 4:22-32, Proverbs 19:11
- Apply biblical principles in resolving conflict and in receiving or accepting constructive criticism. Matthew 18:15-20, Proverbs 12:1

SPIRITUAL DEVELOPMENT

- Understand that the Bible is the true, inspired Word of God. 2 Timothy 3:16, Isaiah 40:8
- Understand and articulate the gospel message. Romans 5:8, John 14:6
- Accept Christ as one's own personal Lord and Savior. John 3:16, Acts 16:31
- Seek to live a Christ-centered life demonstrated by the fruit of the Spirit. Galatians 5:22-23, Colossians 3:23, Philippians 2:3-4
- Develop a love for God and the study of His Word. 2 Timothy 2:15, Deuteronomy 6:4-7
- Become a discerning thinker who intentionally applies biblical worldview to draw conclusions and solve problems. Romans 12:2, Philippians 4:8
- Understand and display personal expressions of worship to God. Romans 12:1, Ephesians 5:19-20

- Recognize that man is created uniquely by God with a purpose. Ephesians 2:10, Jeremiah 29:11, Psalm 139:13-14
- Share the gospel and respectfully defend their faith. Philippians 1:15-18, 1 Peter 3:13-17, Romans 1:16

KNOWLEDGE

- Understand and appreciate that all knowledge originates from God. John 1:1-5, Proverbs 1:1-7, Job 12:13
- Exhibit a love for learning and a desire to actively pursue knowledge. Psalm 25:4-5, Proverbs 2:10, Proverbs 19:2
- Demonstrate effective work habits (diligence, independence, consistency, perseverance) that promote current and future academic success. 2 Thessalonians 3: 6-9, Colossians 3:23, Ephesians 6:7
- Develop and apply critical thinking skills. Proverbs 15:28, Philippians 1:9-11
- Take personal ownership of one's own educational experience and achievement. Psalm 119:66, Proverbs 18:15

CHRISTIAN SERVICE

- View all man as created in God's image, treating them with respect. Matthew 7:12, 1 Peter 5:5, Genesis 1:27
- Actively engage in prayer for others in the community and in the world. 1 Timothy 2:1-4, Colossians 4:2-4
- Understand that God commands us to serve others above ourselves. Philippians 2:3-4
- View the needs of others through a Christ-like perspective and respond with acts of service. Galatians 6:6-10, Galatians 5:13
- Demonstrate civic responsibility while upholding biblical principles and using Christ-like words and actions. Romans 13:1, Matthew 22:21, 1 Peter 2:13-14
- Use acts of service to be a light in a dark world, reaching others for Christ. Matthew 5:14-16, Matthew 28:19-20

SCHOOL ACCREDITATION AND LICENSING

Timothy Christian Academy is accredited by the Association of Christian Schools International (ACSI) and the Middle States Association of Colleges and Schools. Timothy Christian Academy adheres to the guidelines within its accreditation standards.

The preschool at TCA also adheres to the guidelines of the State of New Jersey and of ACSI for child care centers. The preschool program at TCA is exempt from the State of New Jersey licensure pursuant to the laws specified in N.J.A.C. 10:122-1,1(a) as our preschool program is "an integral part of a private educational institution or system providing elementary education in grades kindergarten through eighth grade" (Chapter 122 Manual of Requirements for Child Care Centers, page 3).

ADMISSIONS

Eligibility for Enrollment

All new Preschool students must submit a copy of the child's birth certificate for validation purposes.

Tuition and Fee Procedures (Refer to Tuition & Fees Schedule for complete listing of policies and procedures.)

- Application, enrollment and textbook/curriculum fees are *non-refundable.*
- Our tuition fees are contracted for the entire school year and are *non-refundable* unless the student withdraws before the start of school. (Exceptions may be granted by the school board and/or principal for reasons

including, but not limited to, loss of employment, medical illness, family moves due to a job transfer or if we are not able to admit your child.) If a student enters TCA during the school year, tuition will be determined based on the number of remaining school days out of 180. Tuition will be based on this percentage.

- **Tuition Payment Options – to be selected at the time of (re)enrollment**
  - **10, 11 or 12-Month Installment Plan** – FACTS is used by Christian schools across the country to provide parents a method to divide their payments into equal monthly (or bi-monthly) payments beginning in July/August and ending in May/June. Late enrollment would alter the number of monthly payments accordingly. All monthly payment plans must be processed through FACTS. Payments are made to FACTS by electronic check or credit card.
  - **Prepay Plan** – TCA offers a **3%** prepay tuition discount when full payment is made to TCA or collected by FACTS in one payment.
- FACTS payments that are not processed successfully will be charged a $20 fee by FACTS. TCA does not have control over this fee collected by and for FACTS.
- FACTS will notify you by email when a payment is scheduled. If you need to move a payment date, you must notify the TCA business office no later than 2 business days before the scheduled payment.
- All enrollment fees must be submitted to complete the enrollment process and secure class placement for the school year. Should a waiting list arise in a particular class, the seat of a student who has an incomplete enrollment may be forfeited.
- Non-sufficient fund checks will be assessed a $25 fee. A money order or cash is required with the replacement of the non-sufficient amount and must include the $25 returned fee. The replacement amount is due within 3 days from the date of notification.
- **There are no refunds of tuition for sick days, holidays, and/or vacations.**
  - **Preschool Extended Absences (minimum of four consecutive weeks)** TCA will allow a student to be absent from school for a four consecutive week period. The student will not lose their enrollment status during this period of extended absence. In such cases, TCA will issue a credit memo for a four consecutive week period that will be applied to the tuition contract, thereby reducing the amount of tuition to be paid for the year. Although the total due for tuition will be reduced, the number of payments in FACTS may not change.
  - **Preschool Extended Absences (greater than four consecutive weeks)** Absences that extend for longer than four consecutive weeks will be handled on a case-by-case basis. The student's enrollment status may be impacted by the extended absence. A credit of no more than four consecutive weeks will be applied to the tuition contract.

Probationary Period

The first six weeks that your child is in school is a time for adjustment to our program. If, after this time period, you or we feel that your child is not able to adjust, your child will be removed and tuition recalculated. You will be reimbursed for any overpayment of tuition or be required to pay any unpaid balance.

Withdrawals

Parents may withdraw a child from the program at any time; however, unused tuition may be refunded as per Tuition and Fee Procedures stated above.

Notice of Nondiscriminatory Policy

Timothy Christian Academy admits students of any race, color, 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, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs and other school administered programs.

PARENT INVOLVEMENT AND COMMUNICATION

Parent Teacher Fellowship - PTF

The PTF is the parent teacher organization for Timothy Christian Academy. The mission of the Parent Teacher Fellowship is to work hand-in-hand with TCA providing opportunities for community service and support to the school, helping it to fulfill its mission of providing students with a quality Christian education. If your child attends Timothy Christian Academy you are automatically a member of the Parent Teacher Fellowship and there is no fee to join. PTF distributes information through school handouts, the school Facebook page, and postings at the school.

TCA School Messenger

The TCA School Messenger is a weekly newsletter sent to all school families via email with news and updates about school events.

School Visitation and Events

Parents are always welcome to visit the school. All visits to the school must be made through the school office with adherence to the sign-in procedure. Classroom visitations may require prior approval from classroom teachers and/or principal. We invite parents to be an integral part of their child's educational development. Parents are encouraged to participate in special activities throughout the year. Be sure to keep abreast of all that is happening at TCA by checking the school calendar and school website often.

Holidays and Special Interest Days

Please refer to the TCA school calendar and/or the school website for exact holiday and special interest days.

Family Portal in FACTS SIS (Student Information System)

All parents are encouraged to take full opportunity to access FACTS Family Portal, our online system to access student grades and other school and classroom information. This system also provides the platform for teacher emails to parents. Usernames and passwords are issued to all families during the admissions process. There is a link to the FACTS Family Portal on the bottom of our website page or you can access it directly at factsmgt.com You may contact the front office with any questions about using the system.

Parent Alert (a part of FACTS SIS/Facts SIS Emergency Alert System)

TCA uses the FACTS SIS emergency alert system, Parent Alert which is a first alert text system that is completely automated and serves the purpose of informing school families of important announcements and school closings. The alert system uses the cell phone numbers populated into FACTS SIS during enrollment.

Snow Closings

Any announcements regarding school closings will be made using the FACTS SIS emergency alert system as described above. In the event of a delayed opening, all students should report no earlier than the time indicated through the alert system. Students will not be permitted in building prior to the indicated time.

SCHOOL DAY SCHEDULE AND DROP OFF/PICK UP PROCEDURES

To ensure the safety of our children please observe the 15-mph speed limit while driving on school property!

PRESCHOOL STUDENT DROP OFF AND PICK UP

We compile a list of all those people authorized to pick up your child based on authorized pick up information entered by parents on FACTS SIS during enrollment. We will not allow your child to be released without parent authorization and proper ID - verbal pick-up authorizations are not permitted. Upon entering the building to pick up your child, you will be required to provide a pre-assigned 5-digit code and may be asked to show ID to sign-out your child.

Preschool Drop Off Procedures - Be sure to observe the traffic pattern and parking areas on page 13.

- **Full Day/Extended Care Students** may be checked in at the reception desk as early as 7:00 am. Parents are to escort their child to their hooks to hang their coat, water bottle, bedding and other belongings. Lunches are placed on the assigned lunch shelf in the APR. Parents then must escort their child to the designated area for morning supervision.

- **Half-Day/Academic Program Students** should arrive between 8:30 am – 8:40 am to check in at the reception desk. Parents are to escort their child to their hooks to hang their coat, water bottle and other belongings. Lunches are placed on the assigned lunch shelf in the APR. Parents then must escort their child to the designated room or onto the playground until it is time to line up (based on weather).

Preschool Pick Up Procedures - Be sure to observe the traffic pattern and parking areas on page 13.

- **Half-Day/Academic Program Students** are required to be checked out at the reception desk by 12:45 pm, either on the playground or in a designated place (based on weather).

- **Full Day/Extended Care students** are required to be checked out at the reception desk by 5:30 pm in the designated play area.

CLOSING TIME AND DAILY LATE FEES

- **Preschool Extended Care students** are permitted to arrive at school as early as 7:00 am and must be picked up no later than 5:30 pm to avoid an overtime charge of $2 per minute per child.

- **'Short Care' Option for Preschool Academic Day (Half Day) Students** Parents whose students are not enrolled in the extended care program and need to use before or after care are asked to inform the school (via email to rpagone@timothychristianacademy.com or by phone) as soon as possible so that we can ensure proper staffing. All students must be picked up no later than 5:30 pm. Late charges will be assessed at $2 per minute. Short Care times are recorded through RenWeb and bills will be emailed to parents.

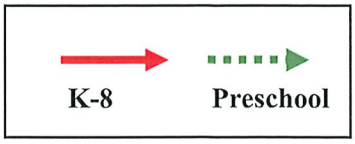
- **Pricing for 'Short Care':** (Rates are charged in 15-minute increments.)
  - $8 per hour per child if dropped off between 7:00 am – 8:30 am
  - $8 per hour per child if picked up after 12:45 pm through 5:30 pm

12:30 PM DISMISSAL DAYS

There will be no lunch periods on 12:30 pm dismissal days. All students must be picked up by 12:30 pm to avoid an overtime charge of $2 per minute per child.

AM/PM Drop Off & Pick Up Traffic Pattern

revised 9/2025



Woodlane Road

CHURCH SIGN

TCA SCHOOL ENTRANCE
PRESCHOOL EXIT

K-8 EXIT for LEFT TURN only

K-8 EXIT for RIGHT TURN only

K-8 Parent Parking Area
8:15 am - 8:30 am
3:00 pm – 3:30 pm

Route for Exit LEFT on Woodlane Road

Walkway to/from Parent Parking Area

Speed Bump

Exit RIGHT on Woodlane Road

FRONT OF CHURCH

Speed Bump

Sanctuary Entrance
(Drop Off/Pick Up DOOR)

TCA

W A L K W A Y

SINGLE Car Line for Drop Off/Pick Up Starts HERE →

NO Parent Parking

8:15 am – 8:30 am
3:00 pm – 3:30 pm

← School Entrance

PRESCHOOL Parking Area

cones

Parking Area

Speed Bump

Timothy Christian Academy | 2025-2026 CALENDAR Rev. 9/15/25

7/21-8/3 Summer Spirit Wear Sale #1
2 Meet Your Teacher Event
3 First Day of School
8 Gr. 6-8 Back to School Night 6pm
9/15-9/28 Spirit Wear Sale #2
16 Back to School Night PS-Gr. 5 6pm
9/17-10/15 Joe Corbis/Claires Fundraiser

SEPTEMBER '25

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

OCTOBER '25

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

1-2 BNL Fall Pictures
3 K-8 1st MP Progress Reports
13 NO School - Columbus Day
14-15 NO School–Teacher In-Service
20-24 I:55 Fall Book Fair
10/2, 10/9, 10/16, 10/23, 10/30, 11/6
Soccer Shots PS- K 3:30 – 4:05
9/30, 10/7, 10/21, 10/28, 11/4, 11/11
K-5 Art Club 3:15 – 4:15
9/24, 10/1, 10/8, 10/22, 10/29, 11/5
Gr. 3-8 STEM Club 3:15 -4:45
10/2. 10/16, 10/23, 10/30, 11/6, 11/20
4-8 Cooking Club 3:30 – 4:30

NOVEMBER '25

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

4 NO School – Election Day (voting in bldg)
5 K-8 End of 1st MP
11 Veterans Day Assembly
11 K-8 1st MP Report Cards
12-13 NO School - Parent Teacher Conferences
14 Gr. 6-8 **ONLY** no school
TBD Joe Corbis/Claires Pick Up Day
TBD Spirit Wear Sale #3
26 Grandparents Day
26 12:30 pm Dismissal
27-28 NO School-Thanksgiving Break

DECEMBER '25

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

5 BNL Fall Picture Retakes
16 K-8 2nd MP Progress Reports
TBD Christmas Concert
TBD PS/PK Christmas Program
19 12:30 pm Dismissal
12/22-1/2 NO School-Christmas Break

JANUARY '26

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

5 School resumes
TBD Spirit Wear Sale #4
19 NO School - M.L. King Day
27 K-8 End 2nd MP

FEBRUARY '26

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

MARCH '26

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

APRIL '26

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

MAY '26

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

JUNE '26

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

2 K-8 2nd MP Report Cards
12-13 NO School–Teacher In-Service
16 NO School - Presidents' Day
TBD School Musical

TBD BNL Spring Pictures & 8th Gr. Graduation Pictures
4 K-8 3rd MP Progress Reports
TBD Spirit Wear Sale #5

Month of Military Child
2 12:30 pm Dismissal
2 K-8 End of 3rd MP
3-10 NO School – Easter Break
16 K-8 3rd MP Report Cards
4/28-5/1 12:30 pm Dismissal
4/28-5/1 Teacher In-Service Days
4/28-5/1 K-8 IOWA Testing
TBD Science Fair

TBD Spring Concert
TBD I:55 Fall Book Fair
12 K-8 4th MP Progress Reports
25 NO School - Memorial Day

TBD Field Day
TBD 8th Gr. Graduation
TBD Pre-K Graduation
8-12 12:30 Dismissal Days
12 Last Day of School
12 K-8 End of 4th MP
15-19 K-8 4th MP Report Cards

6/22–8/14 Summer Camp

PARENT TEACHER FELLOWSHIP(PTF) events are listed in RED
\ = PS-8 12:30 pm Dismissal with NO EXTENDED CARE X = School Closed with NO EXTENDED CARE

STUDENT DISCIPLINE

"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6

As followers of Christ, students are expected to display godly behaviors and character as outlined in Scripture. This includes a respect for God, authority, one another, and physical space. All TCA students are responsible to adhere to the school rules, follow the courses of study, and submit to the authority of the school staff. TCA staff have the final authority while students are on school property.

Godly discipline is training which leads to gradual and consistent development of self-control, character, orderliness, and efficiency. Discipline includes guiding a child so that they learn to get along with others and learn to obey in an agreeable manner. The result or final goal of discipline is to control oneself in keeping with recognized standards, without the need to be prodded, pressured or otherwise externally forced. The discipline policy of TCA seeks to promote growth and responsibility in students in the confines of a safe and caring environment, directed by staff who adheres to biblical principles.

PRESCHOOL

CLASSROOM BEHAVIORAL GUIDANCE PROCEDURES

Godly discipline is training which leads to gradual and consistent development of self-control, patience, and Christ-like character (Galatians 5: 22-23). Discipline includes guiding a child so that they learn to get along with others in an agreeable manner – whatever the setting (Ephesians 6:4). TCA students are expected to display godly behaviors, as well as godly attributes and resolve (Proverbs 20:11). We believe that all discipline is an extension of our faith and should incorporate behaviors and character as outlined in scripture (Proverbs 22:6, Ephesians 6:24). In support of this form of godly discipline and training, our preschool and pre-k teachers follow a three-step approach to redirection and discipline (Philippians 2:4). These three steps are personalized to the needs of the child, but follow the approach as listed below:

1. Teachers will first redirect off-task/undesirable behavior by re-engaging the student in the discussion or activity at hand.
2. Teachers will speak quietly to the student about their distracted/undesirable behavior and remind the student that continued off-task/disruptive behavior will result in a "reset" break outside the classroom, or apart from the activities that are happening.
3. Teachers will remove the child from the classroom/activity to speak to them, allowing the student a chance to "reset" and take a break from whatever triggers are impacting their behavior and/or affecting the classroom environment in an unproductive manner. This "reset" may also be followed by a time of sitting out if needed after having spoken to the child.

Any behaviors that are not able to be modified with this approach are then referred to administration for input and assistance.

BEHAVIOR NOTES

Swift and clear communication between the school and home is very essential to promote growth and improvement in the students. This is especially important during the formative years of preschool. When preschoolers repeatedly have difficulty following the guidelines and regulations of the school, after various interventions they may be issued a behavior note from their teacher or the principal(s)l. The note may be required to be signed by a parent and returned to school when indicated to do so on the form.

PROBATION AND REMOVAL FROM SCHOOL

A student who exhibits inappropriate behavior that is habitual, severe in nature, or physically harmful to others may be placed on probation by the principal(s). This probationary period provides the student with the opportunity to demonstrate improvement in their behavior. If the student does not fulfill the probationary requirements prescribed by the principal/assistant principal, TCA's school environment may not be the appropriate fit and the student may be asked to leave the school.

Revised 9/2022

TIMOTHY CHRISTIAN ACADEMY ANTI-BULLYING POLICY

Timothy Christian Academy's mission is to provide a quality Christian education in a safe and caring environment. For such an environment to exist, the school must be free from all forms of bullying. The TCA Anti-Bullying Policy works in harmony with the school's mission, biblical standards and the New Jersey Anti-Bullying Bill of Rights Act enacted on January 5, 2011.

An environment that is free from bullying espouses standards of biblical character and behavior.

- "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control." Galatians 5:22-23
- "If it is possible, as far as it depends on you, live at peace with everyone." Romans 12:18
- "Love the Lord your God with all your heart and all your soul and with all your strength and with all your mind; and love your neighbor as yourself." Luke 10:27

Harassment, Intimidation, and Bullying are defined in accordance to the NJ state policy as follows:

"Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

- Takes place on school property, at any school-sponsored function, or on a school bus, or off school grounds
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student."

There generally are four types of bullying behaviors. These behaviors and some examples are identified below

- *Verbal* – Includes taunting, name calling, malicious teasing or making threats
- *Psychological* – Includes spreading rumors, purposefully excluding people from activities, breaking up
- friendships
- *Physical* – Includes hitting, punching, shoving, spitting or taking personal belongings
- *Cyberbullying* – Includes using the Internet, mobile phone or other digital technologies to harm others."

Bullying will be addressed and handled at TCA as follows:

- TCA staff will receive regular instruction on the prevention, identification, reporting, and handling of bullying.
- All bullying behavior will be handled in accordance with biblical principles and the discipline policies and procedures, and anti-bullying policy prescribed in the parent handbook.
- Students are not permitted to falsely accuse another of bullying. Such an occurrence will result in disciplinary action.
- Staff is required to address any verbal or written reports of bullying as soon as possible within the day of the occurrence or report being made. Staff will determine if the behavior constitutes bullying according to the policy definitions or if the incident is isolated and can be resolved within the classroom. Not all conflict constitutes bullying behavior. At any time, the staff may include the principal or any designated supervisor in his/her assessment of the situation.
- The principal and any appropriate and designated staff will investigate the incident by interviewing the individuals involved and any witnesses to ascertain if the incident constitutes bullying according to the policy guidelines.
- Should the reported incident not constitute bullying, it will be handled according to the school discipline guidelines and appropriate discipline and incident reports will be given to the parents of both parties involved.
- If bullying behavior is detected, observed or confirmed by the criteria within this policy, the staff member is required to: immediately report the incident to the principal or designated supervisor and is required to document the incident. The safety of the victim will be immediately secured, and all appropriate investigative and disciplinary actions will follow.
- Confirmed incidents of bullying will be handled according to discipline policy guidelines which include but are not limited to the following actions: Immediate contact with the parents of the victim and offender, behavior reports, demerits, suspension, expulsion.
- Copies of all reports will be kept by the principal and will serve as a reference for determining if patterns of bullying behavior exist regarding the offender or the victim.
- Repetitive confirmed reports of bullying by a student will not be tolerated and such occurrences will result in dismissal of the student from the school. TCA reserves the right to treat any single act of bullying as severe enough to warrant immediate dismissal from the school.

Revised 9/2012

SCHOOL DRESS

PRESCHOOL DRESS GUIDELINES

- Preschool students should avoid wearing one-piece outfits, bibbed overalls, and t-shirts with offensive decorations. Shoes such as flip-flops should ***not*** be worn as they are unsafe to play in on the playground. Sneakers, rubber-soled shoes, or strapped sandals are appropriate for foot protection, balance, and play.
- Play clothes are most appropriate for preschool, rather than dressy clothes.
- On PE days, students are expected to wear sneakers and dress appropriately for higher levels of physical activity.
- Children are not permitted to come to school wearing 'pull-up' type diapers.
- Please remember that the children are taken outdoors daily (weather permitting) and should be dressed accordingly.
- Play-related messes or the occasional bathroom accidents necessitate that an extra set of clothing (and preferably an extra pair of shoes) be kept at the school at all times. Clothing should be kept in a labeled Ziploc bag. labeled with the student's name. If soiled clothes are sent home, please return a clean, complete extra set of labeled clothing the next day.

GENERAL SCHOOL PROCEDURES

PRESCHOOL PROGRESS OVERVIEWS/PARENT CONFERENCES

Preschool Progress Overview Reports will be sent home for every Preschool student in November, March, and June. Parents are given the opportunity to schedule a Parent-Teacher Conference with their child's teacher in the fall of each school year. This conference is in addition to the regular communication that takes place throughout the school year between the teacher and the home. During fall conferences, teachers will discuss with parents their child's development and progress in class. Additional conferences can be requested by the teacher or parent at any time.

PRESCHOOL/PRE-K DIGITAL MEDIA POLICY

All passive media used in the classroom, chapel, lunch/snack transitions, and before/after-care programs must meet the following requirements:

- They are appropriate for the age and attention span of the students who are viewing them (2.5-5 years of age)
- They augment the content - including goals and values - of the TCA preschool program
- They have been previewed by a staff member to ensure they fall into the guidelines set forth above
- Are used to occasionally augment and not as a regular substitute for academic and/or Biblical instruction carried out by the classroom teachers
- Include teacher involvement in establishing curricular connections and appropriate student engagement before, during, and after use of digital media, to ensure student engagement

For digital read-aloud books and Gospel Project videos that are a regular part of instructional time, the following guidelines are to be followed:

- Materials include appropriate teacher involvement to establish curricular connections and appropriate student engagement before, during, and after use of digital media
- The level of the instruction for the youngest learners ensures their appropriate understanding and application of the material presented

SCHOOL FIELD TRIPS

Field trips are considered an important part of the educational program and are taken periodically to nearby places. The staff will provide the same responsible supervision for these excursions as is provided while in attendance at TCA. Permission for your child to participate in such excursions is required and an appropriate fee will be assessed. Teachers may seek parents/guardians to assist as volunteers. However, not all parents/guardians may be able to attend all field trips. We will try to accommodate any parents/guardians that would like to attend a field trip.

Preschool field trips are scheduled seasonally and based on days when field trip facilities are able to accommodate our group. If a preschool student DOES NOT normally attend school on the day of the week that the field trip is scheduled, that student MAY attend the field trip, but MUST be accompanied by an adult chaperone for the duration of the field trip. Field trip chaperones are NOT able to bring siblings on the trip who are not attending TCA.

FOOD AND REST PERIODS

TCA provides a snack in the morning and afternoon for preschool students. Students must bring their own lunch from home, ready to eat. We are not able to heat up or keep cool any student lunches. You may wish to

provide your child with a thermos or cold pack. Please clearly mark your child's lunch box and water bottle on the outside. Also, please provide an adequate breakfast for your children at home. We do not provide breakfast at TCA; however, you may pack a disposable breakfast that you provide, prepare, and set up for them prior to 7:45 am during before care.

All foods offered (snack options and hot lunch components) will be of a size and nature such that it does not present a risk of choking to our students. To that end, the following guidelines will be adhered to:

- Snack options for morning and afternoon snack time consist of preschool-friendly crackers that are or can be broken into bite-sized pieces, safe for toddler age and older
- Nutritional information for hot lunch (optional) meals can be accessed through our K-8 lunch program resources

When preparing lunch to send to school with your child, the following components represent recommendations for maintaining a healthy diet:
https://www.webmd.com/parenting/features/serve-up-good-nutrition-for-preschool-children#1

TCA provides a foam rest mat for every child in extended care for use during rest time. These are used for your child only and are not shared. Parents are asked to send in a nap set or a blanket to be placed on top of the mat. A small stuffed animal for nap time is also permitted. Bedding will be kept at school during the week and placed in the hallway on your child's last day of attendance each week. Bedding is to be washed over the weekend and returned to TCA when the child returns the following week.

PRESCHOOL BELONGINGS

Personal toys are not permitted in school, with the exception of show-and-tell days at the end of each month. We do not permit toy guns or weapons as play toys. Any inappropriate toys brought to school will be removed and kept with the teacher or in the school office until a parent collects them. No gum, candy, money should be in a child's possession while at school.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send cookies, cupcakes or other finger desserts to share with their child's class on birthdays or special occasions. No cakes and candles are allowed. Please be mindful that there may be student food allergies in your child's class. It is important that you communicate with your child's teacher several days in advance to inform them that you will be bringing in a treat. This will also provide opportunity for alternate arrangements to be made for students with allergies.

PARTY INVITATIONS

Out of respect for all students, please be mindful that party invitations cannot be passed out at school unless every classmate is receiving an invitation or all students of the same gender are receiving invitations.

INDOOR AND OUTDOOR PLAY GUIDELINES

All students are expected to participate in a complete day of normal school activities. Therefore, students need to be healthy enough to participate in all activities, including recess and PE.

Students are provided various opportunities during the day for indoor/outdoor play, depending on the weather conditions. Typically, students will only play outdoors when the 'real feel' temperature is around 40° or higher. Parents are expected to provide children with proper outerwear for such times when children are taken

outdoors for recess. When the 'real feel' temperature is below 60°, children are expected to wear the outerwear he/she came to school with. When the 'real feel' temperature is 60° and above, the students are not required to wear outerwear. Students will remain indoors during times of adverse weather including excessive heat, high winds, snow and rain. In warmer weather, when 'real feel' temperatures exceed 90°, staff will ensure that students have regular water breaks. Duration of time outdoors is dependent not only upon temperature but also cloud cover and wind. Staff will use their discretion to ensure a safe outdoor play environment for the students.

SCHOOL LUNCH

An optional for-purchase school lunch program is available on scheduled days throughout the school year.

STUDENT HEALTH PROCEDURES

HEALTH-RELATED ADMISSION REQUIREMENTS PRESCHOOL STUDENTS

1. **All Parents of New Preschool Students** must submit a Physical Form/Universal Health Form (done within 1 year prior to school admission) completed, signed, and dated by their health care provider and an updated copy of the child's immunization record. These 2 forms must be presented to the school nurse and approved by the school nurse prior to attending their first day of preschool.
2. **All Returning and New Preschool Parents** must sign a form during admissions indicating that they have read the state requirement for flu immunization completed during 9/1 – 12/31 of the current school year and understand that it is their responsibility to:
    A. Have their child immunized during the fall dates as indicated.
    B. Bring in a copy of a note or updated immunization record from a health care provider by January 1 of the school year.

MEDICAL REQUIREMENTS

Timothy Christian Academy follows New Jersey guidelines regarding physical exams and immunizations of all students. A physician's certificate and medical report, complete with immunization history, allergies, medical conditions requiring emergency intervention (asthma, bee sting reaction, and signed by the child's physician, must be on file upon enrollment, and must be kept up-to-date. Please list allergies, and any health conditions the staff should be aware of.

NJ State Law Immunization Requirements

- 2 mos. DPT, HiB, Polio, HepB
- 4 mos. DPT, HiB, Polio, Hep B
- 6 mos. DPT, HiB
- 12 mos. PPD, Hep B, Varivax (Chicken Pox)
- 15 mos. MMR, HiB
- 18 mos. DPT, Polio
- 4-5 yrs. DPT, Polio, MMR
- 11 yrs. Tdap, Meningococcal (Meningitis)

Emergency Contact Information

Parents must complete an emergency card (completed during the online enrollment process) listing names and phone numbers of persons to notify in case of emergency, illness or injury. It is mandatory for this to be on file one week before the start of school.

If the child becomes ill while at school, parents will be notified, and as a safety measure, the child will be isolated from the other children, as dictated by the Board of Health. The child will be brought to the office to wait under the supervision of a staff member. Please know it is your responsibility to make arrangements for your child to be picked up immediately. Allowance for travel time from home or work is acceptable. As a last resort, if there is an unreasonable delay, please know the Board of Health demands that we call DCF Child Protection and Permanency. Please make sure that those persons you list on your emergency card are available and have means to pick your child up should an emergency arise.

If your child becomes injured while at school, the parent will be notified, and the child given first aid until the parent arrives to take care of the child. The local emergency squad or ambulance may be called.

Contagious Diseases or Illness

We urge sound parental judgment in determining whether your child is healthy enough to attend school. This is essential in minimizing the spread of contagious diseases. Your child should be well enough to participate in a Full Day/Extended Care of normal daily activities, including going outside at recess time.

To protect well children, state law requires the following: *A center serving well children shall not serve or admit a child who has any of the illnesses or symptoms of illnesses specified below, unless medical diagnosis from a licensed physician, communicated in writing, indicates that the child poses no health risk to himself or herself or to other children.*

- **Fever: Temperature above 100 degrees, accompanied by behavior changes or other signs/symptoms of illness. Keep home until the child has been without fever *without use of fever reducing medication* for a full 24 hrs.**
- Bronchitis: (viral or bacterial) frequent coughing, fever, and general tiredness. Keep home until fever is gone for 24 hours, coughing has subsided; 2-3 days, and can tolerate a full day of school activities.
- Chicken Pox: Keep home until 6 days after the onset of rash or until all sores have dried and crusted.
- Colds: Runny nose (green or yellow discharge), frequent coughing, possible low-grade fever 99 degrees. Keep home until runny nose, frequent, loose, uncontrollable cough and fever are gone.
- Cold Sores: Child is contagious until the sore is dry, 4-5 days. Keep home until sore is dry.
- COVID-19: Possible symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms. Symptoms may change with new COVID-19 variants and can vary depending on vaccination status.
- Diarrhea: defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form. Contagious until stools are formed. Keep home until bowels are normal for a full 24 hours.
- Difficult, rapid breathing: Keep home. A doctor's note is needed to return to school.
- Fifth's disease: a viral infection characterized by mild fever, and a distinctive rash. The rose-red rash on the face resembles a slapped cheek appearance. A lace-like rash can also be found on the arms, trunk, buttocks, and thighs. The rash can recur and fluctuate in intensity. By the time the rash appears, the child is no longer contagious. Keep home until the fever is gone for 24 hrs.
- Flu: a viral infection causing fever, body aches, cough, general tiredness, loss of appetite. Keep home until fever is gone for 24 hours and can tolerate a full day of school.
- Gastro-Intestinal Illnesses: Giardia, Salmonella. Keep home. A doctor's note is needed to return to school..
- Hand Foot and Mouth Disease: a virus causing sudden onset of fever with painful ulcers inside the mouth (cheeks, gums, and sides of tongue) and on palms, fingers, and soles. Keep home until mouth ulcers are gone and fever is gone for 24 hours.
- Hepatitis A: a viral infection. Keep home until 2 weeks after onset of illness. A doctor's note is needed to return to school.

- Impetigo (strep or staph): bacterial skin infection that produces weeping blister type sores usually around the face, mouth, elbows, legs, and knees. Keep home until sores are dried and on antibiotic treatment for 2-3 days. It is important to have this checked by a doctor as it could be MERSA (an antibiotic-resistant form of staph).
- Lice: contagious from onset of itching until 1 treatment. Treatment must be repeated in 7-10 days. Hair must be checked daily for 1 month. Keep home until 1 treatment has been done and must be nit free. Must be checked by a school nurse before returning to school.
- Mononucleosis: viral infection caused by Epstein-Barr virus. Fever, swollen lymph glands in neck, sore throat and tonsils, profound tiredness. Saliva is contagious. Must have a doctor's note to return to school.
- Pink eye with pus: a bacterial infection. Child is contagious from the onset of pus until a full 24 hours (usually 4 doses) on antibiotic eye drops. Keep home until antibiotic eye drops are used for a full 24 hours or in viral conjunctivitis, keep home until tearing and redness disappear.
- Pinworms: Keep home for 24 hours after 1 treatment. Must have a doctor's note stating the child has been treated and may return to school.
- Ringworm: (tinea capitis, tinea corporis, tinea cruris, and tinea pedis) Keep home until 24 hours after treatment begins.
- Roseola: sudden fever, sometimes as high as 106 degrees. A rash appears on the chest, abdomen, and face. Keep home until the rash disappears.
- Rotavirus: sporadic, severe diarrhea and vomiting, with dehydration. Keep home until the child is symptom free.
- Shingles: contagious from onset of rash until all sores have crusts. Keep home until all sores have crusts and can participate in a full day of school.
- Scabies: contagious from onset of rash until 1 treatment. Keep home until 1 treatment is done.
- Scarlet fever: fever, generalized rash. Keep home until fever is gone and on antibiotics for a full 24 hours.
- Skin eruptions or rash: rashes of unknown origin are to be considered contagious. Parents will be notified, the student will be sent home. Keep home until you have a doctor's note including diagnosis.
- Sore throat, strep or scarlet fever: sore throat, fever, and possible swollen glands under jaw, difficulty swallowing, and general tiredness. Keep home until fever is gone and has been on antibiotics for a full 24-48 hours and can participate in a full day of school.
- Swollen joints: Keep home. A doctor's note is needed to return to school.
- Vomiting: nausea/vomiting, 1 or more episodes. Keep home until nausea and vomiting stop for 24 hours.
- Weeping or bleeding skin lesions: (Poison Ivy, etc.) Keep home until lesions are dry and the child can tolerate a full day of school.
- Yellow eyes or jaundiced skin: Keep home. A doctor's note is needed to return to school.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses	**Gastro B Intestinal Illnesses**	**Contact Illness**
Chicken Pox German Measles * Hemophilus Influenza Meningococcus * Mumps * Strep Throat Tuberculosis * Whooping Cough	Giardia Lamblia * Hepatitis A * Salmonella * Shigella	Impetigo Lice Scabies

***Reportable diseases as specified in NJAC 10:122-7, 10 (a)**

Please report to the school office any contagious disease. A note will be posted or prepared to go home explaining what the children may have been exposed to and what symptoms to look for. No mention of the child's name will be made.

Medication Policy

- If a student is on prescription or non-prescription medication that needs to be taken during the day, the parent must submit required documentation to the school office. All medication must be administered by the school nurse or a designated staff member. If neither is available to administer the medication, the parent will be notified to make other arrangements for administering their child's medication. Medication must be in its original container, labeled by the pharmacy. It is the parent's responsibility to monitor the expiration date, and to refill as necessary. No medication will be administered without proper instructions and documentation. Medications are to be submitted to school personnel to be properly secured. Do not send medication in lunch bags or backpacks for children to self-administer as this poses a potential threat to the safety of the students. All medications administered during school will be recorded by school personnel.

- TCA employees will not administer any non-emergency prescription or non-prescription drugs, medications or solutions via ear, eye, nose or throat with the exception of cough drop or eye rinse if needed, unless prior approval is granted by the school office and required documentation is submitted to the school office. A member of the office staff will administer medication when the school nurse (who is in attendance a very limited amount of time per week.) is not present.

- Children with life-threatening conditions requiring administration of an emergency medication (i.e. Asthma-requiring an inhaler, a food allergy (peanut, etc.) or bee sting allergy requiring the use of an Epi-Pen) must be indicated in writing on the school's medical form. Physician forms and forms to administer emergency medications are available from the school office and/or the school nurse. The school must have these forms filled out by the parent AND physician prior to any administration of medications by the school.
    - An Asthma Action Plan is required for children with asthma.
    - An Anaphylaxis Emergency Action Plan is required for children with a bee sting allergy or a severe food allergy (i.e. peanuts) that requires use of an epipen. Please be aware that your doctor may prescribe Benadryl to be given first for food allergen ingestion. However, only the school nurse can make that assessment. In the absence of the nurse, school staff can only administer the epipen. Also, the school is required to call 911 and send your child to the emergency room via ambulance if the epipen is administered at the school.

First Aid and Parent Notification

Timothy Christian Academy staff is trained in CPR and basic First Aid. TCA will maintain a record of in-school injuries and accidents. The record will include:

- The name of the child
- Date
- Time and location of accident/injury
- Any follow-up action taken (application of first aid, notification of parent, etc.)

Parents will be given a copy of this documentation at the end of the day in which the accident or injury occurred.

TCA will take immediate necessary action to protect the child from further harm and will immediately notify the child's parent(s) when one of the following occurs:

- The child is bitten and the skin is broken
- The child sustains a head injury
- The child falls from a height greater than the height of the child
- An accident or injury requiring professional medical care
- An emergency administration of medication

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