# Corpus Christi Academy
# Pre-Kindergarten
# Handbook
# 2026 - 2027




Corpus Christi Academy
5655 Mayfield Road
Lyndhurst, OH 44124
(440)449-4244
www.corpuschristiacad.org

Revised June 2026

# CORPUS CHRISTI ACADEMY
# EARLY EDUCATION PROGRAM

**Administration**
Pastors: Fr. Kevin Estabrook, Fr. Curtis Kondik
Principal: Mr. Matthew Tabar
Director: Ms. Lindsay Sayre

**Welcome to Early Childhood Learning at Corpus Christi Academy!**

It is indeed a pleasure to be able to share with you the development of your child. One of the most important issues in the education world is the instruction of young children. Educational research indicates that the early years are the most crucial for learning and that the environment of these years permanently affects the child's total personality. Therefore, any effective educational program begins with the very young child in the family and, then, in the school.

The goal of this handbook is to help bridge the gap between home and school and establish a cooperative relationship. We hope it will answer any questions you may have, but, if not, please feel free to contact any of the staff. You may reach us through the Corpus Christi Academy Administrative Office at (440) 449-4244.

**Non-Discriminatory Policy**
Corpus Christi Academy Preschool does not discriminate by reason of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, in enrollment and services provided to children. Children with special needs will be evaluated on an individual basis and welcomed into the program whenever appropriate. An IEP will be signed and dated by the parent, Principal, teacher and the staff members who are identified and trained regarding the child's special needs.

**Philosophy and Goals**
The philosophy and goals of our preschool programs are in accordance with the philosophy and goals of Corpus Christi Academy. Our program strives to provide a creative learning environment for the young child and an opportunity for association with other children through play and learning experiences. The broad goals of our program encourage growth in physical, intellectual, social and emotional development. Corpus Christi Academy strives to encourage this growth in an atmosphere of Christian love and concern with Jesus as our model.

The Corpus Christi Academy Early Education Programs are in compliance with the early learning initiatives of the State of Ohio. Our curriculum has been designed according to the guidelines set forth by the State of Ohio and the Diocese of Cleveland following the Early Learning Developmental Standards (ELDS).

As part of Corpus Christi Academy, the Early Education Programs also follow the guidelines and directives of the Pastors, Principal and the Board of Corpus Christi Academy.

**Licensing**
Corpus Christi Academy Preschool is a private, non-profit Preschool. It is owned by Corpus Christi Academy. The Preschool is licensed to operate legally by the Ohio Department of Education(ODE), a Division of Early Learning and School Readiness - Chapter 3301-37 Ohio Administrative Code (ODE).
The licensing record of Corpus Christi Academy Preschool is available upon request from the ODE. The toll-free number for ODE is 1-877-644-6338.

**State Staff/Child Ratios and Admissioms**

Corpus Christi Academy Preschool is licensed to serve preschoolers. Group sizes are maintained for each age group. In order to enroll for the upcoming school year, Pre-3 students must turn 3 by July 30th and Pre- 4 students must turn 4 by September 30th. All preschool students must be potty trained.

| State Staff/Child Ratios | Group Sizes |
|---|---|
| Preschoolers 3 years (1:11)<br>Preschoolers 4 and 5 (1:13) | Group Size = 2:22<br>Group Size including school age 2:26 |

**Suspicions of Child Abuse**

A toll-free telephone number 1-866-886-3537 or 216-420-7952 may be used to report a suspected violation of the licensing laws or administrative rules. The licensing laws and rules governing child care are available for review at CCA upon your request.

The Director and each staff member of the facility is required under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children services agency and the local police department.

**Access**

Any parent or guardian of a child enrolled at CCA shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by CCA or evaluating the premises. Please enter the premises using our school office and sign in appropriately, the office and the parent or guardian shall notify the Director or the office staff of the visit.

**Required Forms/Documents**

The Director or designated staff member has a pre-admission interview with the parent/guardian and meets the child prior to the child's admission to the program. At this time the curriculum, philosophy, and all CCA's policies are discussed. To be eligible for the four year old class, your child must be four years old on or before September 30th of the current school year. The parent or guardian is given all the forms to be completed and a starting date is decided upon. The required forms are as follows:

- Acceptable Use Policy
- Authorized Pickup – List of authorized adults who have your permission to pick up your child. Identification will be required of the person picking up your child. Your child will not be released to anyone whose name does not appear on this form. Please advise the Director/Staff member in advance if a person who is not listed will be picking up your child.
- Baptismal Certificate (If applicable)
- Birth Certificate
- Immunization Record
- Child's Medication Form (If applicable)
- Custody Agreements
- Emergency Medical Authorization Form
- Media Consent and Release Form
- Registration Form
- Registration Fee
- Sanitizer/Baby Wipes Form
- Tuition Agreement
- Child History
- School Diretory
- Media Release Form
- Handbook Agreements, both Corpus Chrsti Academy Parent Handbook and the Preschool Handbook

- Speech and Language Screening Consent

**Management of Illness Policy/Communicable Disease Notice**

All staff members receive instructions on the signs and symptoms of illness, proper hand washing and disinfecting procedures. These are given to each employee and discussed periodically at staff meetings.

The State of Ohio requires that all parents present a medical form completed by a doctor. Parents are asked to protect their own children and the health of others by keeping a child home if he/she has symptoms of a cold or a contagious disease. Please notify the Academy immediately if your child becomes ill with a communicable disease. This will enable us to notify all other parents. Whenever a child is absent from school, the absence should be reported to the Academy. If your child has been ill with a fever or upset stomach, he/she should remain home for at least twenty-four (24) hours after the child's temperature/appetite has returned to normal.

If a medical emergency should arise at school or if a child becomes ill, we will make every effort to contact the parent(s). When we are unable to contact the parent(s), we will contact the designated person(s) on the child's emergency form as indicated by the parent(s).

A child with any of the following signs or HEALTHCHEK SERVICES symptoms of illness will be isolated from the other children, made more comfortable under adult supervision, and then will be discharged to parent or guardian to go home: severe coughing, causing the child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing; yellowish skin or eyes, redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain; temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness; untreated infected skin patch(es); unusually dark urine and/or grey or white stool; stiff neck with an elevated temperature; evidence of untreated lice, scabies, or other parasitic infestation; sore throat or difficulty swallowing; or vomiting more than one time or when accompanied by any other sign or symptom of illness.

If a child is mildly ill the staff members will allow the child to participate in the daily routine while monitoring symptoms to ensure they do not become worse. If a child's symptoms become worse, a staff member will contact the designated person(s) on the child's emergency form. Mildly ill is defined as experiencing minor common cold symptoms, but not exhibiting any of the symptoms in the previous paragraph, or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms of the above paragraph.

The incubation period is the time during which the symptoms may appear after exposure.
The quarantine period is the length of time your child must be kept at home.
**School Telephone Number: (440) 449-4244**

**Administration of Medication, Vitamins, Modified Diets and Creams**

In order to administer prescription medications, food supplements or modified diets, Early Childhood staff must have the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist. A Medication Form must be completed in full BEFORE a staff member can administer any medication, whether prescription or non-prescription. Please speak with your child's teacher to obtain the form. Early Childhood staff may only apply nonprescription topical products or lotions, with completed paperwork per licensing. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code. Forms are to be filled out for the use of non-prescription products such as fever reducing medicines which do not contain aspirin, cough or cold medicines which do not contain codeine and topical ointments, sunscreens, lip balm, hand lotion, and creams. All medications, in the original containers with the original label attached, prescribed to the child and not expired are to be given to the teacher to store out of the reach of children, in a locked storage area, except drugs requiring refrigeration will be kept in a refrigerator, never left in a backpack or lunchbox. Early Childhood Staff follows the specific written instructions from the parent as indicated on the prescribed form. Each time medication is administered a written record, or log including dosage, date, and time shall be made. That record or log will be kept on file for one year. If

medication is to remain at school longer than three days, a Medical Care Plan form may be required, completely filled out and signed by parent, teacher and Early Childhood Administration. The Director and staff members reserve the right to refuse to administer any creams, medications, vitamins, or modified diets at their discretion. Parents must inform CCA of all medications administered, even those taken at home.

**Nutrition Policy and Guidelines**

Corpus Christi Academy Preschool seeks to promote good nutrition both in the daily snacks we offer and in the lunches the parents provide. Accordingly, snacks include food from at least two of the "four basic food groups". Lunch must meet the requirement of 1/3 of a child's daily nutritional requirements. ***It is the parents' responsibility to provide a balanced and nutritious lunch each day for their child.*** Children who are 4-6 years old require 1700 calories per day, as a guideline. The law requires us to provide parents with the following nutritional information and to keep supplements at school to fulfill these nutritional requirements.

Children with allergies are carefully monitored. If a child has a food allergy, a written note from the child's doctor identifying such an allergy and doctor's approved nutritional alternative that will be provided by the child's family, must be in the child's file. Children with pronounced food allergies will provide their own snacks for the classroom and parents will review the ingredient lists of school snacks before a child is served.

**The Corpus Christi Academy Preschool does not serve nuts or any nut products in the preschool.** As food allergies become more common, but no less threatening, we are taking precautions to protect the health of all enrolled children. We request that all classroom treats be discussed with your child's teacher before being served. Store bought items will require review of the food labels before serving them to our students. Individuals with food allergies may have reactions when exposed to such products whether by ingestion, inhalation, or contact. We are making every effort to provide a safe environment for children and appreciate your efforts to comply with this policy. If a nut product is sent to school, it will be returned home with a note. Sun butter and soy butter are permitted, as are sesame seeds and coconut.

**Packed Lunch Information**

Children may bring their lunch or purchase lunch through the Diocese Department of Nutrition if they are enrolled in the full day program. It is important that your child's lunch box and all food containers be clearly marked with his/her name. Unfortunately, we cannot refrigerate each child's lunch nor can we heat up lunch food for the children. The teachers will send home the uneaten portion of a meal so that you may see how much (or little) your child has consumed. Parents are required to provide a well-balanced lunch that includes 1 protein, 1 grain and 2 fruit/vegetables. Corpus Christi Academy has a policy that gum, candy, fast food, and soda pop are not acceptable items for children to bring for lunch.

Lunch box ideas (remember, the children do well with small servings!)

- Cut up carrots/celery with dip
- Pudding or jello
- Dry cereal
- Soup, mac and cheese, ravioli
- Yogurt
- Edamame
- hard boiled egg
- cheese and crackers
- pizza
- leftovers from dinner
- bagel with cream cheese
- hummus
- string cheese
- pickles
- raisins/craisins
- muffin
- fruit cups
- pretzels

One food item must be served from each of the following food groups:

| **PROTEIN GROUP**<br>Age of child | <br>3-5 years old |
|---|---|
| | AMOUNT |
| Beef, pork, veal, lamb, poultry, fish, tofu<br>Protein content | 1 ½ oz<br>11 g |
| Cheese | 1 ½ oz |

| | |
|---|---|
| Egg | 1 ½ med or ¾ large |
| Cooked dried beans, peas | ¾ cup |
| Cottage cheese | 3 oz |

| **GRAIN GROUP**<br>Age of child | <br>6-12 years |
|---|---|
| | AMOUNT |
| Bread | 1 slice |
| ***BREAD ALTERNATIVES** | |
| Cooked pasta, rice, corn, grits | ½ cup |
| Crackers | 3 – 5 small |
| Biscuit, roll, muffin | 1 regular size |
| Pancake – 4" diameter | 2 |
| Waffle – 7" diameter | ½ |
| Bun, bagel, English muffin | 1 regular size |

| **MILK GROUP**<br>Age of Child | <br>3-6 years |
|---|---|
| | AMOUNT |
| Milk | ¾ cup (6 oz) |
| **Calcium Equivalents** | |
| Cheese | 1 oz |

| **VEGETABLE/FRUIT GROUP**<br>Age of Child | <br>3-5 years |
|---|---|
| | AMOUNT |
| | ¼ cup total |

Prepared by the Ohio Department of Health, Nutrition Division, in cooperation with the Ohio Department of Human Services

**Healthchek Services for Children Younger than Age 21**

Healthcheck services are available for families that are eligible for Medicaid. Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual checkups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to access if the child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening; and
- Other services or screenings needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them.
If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

If you are interested in more information about this service, please visit:
http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx

**Supervision of Children and Safety**

School is in session from September through May. If South Euclid-Lyndhurst, Catholic Schools in the Eastern Region, or all Diocesan Catholic Schools are closed because of inclement weather, so are Corpus Christi Academy and the Early Education Programs. Therefore, if South Euclid-Lyndhurst Schools are closed, Corpus Christi Academy and the Early Education Programs are closed. Please remember to check local news stations (channels 3, 5, 8, 19) and weather alert apps on your smartphone or tablets for school closing information due to weather conditions.

| 3-4 year old Pre-Kindergarten 1/2 day | 3-4 year old Pre-Kindergarten full day |
|---|---|
| 8:15 am—11:45 am | 8:15 am—3:00 pm |
| Monday—Friday | Monday—Friday |

General Safety Policies

- No child will be left unsupervised, at any time.
- A parent/guardian can only drop off a student into the care of the classroom teachers or aides. Children can only be released to the parent or guardian or designated adult identified by the parent on the Authorized Pick-up form.
- There is a telephone in each building area for immediate access at all times.
- There is a plan for medical, dental, fire and weather emergencies posted in each room, which explains actions to be taken and staff responsibilities in case of fire, emergency and weather alerts. Diagrams showing evacuation routes are also posted.
- There will be a monthly fire drill at varying times each month. A record of fire drills is available in the office. Tornado, severe weather, and ALICE drills are also practiced regularly throughout the school year.
- Emergency responsiveness training, ALICE and evacuation plans are also in place for all programs at Corpus Christi Academy and the Church of St. Clare.
- All staff members are trained in CPR, First Aid, child abuse prevention, and communicable disease prevention in accordance with state licensing rules.

**Transportation**

Parents assume responsibility for transportation to and from school. Busing is not available for Early Education Programs.

We will not release a child to anyone we do not know unless we have written or verbal authorization from the child's parent(s).

Preschool students may be dropped off as early as 7:15am at the E doors, gym doors. Students can eat breakfast at 7:25 am and will then go to the preschool classroom by 8:00am.

**Preschool arrival time: 8:00-8:15 AM**

Enter the school from Rae Rd only. Please pull up to the Pre-K Door, door F, and a staff member will meet you, open the car door, and help your child to exit the vehicle. Please do not get out of your car. Follow the car line and exit via Mayfield Rd.

**Half Day Dismissal (11:45AM-12:00 PM)**

Please arrive and enter the school from the Mayfield Rd entrance. Rae Rd will be locked for the safety of our students who will be at recess. Pull up to the GYM door "E" and a staff member will bring your child to your car. Please remember to display your car tag for efficiency. Please exit via Mayfield Rd.

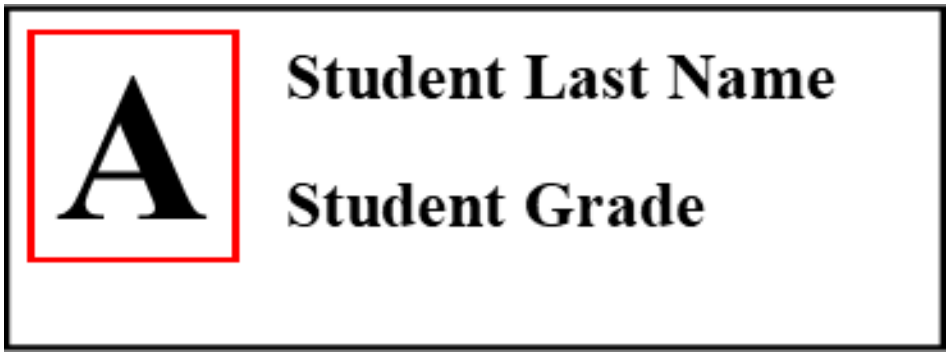
**PM Dismissal (3:00 - 3:15 PM)**
**PK- 8 Pickup Line**
Please arrive and enter the school from the Rae Rd entrance. Follow the PK - 8th grade car line. Pull up to the St. Clare doors. A staff member will bring your children to your car. Please remember to display your car tag for efficiency. Exit via Mayfield Rd.

**Car tags for dismissal**

Each Corpus Christi Academy family will receive two (2) family car tags that must be displayed on the passenger sun visor of the car.

The provided car tags help the faculty/staff members to ensure the correct family members are entering the correct vehicle for car rider dismissal. Child safety is very important to our faculty/staff members and to the Academy. With this being said, family car tags must be displayed upon car rider pickup.

If additional car tags are needed, please provide a note to the school office indicating how many car tags are needed. The car tags will then be laminated and provided to your child.




**Objectives and Curriculum**

The student will:

- Develop a sense of belonging to a group and the ability to share and cooperate.
- Respect the rights of others and be able to express his/her own rights.
- Develop trust in adults other than his/her parents.
- Increase independence.
- Increase his/her awareness and his/her desire to learn.

We follow an emergent curriculum in developing our themes based upon the interest of the groups. Our daily schedule includes learning experiences appropriate for the three and four-year old child. Our curriculum emphasizes development of fine and gross motor skills, language development, number concepts, social studies and science development activities. The children participate in activities involving play, stories, songs, games, art, cooking and science experiments.

SPECIALS: In addition to the learning in the individual classroom, Preschool students have exposure to the following special programs: Art, Library, Music, Physical Education, Spanish, and STEM.

**Sample Schedule**

| | |
|---|---|
| 8:00 – 8:30 am | **Arrival** |
| | Choice activities upon arrival and transition |
| 8:30 – 9:00 am | **Large Group Time** |
| | Welcome and discussion of the day's activities and choices. |
| 9:30 – 11:45 am | **Play Choice Time/Specials/Snack/Outdoor Play** |
| | Children make work/play choices in the various classroom centers |
| | Small group instruction |
| | Music, Library, Physical Education and Spanish are also scheduled during this time |
| | Snack is available |
| 11:45 am | **AM Dismissal** |
| 11:45-12:45 pm | Lunch/Story |
| 12:45 – 2 pm | **Quiet Time/Naptime** |
| | Relaxing music or stories are played and teachers circulate among the children, |
| | Helping them to become comfortable and rest from the morning's activities. |
| 2 – 2:45 pm | **Transition/Enrichment/Outdoor Play** |
| | After rest, children use the restroom and put their cots away |
| | Learning centers are open |
| | Enrichment opportunities are scheduled during this time |
| 2:45 - 3 pm | **Dismissal** |

**Outdoor Play Policy**

If the weather is suitable for the children to be outside, they will go out. If the weather is not suitable, we will provide an appropriate indoor large muscle activity. The weather policy chart/safety issues are posted in the classroom for quick reference. Suitable weather is at a minimum of 20 to 92 degrees Fahrenheit.

**Clothing**

Dress your child in simple, play clothing. All clothing must be labeled with your child's name.

Each child will need to keep one full change of clothing in their storage space. Place socks, underwear, pants, and a shirt in a Ziploc bag labeled with your child's name to be stored at school for use as needed.

Children will need rainboots for wet weather, and snowpants, mittens, hats, and boots for cold weather outdoor play.

**Naps and Bedding**

State law requires that all children attending a full-day program have a nap/rest period. All children will be provided with individually assigned cots for their use while attending the Academy.

Cots are cleaned regularly and sanitized after any illness. You may bring a cot-size (small) blanket for your child's cot (no large blankets or sleeping bags). Bedding which is oversized for the cot or which hangs over the sides of the cot is not permitted by licensing. Bedding will be sent home on Fridays to be laundered at home and returned on Monday. If children have a special soft snuggle toy they like to sleep with (no metal toy cars, etc), it can be kept with their things for naptime. Since some children need an extended nap, some a short snooze and others only a rest, the room will be arranged to accommodate these differences at naptime. For safety reasons, children that are not sleeping will be expected to remain on their cot to rest and not be moving about the classroom for play while others are asleep.

**Celebrations**

Corpus Christi Academy recognizes and celebrates the diverse traditions reflected in our community. Families are welcome to come and talk about their family traditions and share special food or a book with their child's classroom.

Birthdays are a special time in the classroom and we celebrate the child in the morning. Parents are invited to share

in their child's birthday celebration in the classroom by arranging time with the teacher to share a special book with their child's class. In accordance with our nutritional guidelines, we ask that no foods are sent in for celebrations. A non-edible birthday treat can be sent in to be packed into backpacks for the end of the day. Please arrange the scheduling of the birthday treat in advance with the teacher. Examples of treats are small bags with age appropriate toys, pencils, play-doh, tiny cars or other items. Summer birthdays can be celebrated on the child's 1/2 birthday in the classroom.

## Parent Participation

Parent(s) are encouraged to participate in our program at any time. CCA recognizes that the parent/guardian is a child's most important caregiver. The parent and teacher relationship is one of a cooperative partnership working for the benefit of the child. Parent(s) are encouraged to chaperone on field trips, help out on party days, and share special interests. A parent directory is available upon request.

## Conferences

Parent/Teacher conferences are scheduled twice a year. Additional conferences to discuss children's progress or difficulties can be arranged upon request by parent or teacher. These are not to take the place of daily communication and anecdotal records, but to allow you time for in-depth discussions. We do ask that you arrange these conferences in advance so that we can schedule a mutually convenient time to discuss concerns.

## Parental Concerns

Parents are encouraged to share any questions or concerns about their child or the program with their child's teacher. We value your ideas and believe open communication is important.

## Unscheduled or Emergency Visits

Upon entering the premises, parent(s) are required to report to the CCA Administrative Office. In accordance with the Privacy Act, no personal information regarding a child will be released or distributed, unless the child's parent(s) sign a form indicating permission to publish their child's name, address and phone number on a class roster.

## Child Assessment Requirements

Preschool aged children (3-5 years) may be assessed, if needed, using the following standardized tests. These tests are selected to provide developmental and academic information to families. Many have a parent participation component in addition to the classroom piece to provide a more comprehensive view. The assessments include, but are not limited to:

- Ages and Stages Questionnaire (ASQ-3) – developmental focus
- Ages and Stages Questionnaire (ASQ:SE-2) - social emotional focus
- Devereaux Early Childhood Assessment (DECA) – behavioral focus
- Ohio Early Learning Assessment – developmental continuum
- Brigance Early Childhood Assessment - developmental continuum
- KRA - Kindergarten Readiness Assessment

Parents may "opt out" of these assessments with a written statement.

## Classroom Management Policy

Our philosophy of discipline is one of guidance. Children are taught to express their hopes, fears, happiness, frustration and needs without embarrassment or fear. Our program reinforces the positive characteristics of the child's self-worth and helps him/her to be able to take responsibility for his/her own behavior and be able to exercise self-control. Staff members are responsible for the discipline of the children who are assigned to them.
Specific methods practiced in Early Childhood include:

- Use developmentally appropriate techniques suitable to the children's ages and the circumstances.
- Modeling appropriate behavior and interaction/mediation

- Use developmentally appropriate separation from the situation only as necessary.
- Communicate and consult with parents or guardians in implementing any specific behavior management plan.

**According to ODE (3301-37-10)** CCA is to include the following statements as to what we will NOT permit at CCA:
1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use, and food shall not be used as a reward for behavior.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The Academy shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**Dangerous Weapons/Verbal Threats**
CCA is to provide the children with a safe environment which is free of the dangers of firearms, knives and other dangerous weapons. No report of or rumors of verbal threats or weapons in CCA shall be ignored. Action will be taken immediately by calling 9-1-1. Refer to the Emergency Operations Plan. If need be, a lockdown procedure will be called. CCA has cameras positioned throughout the school.

**Incident, Behavior and Illness Reports**
A staff member shall complete this form as needed and be given to the parent on the same day. If the child has been transported to the hospital for an emergency the incident/injury report form shall be available at CCA for the parent or guardian within 24 hours following the incident/injury. These forms are signed and kept on file.

**Children with Exceptional Needs**
We are not equipped to serve children with severe exceptional learning needs or health conditions. Exceptions may be made by the Director in accordance with a written medical/physical care plan for the care of the child.

## TUITION PAYMENT POLICY & PROCEDURES

**Purpose**
St. Clare and Sacred Heart of Jesus Parishes are committed to providing quality education and religious instruction. Thus, the financial strength of the academy is closely related to the financial strength of the Parishes. Since academy parents have an interest in maintaining this relationship, they should be **strong supporters of the Parishes** and must closely adhere to the tuition payment schedule.

**Registration and Tuition Payment Plan**
**Preschool Tuition:**

Half Day: $3,450.00 Full Day: $5,500.00

**Family Registration Fee (Preschool):**
Annual, non-refundable $185 Registration Fee per child, due with the Registration Agreement.

**Fundraising Expectations:**
All parents, Preschool through grade 8, are strongly encouraged to participate in three school-sponsored fundraisers.

**Service Hours:**
All parents, Kindergarten through grade 8, are expected to participate in service hours to the school community: **PreK Parents** are encouraged to participate in 10 hours of service to the school community.

I. Registration deadlines for a given school year shall be established by the Board and announced well in advance of such dates. Registration deadlines will fall within the following dates:
   a. In house registration takes place during January
   b. Open registration begins February 1.

Note: Students will be accepted on space availability and upon receipt of a properly submitted registration packet by the CCA Administrative Office.

II. A necessary part of the registration process is in the election of a tuition payment plan and the completion of the proper forms to aid in the implementation of the chosen tuition payment plan. One of the following payment plans must be chosen at the time of student registration:

OPTION A: Direct pay – Single payment by August 20 of the current year.

OPTION B: Direct pay – Two payments. Half by August 20 of the current year, half by December 5 of the current year.

OPTION C: nine (9) equal monthly payments – starting August 5 or 20 of the current year, by direct withdrawal from your checking or by credit/debit card, via FACTS Tuition Management System. A $50 annual enrollment fee applies.

III. All registration must be accompanied by a $185 non-refundable fee per child which will be applied to tuition.

IV. Late Registration

   a. Tuition for students registering on or after the first day of school shall be prorated per the number of school days they will be in attendance according to a formula established by the Board.

**Late Payments**
It shall be the responsibility of each school family to keep the CCA Business Office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

I. Delinquent payments receive immediate notification of past due.
   a. Single Payment – When full, single payment has not been made by August 20, the family will be contacted by the Corpus Christi Academy Business Office concerning the missed payment date and alternative tuition payment options will be discussed. If funds are not received according to a

new agreement, all tuition payments shall be made through FACTS Tuition Management System.

b. Two Payments – when first payment has not been made by August 20 or second payment by December 5, the family will be contacted by the Corpus Christi Academy Business Office concerning the missed payment date and alternative tuition payment options will be discussed. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management System.

c. Monthly Payments: School families who choose the eleven (9) month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a $30.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. They will then receive a notification from FACTS requesting the missed payment be made up.

II. If tuition payments are not current at the time of registration, your child(ren)'s re-registration for the next school year will be placed on hold.

**Non-Admissions of students due to tuition delinquency**

School families failing to pay tuition according to the agreement which they have made with the Corpus Christi Business Office or who have been unwilling to make suitable alternative arrangements with the Corpus Christi Business Office will be informed that their child/children will not be readmitted to the academy.

**Delinquent tuition ***

In addition to any other remedies provided by law, Corpus Christi Academy, at its discretion, may enforce any or all of the following for students whose tuition is not current:

Registration and re-admission are contingent upon all financial obligations being met. Tuition will be processed in accordance with the tuition option agreement. If you have questions concerning your bill, call Lisa Gros at the Corpus Christi Business Office at 440-449-4242 Ext. 113.

*** Note**: Any exceptions to the above policy require the approval of the Pastors.

**Check Policy**

If a check is returned for insufficient funds, a fee of $25.00 will be charged. In the event that we receive a NSF check or a check drawn on a closed account, Corpus Christi Academy reserves the right to require that all future payments be made by a bank check or cash.

**Withdrawal and Refund Policy**

Please note that a 2 week notice is required for voluntary withdrawal and the refund amount will be determined from the last day of the two week notice period or from the date that a family is asked to leave or removed involuntarily, (the "Withdrawal Date").

Families withdrawing students prior to August 25th shall be refunded the entire amount of tuition which has been paid to date for the current school year, less the $185.00 non-refundable registration fee.

Families withdrawing after August 25th but before January 31st will be refunded for any prepaid months following the month in which the Withdrawal Date occurs.

Where a student is enrolled for any portion of a month (one day or more), the full tuition amount for that month is owed and no portion of that month's tuition will be refunded. In addition, an early termination fee of 25% of the total cost of tuition for the year will be assessed to any family withdrawing during this time period. The early termination fee will be deducted from the refund amount otherwise due and owing. Otherwise the family will be invoiced and responsible for paying early termination fee within thirty (30) days of the invoice date.

After February 1st, families are responsible for the entire year's tuition.

In the event a refund is due, it will be processed within thirty (30) days of notification.