

FAIRLAWN LUTHERAN PRESCHOOL PHILOSOPHY

We believe the most effective influence in a child's life can be realized when the church, home and school work together. We believe that each has an immediate and direct influence on the developing child. Fairlawn Lutheran Preschool is an important ministry of the congregation in nurturing children in the Christian faith and reaching out to bring others to Christ. We also consider Fairlawn Lutheran Preschool to be an extension of the home and partners with the parents. We believe that every child can reach his full potential at his own individual pace, in a developmentally appropriate preschool program.

OUR PURPOSE

Fairlawn Lutheran Preschool strives to provide quality preschool Christian education for the children of surrounding communities, neighboring Christian churches, and the Fairlawn Lutheran Church congregation. Fairlawn Lutheran Preschool teaches the fundamentals of the Christian faith. This preschool meets or exceeds the standard for early childhood education required by the State of Ohio.

Our degreed Preschool staff provides a curriculum that encompasses all eight of the developmental areas: religion, language arts, math, social science, fine and gross motor skills, music and art. Monthly newsletters, parent conferences, along with weekly updates, provide parents with ample opportunity to communicate with the classroom teacher and director. We believe that open lines of communication are necessary to ensure the success of our program.

We set high standards for cleanliness, friendliness, and professionalism. A pick-up and drop-off system will be implemented for the 3 & 4-year-old and PreK classes. Specific numbers will be assigned to identify you with your child, or if car-pooling, it will identify which children you will be taking home. A child shall only be released to person's sixteen years of age or older. We will release the child to **no one** but the **parent** or **guardian** *unless notified by the parent*, either in person, in writing, or by a personal phone call to the director or teacher as to who will pick up the child. A photo ID may be requested. A parent or guardian of a child enrolled at Fairlawn Lutheran is always welcome in the building at any time. Kindly notify the director or teacher when in the building. After knowledge the parent or guardian is present, unlimited access during operating hours is granted.

LICENSING INFORMATION

The Ohio Department of Jobs and Family Services licenses Fairlawn Lutheran Preschool. The licensing record including, but not limited to, compliance report forms from ODJFS and evaluation forms from the Summit County Health, Building and Fairlawn Fire Departments that inspected the preschool is available upon request.

SMOKE FREE

Fairlawn Lutheran Church and Preschool is a smoke free facility. Smoking is prohibited in or around the facility.

SANITATION

Washable equipment, furniture and toys shall be cleaned and disinfected with an appropriate germicidal solution and rinsed with water at least monthly. Carpets are vacuumed daily. Bathrooms are cleaned daily and between classes. Tile floors are cleaned every other day or as necessary.

SECURITY

We must all be concerned about the security of our facility and the safety of the children. We now have an access system to control unwanted traffic in our building. Each family is issued a key fob for access to the building. A refundable \$10.00 security deposit is required, if you lose your fob and desire another one, you must pay another \$10.00. If you have forgotten your key fob, kindly follow the directions below:

1. Use the white button located in the upper right doorframe, to gain staff attention.
2. A staff member will call out to you asking you to identify yourself.
3. If the staff member does not recognize your name, another staff member will be summoned to make certain that you are admitted. A photo ID may be requested.
4. Once you are identified, the door will be released, allowing you entry.

GENERAL INFORMATION

We offer Religion, Chapel, Social Science, Large Muscle Development, Fine Motor Skills, Alphabet and Numbers, Music, Safety Prevention, Quiet and Active Play, Story time, Creative Dramatics, Painting, Water Play, Art, Listening Skills, Cooking and Computer Skills. These are incorporated into units such as Animals, Community Helpers, Insects and many more. Field trips are also part of the preschool experience. Community resources are utilized in the classroom whenever possible. We begin and end each day with prayer. Bible/Jesus Time is 10-15 minutes per session, centering on Old Testament and New Testament stories. The children and staff attend chapel weekly. Parents and siblings are invited to join us for Chapel.

In addition to a Degree or certification in an educational or related field, our preschool staff is trained in first aid, the recognition and prevention of child abuse, the prevention and management of communicable diseases and CPR. Staff also attends periodic in-services on pertinent issues such as child development, behavior modification or curriculum up-dates, preschool may be closed on these days.

*Any person may report a suspected or witnessed violation by the preschool to the Ohio Department of Job and Family Services at 330-471-0087. Any person who witnesses physical misconduct or abuse towards children may contact the Child Abuse Hotline at 330-376-1880.

To cover pertinent operational rules and regulations, the director will provide the parent or guardian with written information about the program and activities of the preschool. This information will include the preschool name, address, telephone number, and the number in each age category that the preschool is licensed to serve. The director will also inform the parent, custodian or guardian that rosters, which include the names and telephone numbers of parents, custodians, or guardians of children attending the preschool, are available upon request. The class roster is confidential and may not be shared with others without permission of the parents on the list. This roster will **not** include the name or telephone number of any parent, custodian, or guardian who requests that the director not include their name.

DAYS AND TIMES

Toddlin' with Jesus: For parent or caregiver and a two-year-old. Meets once a week, Class size is limited to 10 toddlers and parents/care giver. Dads and grandparents are invited to participate in the toddler program.

3 Year Olds: Morning sessions meet twice a week from 9:00-11:30am
Afternoon sessions meet three times a week from 1:00-3:30pm
Class size is limited to 14 children with a teacher and teacher assistant.

4 Year Olds: Morning sessions meet three or four days a week from 9:00-11:30 am
Afternoon sessions meet four days a week 1:00-3:30pm.
There is one teacher and one teacher assistant for 16 children.

PreKindergarten: Meets five days a week from 9:00-11:30 am.
There is one teacher and one teacher assistant for 12 children.

ENROLLMENT AGE

The child must be 3, 4 or 5 years old by Sept. 30th to participate in the preschool classes. Toddlin' with Jesus toddlers must be 2 years old by the start of class. There is a grace period for these classes and the director can make judgment calls on individual cases.

STAFF-CHILD RATIO

The ratio of preschool staff to children is mandated by ODJFS. Each staff member shall be assigned to a class of children and shall have regularly assigned working hours to provide continuity of care and supervision to children. The State ratio's are: 12:1 for 3 year olds, 14:1 for 4's and 5's. We super seed the state recommendations.

TOILET TRAINING POLICY

Fairlawn Lutheran Preschool requires all children enrolled in preschool (excluding Toddlin' with Jesus) to be "toilet-trained" (see definition below) when school begins. Children must wear fabric underwear to preschool. "Pull-ups" or any disposable product is unacceptable. In the event that a registered child has not accomplished toilet training by the beginning of class, a position will be held for that child up to 2 months at a reduced tuition rate of 50%. If a child has not accomplished toilet training after 2 months, a position will no longer be held for the child, but will be placed at the top of the waiting list. As soon as an opening arises, the family will be offered a position provided the child is now toilet trained. There may be case by case basis on which the preschool board makes an exception.

"Toilet Trained" by definition is: The learned process to control elimination of urine and stool. It implies that the child is capable of:

1. Lowering and raising of pants/slacks/tights and underwear without assistance.
2. The ability to hold urine, and urinate several times a day.
3. The ability of the child to tell others that it is time to go to the bathroom.

ENROLLMENT PROCEDURE

Parent and child are invited to visit the preschool classroom, meet the director and teacher and receive a registration form, class brochure, class supply list and medical statement, we follow state guidelines on this requirement. Complete the registration form in full, and mail it to Fairlawn Lutheran Preschool with a check for the registration fee. Make checks payable to Fairlawn Lutheran Preschool. The child's medical statement is due in August. The registration fee (\$65.00 per family or \$30.00 for Toddlin' with Jesus) covers the cost of crayons, markers, art supplies, juice and special program refreshments. The registration fee is non-refundable and the parent acknowledging her/his understanding of non-refundable signs a waiver.

TUITION

Tuition for the school year has been set as follows:

- 2-Year-Old class: \$6.06 per class September through May or \$200.00 per year**
- 3-Year-Old class: \$85.00/\$100.00 per month September through May**
- 4 Year Old class: \$100.00/ \$120.00 per month September through May**
- PreK class: \$140.00 per month September through May**

The monthly tuition is a school year rate divided by 9 months for preschool. The first month's tuition for all classes is due before the start of class. This ensures your child's enrollment in our preschool. A second child enrolled from the same family, within the same school year, will receive a 20% discount off the youngest child's tuition. There will be **no** refunds for absences due to illness, vacations, or canceled days due to weather conditions or emergency situations such as loss of power,

heat, water, or emergency cleaning. Tuition is non-refundable.

Tuition is **due the first class day of each month**. Place your check in an envelope marked with your child's name and class. Send the tuition to preschool via your child's folder in the book bag. A reminder when to pay tuition will be given in the monthly newsletter and the weekly newsy note. Prompt payment of tuition is encouraged and most appreciated, you may choose to pay for the semester or annually.

LATE PAYMENT POLICY/PENALTY FOR TUITION

If tuition is late, a written notice will go home the next school day. If payment is still not received by the following school day, a **\$10.00 fee** will be assessed for that month. If a family will be away when the monthly tuition is due, the payment is to be made **before** leaving for a vacation/business trip, etc.

RETURNED CHECK POLICY

A \$25.00 returned check fee is imposed whenever a check has been returned in your name. This fee is to be paid the next school day upon notification. If a second check from the same family is returned for insufficient funds, checks will no longer be accepted from that family. Only cash or cashier's checks will be accepted.

TAX EXEMPT INFORMATION

Our tax-exempt number is available upon request to any parent.

PARENT PARTICIPATION/RESPONSIBILITIES POLICY

We are committed to working with families. We strongly encourage parents to participate in most aspects of their child's program. Our main focus is your child. We publish a monthly newsletter and distribute a bi/weekly newsy note to keep parents informed of activities in the preschool. A monthly snack list is also available to parents. Parents are responsible for reading the monthly newsletter, the newsy notes and checking the child's folder **daily** for happenings in preschool. During September Orientation parents may volunteer for a variety of activities within the preschool.

Parents are strongly encouraged to communicate problems or concerns related to our program to the teacher and/or director. An appointment will be arranged at the earliest possible time to discuss the matter. Parents are encouraged to visit the preschool at any time. Please notify the director or teacher when in the building.

Parents may participate in a variety of activities offered by the preschool. Some examples are: room parent, holiday class parties, volunteers, fund raising projects, conferences, field trips/in-house, special day activities, book club, cooking assistant, library aide or substitute teacher assistant.

Fathers and grandparents are invited to participate in our program. Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc.

It is the responsibility of the parent to:

1. Bring your child to preschool on time.
2. Pick-up your child after class on time.
3. Notify the classroom teacher if your child is absent, arriving late or leaving early.
4. Notify the classroom teacher, in writing, if your child is going home with a classmate.
5. Provide your child with sufficient sleep and food before class.
6. Keep your child home if he/she is ill. See Communicable Disease Policy.

CONFERENCES AND EVALUATION

Twice a year the preschool offers parent-teacher conferences, in November and March, to discuss your child's behavior, progress, social and physical needs. If an in-person conference cannot be scheduled, a telephone conference may be substituted. Progress reports are taken home in November, March and May.

SNACK/NUTRITION

Each month an assigned snack schedule is sent home. One class Cooking Day is assigned per month. The children may share a healthy snack with their friends. Preschool provides the daily juice. Younger children are served portions according to their needs and additional helpings are offered. ***No candy, gum, peanuts, potato chips, popcorn or cupcakes may be served for the daily snack.*** The parent is responsible for notifying the director and teacher of any food allergies. Parents are requested **not** to bring any food to preschool for their child to eat unless a special diet is required. Written instruction and permission for special diets must be placed in the child's admission file. In the event a child forgets to bring a snack on the assigned day, a written reminder will go home asking for a prepackaged replacement snack for the preschool snack cupboard. The children will be served a snack from the preschool reserves. The replacement snack is due the next school day.

FOOD ALLERGIES

More and more children are experiencing food allergies. Packaging is not always clear identifying ingredients in the food. A variety of food is made with machinery that may expose a child to an allergic reaction. Special treats shared among the children may also expose an allergic child to harm. Therefore, for safety reasons, effective August 1, 2000, enrolled children, with food allergies, will supply their own daily snack with parental supervision. Parents of children with allergies are also encouraged to participate in the monthly snack rotation. This is an excellent opportunity for your child to feel part of the group like his/her peers and a way to introduce their classmates to foods that do not harm them.

HAND WASHING

Hand washing shall be in accordance with Health Department guidelines. All children will wash their hands with soap and running water after each trip to the bathroom, after any contact with bodily secretions, before preparing or eating food, and when returning from the playground. The use of hand sanitizer does not eliminate the need for proper hand washing.

MEDICATION

Prescription medication: The parent must complete an "Administration of Medication" form sign and date it. This form will be kept on file. A form is required for each medication. The preschool shall secure and follow the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist. The prescription label also serves as written instructions as long as the following are met: the label contains the child's full name, a current date (within the last 12 months), the exact dosage to be given and the means of administration. The prescription label must be attached to the original container. The medication instructions on the container and parent instructions should agree on the time and dosage of medication. In the event of a discrepancy, medication will be administered by the instructions on the container. We suggest getting the prescription in two containers, one to be left at preschool and the other at home.

Non-Prescription medication: The preschool will **not** administer aspirin, fever reducing, cough or cold medications. The preschool will **not** administer topical products, lotions or sprays, including sunscreen.

CHAPEL

The children and staff attend weekly Chapel with a Pastor or DCE (Director of Christian Education) of Fairlawn Lutheran Church. Parents and siblings are invited to join us for Chapel. Chapel involves prayers, songs, and a bible story.

LIBRARY

Children will visit the library twice a month. All children may visit the church library, however, the 3's, 4's and PreK's will visit the Bath/Fairlawn Library. The children may sign out **one** book to enjoy at home and return in 2 weeks. If the book is forgotten, another book may **not** be signed out until the first book is returned. A written reminder will go home notifying the parent of the forgotten book. Each child is responsible for the care of the book. A fine for lost or damaged books will be assessed accordingly.

BEHAVIOR MANAGEMENT

A definition of discipline: "The adjustment of unacceptable behavior to acceptable behavior according to our individual standards and measures."

A program of discipline must teach **self-discipline**. The children will learn appropriate behavior so they can learn to be self-disciplined. Children must know what the **standards** are in the classroom. The children will learn the standards held in the classroom. Children cannot be expected to know the standards by transference, by reputation, or by trial-and-error experiences. The adjustment of behavior must **fit** the occasion and the environment. The children will learn appropriate behaviors for the classroom, Chapel, hallway, bathroom, gym area, playground and field trips.

Our preschool emphasizes the use of behavior modification or behavior management as the means of discipline within a Christian setting. Preschool staff and parents model the teachings of Christ for the children. The staff employs the continuous use of positive reinforcement with fair and consistent rules. In using this procedure, the children are praised and reinforced for their appropriate behavior. In this sense, the children learn they earn praise, attention and reward for socially acceptable behavior. The staff will document and advise the director of any issues in the classroom.

Our program is paced with activities that will hold a child's interest. The classroom is conducive to learning and the educational process entitled by all children. We are dedicated to promoting a positive self-image in every child. When discipline measures are necessary, our procedure is a process of steps. Please note: Depending on the severity of the situation, some steps may be eliminated.

1. Redirection. The child is directed to another activity or play area. Convey to the child the behavior is unacceptable...not the child or his feelings.
2. Talk with the child about the situation and state alternatives. Use fair and consistent rules. The teacher will notify the parent at pick-up time of this step. The teacher will document parent notification and place it in the child's file.
3. Again...talk with the child about the situation and state the alternatives. Repeat fair and consistent rules. The teacher will notify the parent in the evening with a telephone call. The teacher will document the conversation and place it in the child's file.
4. The child or children involved will be removed for a designated amount of time and placed where he/they can sit and watch children who are playing or working appropriately. The parent will receive a behavior management report indicating this step was taken. At times, it may be necessary for a staff member to walk in the hall with a child, or to sit with him privately. The child shall be within sight and hearing of an adult in a safe, lighted, well-ventilated space at all times.

At the director/teacher's discretion, a parent may be called to pick up a child from preschool in the event the child's behavior interferes with the learning process of the other children. We will begin anew the next school day.

5. A face-to-face parent conference is necessary . A charting system may be

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established. The specific behavior to be changed is identified. For example: I will my two hands to myself and not touch another child. If the child accomplishes this during class time, a sticker is placed on the chart and sent home. After accumulating a designated number of stickers, a special reward is given. It may be a toy borrowed from the classroom, a special lunch with the teacher, a special time with a parent one-on-one. The parent or guardian and the teacher agree upon the reward. This will continue for a period of days and then be extended to longer periods of time. The teacher will inform the director when a child is being “charted” or when a parent-teacher conference is needed. The teacher will keep the Director informed of the child’s progress. The teacher may request the director attend the parent conference.

Within three business days, a letter summarizing the face-to-face conference will be given to the parents with a copy placed in the child’s file.

Depending on the incident or behavior, charting may continue as deemed necessary.

6. Expulsion is rare and only necessary if an aggressive child could harm self, other children or staff. The Director and board of education will make the final decision.
7. Other children are not permitted to discipline classmates. Corporal punishment of any form is not permitted at preschool, on church property or at preschool functions. Children will not be humiliated or subjected to profane language or other negative abuse. No physical restraints shall be used to confine a child. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
8. An entire group of children will not be punished due to the unacceptable behavior of a few.
9. Typically, a child may be restricted from one class activity per incident.
10. Discipline will not be imposed on a child for failure to eat or for toileting accidents.
11. Discipline measures do **not** include withholding food, or toilet use.
12. The discipline techniques used are not meant to humiliate, shame or frighten a child, but to lovingly redirect his emotional outbursts, and to give him a chance to compose himself with dignity.
13. Our goal is to teach appropriate ways to handle anger, and to learn self-discipline.
14. All staff members and parents or guardians are given a copy of the child guidance and management policy that applies to all persons on preschool/church premises, and to all persons responsible for children on trips away from the preschool.

EXCLUSION POLICY

Fairlawn Lutheran Preschool reserves the right to dismiss any child due to a severe communicable disease. We may also be unable to enroll a child whose condition requires special equipment or medical care that the preschool cannot provide. The director and preschool board of education will make the final decision, case-by-case as the need arises.

As directed by the Ohio Department of Jobs and Family Services, we also have the right to dismiss any child who displays severely aggressive behavior that could be harmful to himself, other children or staff. The director and the preschool board of education will make the final decision, case-by-case as the need arises.

DRESS CODE

Children should attend preschool in casual play clothes that will not worry the parent or child in the event the clothes become soiled. Additional clothing: hats, gloves, mittens, boots, and book bags should be clearly marked on the **inside** with your child's complete name. Socks and rubber-soled shoes must be worn at all times. Socks must be worn with sandals. Dress shoes without rubber soles for girls are not permitted for daily preschool activities.

OUTSIDE PLAY/RECESS

Fresh air and exercise are important in every child's development. The children at our preschool go outside for scheduled recesses whenever the weather permits. We use 30/80 degrees F as the basic guideline; the wind chill must be above 25. Consideration is also given to humidity, ozone levels, pollen count, lightening, rain or ice. That means even in winter, your child should come ready for snowplay: boots, mittens, coats, hats, snow pants, etc. Reminders will be given in the weekly newsy note.

If your child is well enough to come to school, then your child is well enough to go outside. Remember a virus, not cold weather, causes colds.

If your child has a medical reason for not going outside, the preschool will be happy to comply with a parent's request when presented with the physician's written instructions.

SUPERVISION OF STAFF

The director supervises the daily operations of the preschool and is in charge of daily activities. Individual classrooms are staffed with certified and trained teachers carefully selected for their Christian and loving personalities. Teachers and teacher assistants employed by the preschool are hired only after strict and careful background checks are conducted.

SHOW AND TELL

The children practice oral speaking skills, audience skills and listening skills when participating in Show and Tell. They also become comfortable speaking in front of a large group. Each child is assigned a day every week for Show and Tell. Children may bring toys, books, family pictures and any other items of interest to talk about. Pets may visit the classroom if the parent will bring them. Notify the teacher in advance, please. The parent will be responsible for the conduct of the pet. Daily we model the teachings of Jesus Christ, therefore toy guns, light sabers, swords, bow and arrows, or any other weapon used for fighting or warfare may **not** be used for Show and Tell. Consequently, any item depicting blood, gore, guts or horror may **not** be used for Show and Tell. We are consistent, persistent, and insistent regarding this policy. Should a child forget an item on his/her designated day, the child will have an opportunity to speak about a pet, family members, favorite TV show, etc.

CLASS INVITATIONS

The feelings of all enrolled children have high priority in our preschool. The children talk to one another in large and small group activity time. They know who is invited to play together, who is invited or not invited to birthday parties, etc. This preschool has a policy of **full inclusion**. Invitations are to be given to all the children. Whether they attend or not is the parent's decision. However, it is courteous to invite all and not exclude others.

SCHOOL YEAR AND CALENDAR

The school year will run from **September to May** for the preschool classes. We are closed two days in the fall and one day in spring for teacher conventions. We will be closed for Parent-Teacher conferences in November and March, Thanksgiving break, Christmas break, Martin Luther King, Jr. Birthday, President's Day and Easter Break.

WEATHER ADVISORY INFORMATION

Should it be necessary for Fairlawn Lutheran Preschool to cancel classes during operating hours due to severe weather or other unforeseen circumstances, parents will be called to pick up their children. Note: In the event that school is closed prior to drop off, our school name will appear on the following stations.

Closing information will also be listed at both

www.wkyc.com and www.wtam.com

**Television Stations:
WKYC-TV, Channel 3
WVPX-TV, Channel 23
WOIO-TV, Channel 19**

WUAB-TV, Channel 43
WVIZ-TV, Channel 25

Radio Stations:

WTAM-AM, News Radio 1100AM
WMVX-FM Mix 106.5 FM
WMJI-FM, Magic 105.7 FM
WGAR-FM, Country 99.5 FM
WAKS-FM, KISS 96.5 FM
WMMS, The Buzzard 100.7 FM
WHLO, 640 AM
WKDD, 98.1 FM
WCRF, 103.3 FM
WCPN, 90.3 FM

NOTICE OF NON-DISCRIMINATORY POLICY

Fairlawn Lutheran Preschool admits students of any race, color, religion, 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, religion, or national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs. Fairlawn Lutheran Preschool will not discriminate on the basis of race, color, religion, or ethnic origin in the hiring of its certified or non-certified personnel.

ABSENCE POLICY

Fairlawn Lutheran Preschool expects all children enrolled in Preschool to attend all classes. Timely payment of full tuition fees (due the first day of school each month) insures the child's position in preschool regardless of attendance (i.e. illness, vacation, etc.) Parents are encouraged to discuss individual needs of their child with the classroom teacher and/or the director. The preschool board of education may consider special circumstances regarding the absence policy.

In the event your child will be absent, please call the preschool number: 330-864-7724, and leave your child's name, class and reason for the absence on the preschool answering machine. This allows us to keep a handle on the various illnesses going around and allows us to answer any parental questions regarding an illness appearing in the classroom.

STUDENT RECORDS

Students' records are open only to the particular child's teacher, the director, an authorized representative of ODJFS, and the child's parent or legal guardian.

DONATIONS

As your child develops mentally and physically, please consider whether books, toys or outgrown clothes may be appropriate for use in our preschool.

FIELD TRIPS and IN-HOUSE PROGRAMS

Monthly field trips and in-school programs may be planned, to help supplement the curriculum. Some of these events are free. Others charge a fee per child. In some cases, siblings and parents may also be charged a fee. Occasionally, an activity requires a "flat fee" charge. This means all children in the class are charged the fee whether they attend or not. Children are encouraged to attend all field trips and participate in all in-house programs. In the event a child is absent, the fee may or may not be returned depending upon the event planned.

No enrolled child will be taken on a field trip without a permission slip signed by a parent or guardian. Each enrolled child on the field trip will wear an identifying preschool nametag. Parents volunteer to drive for our field trips. Seat belts will be utilized, and no more than one child may be strapped in each seat belt. Children may not ride in the front seat. Children shall not be permitted to stand in a moving vehicle, or sit on the floor. Children required to be restrained in a child safety seat shall be restrained in accordance with Ohio law. The driver shall see that each child boards and exits the vehicle from the **curb**side of the street and out of the path of **moving** vehicles. The driver shall conduct a check of the vehicle at each destination to ensure that no children have been left in the vehicle. Smoking shall be prohibited in all vehicles when occupied by children.

Volunteer driver requirements: The driver for all field trips shall be at least eighteen years old, hold a currently **valid** driver's license appropriate for the vehicle driven in accordance with Ohio law, and not be under the influence of any substance which could impair driving abilities.

Vehicle safety: Any vehicle used to transport children on field trips shall be maintained in a clean and mechanically safe condition at all times. The driver shall provide proof of current insurance.

EARLY DROP OFF & EXTENDED CARE

The preschool operates an early drop-off program Monday through Friday during the school year, from 8:00am to 8:55am, by 24 hours notice/appointment only. At 8:55am the children are escorted to their classroom teacher. In addition, the preschool offers a lunchtime program. This program is available Monday through Friday from 11:30-12:30/1:00pm for am classes and 11:45am/12:00-1:00 for pm classes. Both programs are open to children who are

enrolled on their school day, excluding the Toddlin' with Jesus classes. Parents may sign up on an as needed basis or sign up in advance. The extended care currently accepts 12 children, subject to change as demands warrant. Children attending during the hours of 11:30 and 1:00 may need to have a packed lunch. The afternoon children may also stay for extended care from 3:30-4:30pm. There may also be opportunity to incorporate extra activities during these times. The parent will pay the fee for these extras. While attending the early drop-off and extended care, children will be supervised by at least one member of Fairlawn Lutheran Preschool staff, certified in first aid and CPR.

The fee for early drop-off and extended care is two dollars (\$2.00) for each half hour or increment thereof, according to the preschool clock. Parents will be billed on a monthly basis. Payments should be made in same format as tuition, with the subject of payment in the memo line.

Children attending the before care & extended care classes will bring their child into school and pick up from within school. A drop off and pick up line is not offered for these times.

GRIEVANCE POLICY

It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's development openly and honestly with your child's **teacher**. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. If you have any problem or concern about our operation or your child's progress, please contact your child's **teacher** first. If the problem or concern is not resolved to your satisfaction, please contact the Director. Your concern is our concern.

Matthew 18 states Jesus' directive for resolving issues. Parents are asked to review the following guidelines when addressing a problem or concern.

1. Avoid gossip and rumor.
2. Does it really concern you? If not, do not become involved.
3. Put the best construction on everything.
4. What does Scripture say?
5. What is Christ-like behavior?

Parents who wish to train up their children in the way they should go... must first go that way themselves.