

Fairlawn Lutheran Preschool & Kindergarten
Parent Handbook
2011-2012



Fairlawn Lutheran Church & School
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FAIRLAWN LUTHERAN PRESCHOOL AND KINDERGARTEN 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 and Kindergarten 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 and Kindergarten 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 and kindergarten program.

OUR PURPOSE

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

Our degreed Preschool and Kindergarten staff provides a curriculum that encompasses all eight 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 is implemented for the 3 & 4-year-old, PreK and Kindergarten 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. The director reserves the right to hold onto a child if a harmful or dangerous scenario arises. 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, unless otherwise determined by the director. 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 and Kindergarten. The licensing record includes, 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 and kindergarten are available upon request. At the end of the handbook you will find more information regarding our license, please take time to read this additional information.

SMOKE FREE

Fairlawn Lutheran Church Preschool and Kindergarten 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 when needed. Tile floors are cleaned every other day or as necessary.

SAFETY & SECURITY

We must all be concerned about the security of our facility and the safety of the children. Fairlawn Lutheran Church Preschool and Kindergarten has an access system to control unwanted traffic in our building. Each family that desires is issued a key fob for access to the building, with approval by the director. A refundable \$10.00 security deposit is required, if you loose your fob and desire another one, you must pay another \$10.00. If you have forgotten your key fob or don't have one, kindly follow the directions below for entering the building:

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.
5. All church preschool and kindergarten staff will have an updated list of the children enrolled in our program. If a name given is not on our list, access may be denied.
6. In rare cases, sexual offenders may enroll their child, but due to the nature of their offense, and the limits placed on them, they will not be allowed in our building for any reason whatsoever.

It is the PRIMARY responsibility of the parents to protect your child. Any concerns that you may have regarding sexual offenders and such; you should actively check the Summit County Sexual Offenders Web-Site and others like it for violators in your neighborhood. Fairlawn Lutheran Church Preschool and Kindergarten are partners with you in the safety and security of your child. We can give you genuine reassurance that your child will NEVER be left unattended at any time. They are with qualified staff, reducing risk to any situation in which they might be violated to next to none. As Christians, we believe in forgiveness & God's grace to us all, however we will still assure you that we are responsible for our actions while your child is under our care the soundest judgment shall be used to ensure your child's safety.

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, some Computer Skills and more. These can be 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 a prayer or song. Bible/Jesus Time is 10-15 minutes per class, 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 and kindergarten 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 two in-services on pertinent issues such as child development; behavior modification or curriculum up-dates, preschool and kindergarten may be closed on these days. All staff has passed both an FBI and BCII background check.

Any person may report a suspected or witnessed violation by the preschool or kindergarten to the Ohio Department of Job and Family Services at 330-471-0087. All staff members are also mandated reporters of child abuse they witness or suspect. If staffs have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern. The Child Abuse Hotline is 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 and kindergarten. This information will include the preschool and kindergarten 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 with rosters, which include the names and telephone numbers of parents, custodians, or guardians of children attending the preschool and kindergarten, and 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. This information is gathered on each child's Health and Enrollment Form.

SUPERVISION OF STAFF

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

DAILY SCHEDULES

The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

A typical Preschool or Kindergarten schedule would include:

9:10-10:10	Learning Centers- sensory, science, construction, art, music, dramatic play, math, etc.
10:15-10:30	Opening circle-weather, stories, songs and finger plays
10:30-10:45	Large/Gross Motor- indoor or outdoor
10:45-10:55	Potty Break, wash hands
10:55-11:10	Snack time
11:15-11:25	Jesus Time-bible stories, flannel boards, songs, etc.
11:25	Prepare for dismissal
11:30	Line up for car line

DAYS AND TIMES

Toddlin' with Jesus: For parent or caregiver and a two-year-old; meets once a week
Class size is typically limited to 10 toddlers and parents/care giver. Moms, 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
Class size is typically limited to 14 children with a teacher and teacher assistant.

4 Year Olds: Meets three or four days a week from 9:00-11:30 am or 1:00-3:30 pm
Class size is typically limited to 16 children with a teacher and teacher assistant.

PreKindergarten: Meets five days a week from 9:00-11:30 am
Class size is typically limited to 16 children with a teacher and teacher assistant.

Kindergarten: Meets M-F am session from 9-12:15; pm session 12:45-3:15 and all day 9-3:15
Class size is limited to 18 children with one teacher and one assistant.

SCHOOL YEAR AND CALENDAR

The preschool year will run from **September to May**. The Kindergarten year will run from **Aug. to June**. We are typically closed for no more than two days in the fall and two days in spring for teacher workshops. There are no classes for children on Parent-Teacher conference days in November and March, NEOEA day, Thanksgiving break, and Christmas break, Martin Luther King, Jr. Birthday, President's Day, Spring Break, Easter Break and Memorial Day for Kindergarten. The School is open beginning at 8:00am for early care, and closing at 4:30pm for after care, Monday through Friday unless otherwise noted.

EARLY DROP OFF LUNCH BUNCH & AFTER CARE

The preschool and kindergarten operates an early drop-off program Monday through Friday during the school year, from 8:00am to 8:45am, ***by 24 hours notice/appointment only***. At 8:45am the children are with staff for a brief devotion and then wait in line as the car line begins. In addition, the preschool and kindergarten offers a lunch bunch program. This program is available Monday through Friday from 11:30-1:00pm for am classes and 11:45am-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 lunch bunch 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 from home following our nutrition guidelines on page 12. The afternoon children may also stay for after care from 3:30-4:30pm. There may also be opportunity to incorporate extra activities during the 12:00-1:00 times. The parent will pay the fee for these extras. While attending the early drop-off, lunch bunch and after care, children will be supervised by at least one member of Fairlawn Lutheran Preschool and Kindergarten staff, certified in first aid and CPR.

The fee for early drop-off and extended care is five dollars (\$5.00) for each hour according to the preschool clock. Parents will purchase a punch card in \$25.00 increments. This will help with billing and keep a better record of payments. Children attending the before care & after 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.

STAFF-CHILD RATIO

The ratio of preschool and kindergarten 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: 7:1 for Toddlers, 12:1 for 3 year olds, and 14:1 for 4s and 1:18 for 5s and school-agers. We super seed the state recommendations.

ENROLLMENT PROCEDURE

Parents and child are invited to visit the preschool and kindergarten classroom, meet the director and teacher and receive a registration form, class brochure, class supply list, health and enrollment form and medical statement; we follow state guidelines on these requirement. Complete registration forms can be mailed to Fairlawn Lutheran Preschool and Kindergarten with a check for the registration fee. Make checks payable to Fairlawn Lutheran Preschool. The child's medical statement and Health and Enrollment Form are due in August. The registration fee (\$90.00 per child/\$150.00 per family or \$50.00 for Toddlin' with Jesus) covers the cost of various art and supplies, juice and some special program features. The registration fee is non-refundable and not applied to tuition in any way, the parent acknowledging her/his understanding of this by signing a waiver. Cancellation of a class may occur due to lack of enrollment. If this should happen and there is not another class for the child, the registration fee would be refunded.

ENROLLMENT AGE

Enrollment ages vary and are based on the class the child enrolls for. Toddlin' with Jesus toddlers must be 2 years old by the start of class.

TOILET TRAINING POLICY

Fairlawn Lutheran Preschool and Kindergarten requires all children enrolled in preschool (excluding Toddlin' with Jesus) to be "toilet-trained" (see following definition) when school begins. Children must wear fabric underwear to preschool and kindergarten. "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 school ministry 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.

TUITION

Registration fees are detailed on page 6; tuition for the school year has been set as follows:

2-Year-Old class:	September through May or \$284.00 per year
3-Year-Old class:	\$112.00 per month September through May
4 Year Old class:	\$134.00 3 day/ \$162.00 4 day per month September through May
PreK class:	\$184.00 per month September through May
Kindergarten:	\$378 per month all day; \$210 per month am; \$168 per month pm Sept. through June

The monthly tuition is a school year rate divided by 9 months for preschool and 9.5 months for kindergarten. The first month's tuition for all classes is due before the start of class (Sept. 1st). 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 beginning in Oct.** Place your check in an envelope marked 'tuition.' Send the tuition to school via your child's folder in the book bag. A reminder when to pay tuition will be given in the monthly newsletter. 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.

WEATHER ADVISORY INFORMATION

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

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 and Kindergarten 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 and Kindergarten 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 and Kindergarten expects all children enrolled in Preschool and Kindergarten to attend all classes. Timely payment of full tuition fees (due the first day of school each month) ensures the child's position in preschool and kindergarten 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 school ministry board of education may consider special circumstances regarding the absence policy.

In the event your child will be absent, please call the school number: 330-864-7724, and leave your child's name, class and reason for the absence on the school 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.

SUPERVISION POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventable measures. At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

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 and kindergarten. 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 and kindergarten. During orientation parents may volunteer for a variety of activities within the preschool and kindergarten. The director reserves the right to keep all children safe, and may turn away visitors.

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 and kindergarten during the hours of operation. Please notify the director or teacher when in the building. The director reserves the right to keep all children safe, and may turn away visitors.

Parents may participate in a variety of activities offered by the preschool and kindergarten. Some examples are: room parent, holiday class parties, fund raising projects, conferences, field trips/in-house, special day activities, book club collections, cooking assistant, library aide or substitute teacher assistant. Mother and fathers as well as grandparents are invited to participate in our program. Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. The director reserves the right to keep all children safe, and may turn away visitors.

It is the responsibility of the parent to:

1. Bring your child to school on time.
2. Pick-up your child after class on time.
3. Parents are responsible for the supervision of their child before and after drop off/pick up.
4. Notify the classroom teacher if your child will be absent, arriving late or leaving early.
5. Notify the classroom teacher, in writing, if your child is going home with another family.
6. Provide your child with sufficient sleep and food before class.
7. Keep your child home if he/she is ill. See Management of Illness Policy page 13.

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child or leave a voicemail message. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they can bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release the child to anyone, including parents who appear under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

If there are custody and/or legal issues involved with your child, you must provide the school with court papers indicating who has permission to pick up the child. The school may not deny a parent access to their child without proper documentation.

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. You have to help in teaching your child faith and forgiveness, one way to do this is through example and modeling.

CONFERENCES AND EVALUATION

Twice a year the preschool and kindergarten 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. School provides the daily 100% juice. Younger children are served portions according to their needs and additional helpings are offered. ***No candy, gum, peanuts, potato chips, popcorn, cupcakes and the like 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 and kindergarten 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 and kindergarten snack cupboard. The children must have proper nutritional balance for all lunch bunch meals. If the children do not, they will be served a snack from the preschool and kindergarten reserves. The replacement snack is due the next school day. For lunch bunch attendees; this meal must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6 year old) protein (1 ½ oz.), grain (1/2 slice bread or ¼ cup of pasta, etc.), and two foods from fruit/vegetable group (1/2 cup). All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the classroom, be sure to include ice packs in your child's lunch if foods need to be kept cold. If lunch does not meet the nutritional requirements then the school is mandated to provide the additional food(s).

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, 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. A written medical/health plan must be on file for children with food allergies.

HAND WASHING

Hand washing shall be in accordance with Health Department guidelines. All children will wash their hands with soap and running water upon entering the classroom, after each trip to the bathroom, after any contact with bodily secretions, after handling animals, before preparing or eating food, after use of sand or water play and when returning from large motor activities. The use of hand sanitizer does not eliminate the need for proper hand washing. Hand sanitizer may be used when a sink with soap is not readily available. Permission slips are required for use of hand sanitizer.

MANAGEMENT OF ILLNESS

Fairlawn Lutheran Preschool and Kindergarten provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter our program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperatures of 100 degrees F-in combination with any other signs of illness.
 - Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
 - Difficult or rapid breathing
 - Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
 - Untreated skin patches, unusual spots or rashes
 - Unusually dark urine or grey or white stools
 - Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
 - Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parents will be notified by a letter home if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

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 school 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 and in 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 school and the other at home. Medications will be stored in a designated location inaccessible to children.

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

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the director for more details regarding this.

CHAPEL

The children and staff attend weekly Chapel with a Pastor, DCLF’s (Directors of Christian Life Formation), Director of Worship Arts or Director of School Ministries of Fairlawn Lutheran Church. Parents and siblings are invited to join us for Chapel. Chapel involves prayers, songs, and a Bible story. The director reserves the right to keep all children safe, and may turn away visitors.

LIBRARY

Children may visit the library twice a month. All children may visit the church library; however, the 3’s, 4’s and PreK’s may 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 by the library.

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 school emphasizes the use of behavior modification or behavior management as the means of discipline within a Christian setting. Preschool and Kindergarten 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 school 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 established. The specific behavior to be changed is identified. For example: I will keep 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 school, on church property or at school 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 an emotional outburst, and to give him a chance to compose himself with dignity.
13. Our goal is to teach appropriate ways to handle our emotions, 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 school/church premises, and to all persons responsible for children on trips away from the school.

EXCLUSION POLICY

Fairlawn Lutheran Preschool and Kindergarten 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 school 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 school board of education will make the final decision, case-by-case as the need arises.

DRESS CODE

Children should attend school in casual play clothes that will not worry the parent or child in the event the clothes become messy. 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 are not permitted for daily school activities.

OUTSIDE PLAY/RECESS

Fresh air and exercise are important in every child's development. The children at our school 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 30. 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.

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

SHOW AND TELL/FRIEND OF THE WEEK

The children practice oral speaking skills, audience skills and listening skills when participating in Show and Tell and various activities like it. They also become comfortable speaking in front of a group. 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. Consequently, any item depicting blood, gore, guts or horror may **not** be used. 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 school. 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 school has a policy of **full inclusion**. Invitations are to be given to all the children in the class. Whether they attend or not is the parent's decision. However, it is courteous to invite all and not exclude others. If you do not wish to invite all the children in your child's class, you may not pass them through us; you'll have to mail them.

DONATIONS

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

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.

All classes will meet and dismiss from the field trip, unless it's a chapel day. Every child must have a permission slip signed by a parent or guardian. Each enrolled child on the field trip will wear an identifying school nametag. During the course of field trips, each staff member will have specific children that they are responsible for supervising, a count will be taken to assure that all of the children have arrived safely and marked on a separate attendance sheet. 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.

ACCIDENTS/EMERGENCIES

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff should follow written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic weather drills. Should we need to evacuate due to fire, or loss of power, heat, or water to the center, our emergency destination will be across the street at the Fairlawn/Bath Library. Should there be severe weather conditions, our emergency destination is the music room; just outside the inside preschool double doors. A sign will be posted indicating that we have evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding the appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all the health records. Staff may not transport children in their vehicle. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or

injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes

the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.