

ST. PAUL LUTHERAN PRESCHOOL

2018-2019

PARENT HANDBOOK

3-4-5 YEAR OLD PROGRAM

(440) 988-5427

115 Central Dr.

Amherst, OH 44001

Director E-mail: bnaro831@gmail.com

Pastor: Pastor Paul Werner

Director of Christian Education: Mrs. Kendis Bender

Chairman, Child Care Center Board: Mrs. Judy Bloom

Preschool Staff:

Mrs. Beth Naro (Director)

Mrs. Susana Partlow

Mrs. Stacy Sanoba

Mrs. Dominica Sansotta

Miss Sara Schaffer

Mrs. Sarah Swanzer (Lead Teacher)

“Because We Care”

Our Christian mission as teachers is to help each child come to understand his/her relationship with God. We are dedicated to your child’s growth and development through the Word of the Lord.

The Staff of St. Paul Lutheran Preschool

OPERATION/LICENSING:

This center is licensed to operate legally. The center is licensed to serve 28 students per session and admits children of any race, color, religion, sex or national origin. The Ohio Department of Job & Family Services issues the center a license and also lists the telephone number to report suspected violations by the center. The license is posted on the Parent Bulletin Board. The laws and rules governing preschool centers are available in printed format in the preschool classroom.

PROGRAM:

St. Paul Lutheran Preschool is a ministry of St. Paul Lutheran Church and operates under the direction of the Child Care Center Board. Board members are:

Chairman

School Director

Secretary

Treasurer

Three additional members of St. Paul Lutheran Church

PURPOSE/GOALS/MISSION STATEMENT:

St. Paul Lutheran Preschool seeks to assist parents with the development of their young children by offering a Christian Education Program which will stimulate the child to grow physically, socially, intellectually and spiritually. The preschool program includes learning experiences that will bring daily success and challenge to each of the students. This program provides enrichment units forming the basis for teaching “readiness” skills.

ELIGIBILITY/CLASS SIZE:

Children who are at least three years old by August 1st of the current year are eligible for enrollment in the two day class. Children who are at least four years old by August 1st of the current year are eligible for in the three day classes. All students must be potty trained to be eligible for preschool. No diapers or pull-ups are permitted in the classroom. A staff/child ratio of 1-12 is maintained and maximum class size of 26 students per class.

REGISTRATION, ADMISSION, AND TUITION:

Under Rule 5101-2-12-15 of the administrative code the following information is required:

A \$45.00 Non-Refundable Fee is required with the Registration Form. This fee covers all school supplies, time and materials for processing the registration of your child. Both the fee and registration form must be returned by mail or in person.

Upon receiving the registration form and fee your child will be enrolled in the preschool. An information packet with the following forms will be mailed to you:

Medical form (this must be completed and signed by your physician)

All children must be current with their immunizations or they can not be enrolled in St.Paul Lutheran Preschool.

Child Enrollment/Health Information

These forms must be filled out completely and on file the first day of preschool. An explanation sheet will be included in the packet to help with any questions you may have.

Emergency Transportation Authorization:

If you do not give permission to transport your child in case of emergency your child cannot be enrolled in St. Paul Lutheran preschool.

Tuition cost for the 3-Day Program is \$140.00 and for the 2-Day Program is \$120.00 REGARDLESS OF NUMBER OF DAYS IN ATTENDANCE.

TUITION PAYMENT

Check/Money order payable to: St. Paul Lutheran Preschool
Mail to: St. Paul Lutheran Preschool
115 Central Drive
Amherst, OH 44001

OR

Place tuition payment in envelope and drop in payment box:
Child's name: Joe Smith
Class program: 3-Day Program
Class time: AM

The adapted policy of the Child Care Center Board is: tuition is due by the first school day of each month and must be paid by the **1st day** of each month, or your child's place in the class may be forfeited the following month. **After the 15th of each month, a \$10 late fee will be added to your tuition.**

PROGRAM/SCHEDULE:

The Preschool holds sessions on Monday-Friday of each regular week, beginning in August through the end of May. We do not operate on Saturdays and Sundays. The morning class meets from 9-11:30. The afternoon class meets from 12:30-3:00. The daily activities include:

9:00-9:10/12:30-12:40 Arrival/Morning Work
9:10-9:20/12:40-12:50 Circle Time (Show and tell, calendar/weather, classroom rules, sign language, Pledge of Allegiance)
9:20-9:40/12:50-1:10 Creative Play
9:40-9:50/1:10-1:20 Read Aloud
9:50-10:10/1:20-1:40 English/Language Arts
10:10-10:20/1:40-1:50 Choice Time
10:20-10:30/1:50-2:00 Social/Emotional
10:30-10:50/2:00-2:20 Muscle Room
10:50-11:20/2:30-2:50 Restroom/Wash Hands/Snack Time
11:20-11:30/2:50-3:00 End of day recap

Arrival/Release Information:

Our school policy is to enhance the safety and well being of each child while in attendance at our center. (*Doors open at 8:55 for the morning classes and 12:25 for the afternoon classes.)

- A. Parent/guardian is to accompany children downstairs to the classroom each school day:
 - 1. Adult signs child in/out each school day.
 - 2. Assist in hanging belongings up. Please let your child know you are leaving, but will be back at dismissal time.
 - 3. If the parent/guardian would like to exchange information with the staff, please do so at this time.
 - 4. After 9:10 a.m./12:40 p.m. front doors are locked for security. If you arrive after 9:10 a.m./12:40 p.m., please use the back door – located on the south side of the church. Please ring the doorbell for entry.
- B. Notes are to be made available if some other person, other than the parent/guardian will be picking up at dismissal times.
 - NOTES ARE TO INCLUDE:
 - 1. Child's name
 - 2. Date
 - 3. Name/Telephone number of alternate person
 - 4. Parent's signature
- C. NO CHILD shall ever leave the building unless accompanied by parent/guardian or someone on the parent approved dismissal list.
- D. Front doors will open 5 min. before dismissal time. Parents may wait in the narthex. Teachers will bring the children upstairs for dismissal.
- E. A child shall only be released to persons 18 years of age or older except when parent/guardian permission is on file. The written permission shall be signed and dated by parent or guardian and administrator.
- F. Last minute changes regarding dismissal of a child are to be phoned directly to the school (988-5427).

Parent Teacher Conferences:

Parent- teacher conferences will be scheduled once a year for all children, unless the parent or teacher requests more. Records of conference discussions will be kept in the child's comprehensive file in the program filing cabinet. These confidential files are available for inspection by a child's parents upon request. While we perform assessments of children's academic progress, no reports are shared with ODJFS or others.

Procedures Regarding Custody Agreements:

Divorced/separated parents and/or guardians are responsible for providing the school with a copy of their custody agreement, particularly as it relates to who is authorized to pick up their child(ren) at school. This shall be in addition to the authorization form on file in the child's records indicating persons the parent/guardian has authorized to pick up their child. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation on file limiting access and conditions of the nonresidential parent. (OAC

5101:2-12-30). Also, if custody of your child changes or a name change is made legally through adoption, those documents should also be on file.

If you have a foster child living with your family, documents confirming this must also be kept on file.

Vacation/cancellation or change of time:

Vacations closely follow the Amherst Schools' Schedule.

Cancellations due to weather conditions, please listen to radio station WEOL AM930 in Elyria, or watch WKYC TV Channel 3.

In the event of a funeral, which will occupy our classroom, we will notify you of any time change or cancellation of classes.

No Preschool:

One staff in-service day is held in early spring (2018). Notification to parents will be given in advance.

SNACK:

Parents will be scheduled to provide a small snack for the class on a rotation basis. We encourage healthy snacks. Our students are young and only need small portions. Cup cakes are wonderful, but we would like to limit them to special occasions if possible. Parents provide 5oz. cups for water, napkins, and snack for students. Every child will celebrate a birthday during snack time. Parents will be notified on their monthly calendar. Parents are welcome during that time to share the snack time with their child. The preschool will provide a snack in the event that a parent does not. **We serve no meals. Due to peanut allergies, we are not able to serve any peanut products this year.**

VISITATIONS:

You are welcome to visit your child at any time. We do request that all visitors immediately announce their presence to the school staff. Please remember after 9:10/12:40 you must enter by the back door. This "Open Door" policy is limited to parents or guardians of the student enrolled in our preschool program.

RESPECT FOR THE CLASSROOM AND CHILD:

Children's attitudes toward school and learning are strongly influenced by those of their parents. Show an interest in your child's progress, be attentive if he/she has something to say about school, but do not push him/her to achieve; and respect his/her silence if he/she offers no comments about his/her activities. We welcome any comments or concerns you may have about your child's care and our program. Communication is the most important ingredient in solving issues of concern. In the event you are concerned or displeased with any aspect in our school, **Please** take your concerns to the teachers. **PLEASE DO NOT DISCUSS THESE ISSUES IN FRONT OF YOUR CHILD.** If your issue is not met to your satisfaction, please contact the church office to make an appointment to meet with a school board member.. The Child Care Center Board invites you to contact the Board Chairman, Mrs. Judy Bloom @ 988-4157.

PARENT PARTICIPATION AND ORIENTATION:

A “Parent Orientation Program” will be held in August to familiarize parents to our staff, the school policies, state laws, school program and will provide a time for question/answers. Parent/Teacher conferences will be held early in the New Year (January).

Parent participation – Holiday parties and special events are scheduled during the year giving parents/guardians many opportunities to help plan and prepare activities. Parents are asked to check bookbags daily for staff notes or student artwork. Monthly newsletters offer daily/monthly events. Parents who indicate a desire to volunteer in the classroom will be contacted by the preschool staff for special events (e.g., paint days and holiday parties).

Parents must sign the form indicating whether or not they wish to have their names listed on the roster. A roster of names and telephone numbers of parents, custodians, and guardians of children attending St.Paul’s Preschool is available to each parent.

GUIDANCE AND MANAGEMENT POLICY:

Under the guidelines of rule 5101-2-12-19 of the administrative code, all employees of the center will follow these guidance and management policies:

All childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. At no time will a child be left unattended.

All staff will create an environment where each child can learn to live and play with others in a God pleasing manner and learn respect for other students and staff members. We ask that parents teach their children to respect the teachers. When a problem situation occurs the staff will follow this procedure:

1. Evaluate the situation
2. Remind the child of the rules
3. Re-direct the child’s activity
4. Help to guide child toward self-discipline
5. Offer a brief, 1-2 minute session while teacher talks with the child about what situation had just occurred.

Following #5 the child will be reminded of the rules and encouraged to try again, then reintroduced to the group. On the day we would have had to talk with the child, the teacher would let the parent know after school.

The staff also utilizes a clip chart behavior system within the classroom to help track student behavior. Information on the system will be provided to parents upon enrollment in the program. Students who remain on green or yellow will also receive a hand stamp at the end of the class. Students who are on red will not receive a hand stamp, and staff will talk to the parent/guardian about what behavior(s) resulted in this.

PERMANENT DISENROLLMENT:

If this situation occurs, the following steps will be taken...

1. Document all situations
2. Talk to parent/guardian

3. If the needs of the child cannot be met at our center, we will refer your child to your local school system.

We want all lines of communications between parent and teacher open. We will never discuss your child's activities in front of another parent. Please feel free to contact the teachers if you have any questions or concerns.

SAFETY:

Our center's safety policy shall include the following regulations:

- A. Provides immediate access to a working telephone within the building.
- B. We will practice monthly fire drills at varying times during the school day.
- C. Have a fire/weather emergency alert plan posted at each entrance and exit in the classroom explaining actions and the responsibilities taken by each staff member. A diagram shows direct evacuation routes
- D. A written Emergency/Disaster Preparedness plan is in place and all staff has been trained for these emergencies.
- E. For the safety of our children NO pets are permitted in the building: Exception Service dogs.

MEDICAL EMERGENCY SAFETY:

- A. Emergency Transportation Authorization forms are kept in a notebook by the telephone. Parents or guardians must be notified as soon as possible of emergencies or major illnesses or accidents involving their child(ren). Information on Emergency Transportation Authorization forms must be kept current at all times.
- B. Emergency Transportation Authorization: Please be assured we will contact the family immediately and if emergency transportation would be needed, one of the teachers will be with your child until you would arrive
- C. If you do not give permission to transport, your child cannot be enrolled in St. Paul Lutheran Preschool
- D. The medical and dental Emergency Plans are posted by the telephone.
 1. The first aid kit is located in the classroom.
 2. The staff is trained to administer first aid and CPR.
 3. The children's emergency and medical records are in their files located in the classroom.
 4. In case of severe emergencies the staff will:
 - a. Administer First Aid
 - b. Summon emergency transportation
 - c. Contact parents/guardians

- d. If a child is transported for emergency treatment the child's health and medical records shall accompany the child. The center administrator or childcare staff member shall stay with the child until the parent/guardian assumes responsibility for the child's care.
5. In case a child is not feeling well and/or is feverish the staff will have the child lie down away from the other children, and telephone the parents or guardian to take the child home. We do not care for mildly ill children.
- E. An incident/injury report shall be completed by the childcare staff members in charge of the child when the following occur:
- Illness which requires first aid treatment
 - Accident which requires first aid treatment
 - Injury which requires first aid treatment
 - Bump or blow to the head
 - Emergency transporting
 - Unusual or unexpected event which jeopardizes the safety of children/staff
- F. Use of spray aerosols shall be prohibited when children are in attendance at school.
- G. A staff member shall immediately notify Lorain County Children Services when that person suspects child abuse or neglect of the child.

MEDICATIONS/SPECIAL DIETS:

Our center's policy concerning the administration of medications, vitamins, special diets or food supplements:

- A. Special diets need to be discussed with the teacher and certain procedures will be introduced.
- B. No vitamins, food supplements, or medications will be administered, with the exception of Emergency medications.
- C. Emergency medications require: written instructions by physician or guardian are needed. Staff will secure and follow the written instructions of a licensed physician or an advanced practice nurse certified to prescribe medication on the JFS 01217 "Request for Administration of Medication".
- D. Staff shall also secure written instructions from the parent or guardian on the form. A prescription label also serves as written instructions for medications as long as the following are met:

- a.) The label contains the child's full name, a current prescription fill date (within the last 12 months), the exact dosage to be given and the means of administration;
- b.) The prescription label is attached to the original container.

E. If a child has a Health Care Plan on file that requires him/her to have emergency medication, such as an Epi-Pen, the center must have access to the emergency medication while the child is present at the program. If the center cannot access the emergency medication, the child will not be permitted to remain at the preschool.

MANAGEMENT OF ILLNESS:

All staff members receive training to recognize common signs and symptoms of communicable diseases; and a chart delineating communicable diseases shall be posted on the door in the classroom. Any child showing symptoms of a communicable disease shall be removed from the other children, and will not be in contact with the class. A parent or guardian will be called to take the child home. Our school does not care for the mildly ill child.

Should the staff during the time the child is in attendance, detect any of the following signs of illness, then the child shall be immediately isolated from the other children and sent home:

1. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
5. Yellowish skin or eyes
6. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and or gray or white stool
9. Stiff neck with elevated temperature
10. Vomiting more than one time or when accompanied by any other sign or symptom of illness
11. Evidence of lice, scabies, or other parasitic infestations

12. Sore throat, difficulty in swallowing

Isolation precautions: a child isolated due to suspected communicable disease should be:

1. Within sight and hearing of an adult at all times
2. Cared for in another room or portion of a room away from other children
3. Provided with a cot and made comfortable

Parents of any child with the above symptoms will be contacted immediately to come pick up their child.

Our policy on re-admittance to the school for any child who has been ill is...

- A. 24 hours with no fever, vomiting, or diarrhea
- B. 24 hours after antibiotics begin
- C. Doctor's written certificate in questionable instances, stating that the child may return to school
- D. No itchy or reddened eyes
- E. No profuse discharge from the mouth nose or ears

Parents of other children in the center will be notified of exposure to communicable disease by a written or verbal notice.

No staff member shall attend the school if they exhibit signs of communicable disease. The school Director reserves the right to request a physician's note for a staff member to return to work.

Family Outings:

- A. St. Paul's Preschool has family outings. The preschoolers' families are present during our outings.
- B. The school's first aid kit is taken on all outings.
- C. The teaching staff has been trained in first aid and will accompany families on all outings.

GENERAL EMERGENCIES:

- A. In the occasion of any threats to the safety of children due to environmental situations or threats of violence we will take our children to the designated area depending on the type of emergency. Next we will contact the local police department to see if the emergency situation is over. Then we will contact the parents to come and pick up their children.
- B. Natural disasters such as fire, tornado, flood, etc. (A sign is located on the door in our classroom which designates our tornado shelter)
- C. Loss of power, heat, or water (if any of these events should occur during school hours parents/guardians would be notified immediately)
- D. In case of evacuation, the children will go to the church office (located in the house next to the preschool).

FIRE/WEATHER ALERTS:

- A. A monthly fire drill will be held at varying times. A record of fire drills is available at the school.
- B. Tornado drills will be held during the school year. A record of the tornado drills will be available at the school.
- C. Lockdown drills will be held throughout the school year. A record of lock down drills will be available at the school.
- D. A plan is posted which explains the action to be taken and staff responsibilities in case of fire emergency or weather alert. The plan shows a diagram of the evacuation/cover routes.

STAFF TRAINING:

Our center's policy concerning the means of training staff to maintain current state certification is:

- A. One staff person, trained in all necessary state laws to meet The Ohio Department of Health Training specifications shall be at the center at all times.
- B. All staff at St. Paul Lutheran Preschool are trained in C.P.R

OHIO DEPARTMENT OF HEALTH:

Training specifications are:

1. First Aid (initial training, 6 hours)

2. Communicable Disease Recognition (initial 6 hours)
3. Child Abuse Recognition (initial 6 hours)
4. Staff persons shall attend review classes every 2 or 3 years
5. Staff members are trained in infant/child CPR
6. Staff persons shall attend meetings to review the school policy regarding the following:
 - a. Hand washing/cleaning procedures for the preschool center.
 - b. Health/accident/emergency/dental procedures.

SCHOOL ATTENDANCE:

The preschool education program plans a curriculum guide based on continuity to benefit the staff as well as the student. Regular school attendance is required unless ill or for personal reasons.

CENTER POLICIES:

1. Students will not be exposed to water that is deeper than eighteen inches.
2. Students who are ill will be offered a cot to rest on. Students do not rest or nap on a daily basis at the center.
3. This center does not provide infant care, evening care, or overnight care.