

# St. Paul's Lutheran Preschool

## PARENT HANDBOOK



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Website: [stpaulspainesville.com](http://stpaulspainesville.com)

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## CHURCH INFORMATION

### **Mission Statement of St. Paul's Lutheran Church:**

To witness to our faith in Jesus Christ through worship, education, building relationships and caring for others.



250 Bowhall Road  
Painesville, Ohio 44077  
Phone: 440-354-3000  
Fax: 440-354-7085

## PRESCHOOL INFORMATION

### *Welcome*

Welcome to St. Paul's Lutheran Preschool.

*"Teaching them to observe all things whatsoever I have commanded you..." Matthew 28:20*

The faculty and staff of St. Paul's Lutheran Church and Preschool welcome you to an exciting part of your child's development. It is our desire to meet the educational, developmental, and spiritual needs of each child. This handbook will be a valuable tool for you as it lists many important items for your attention and interest.

In this Christian environment, we pray that we can work effectively with you to help your child socially, emotionally, physically, mentally, and spiritually. May God bless our year together.  
St. Paul's Lutheran Preschool Board and Staff

### *Mission Statement*

In grateful response to God's love for us in Christ Jesus, it is the mission of St. Paul's Lutheran Preschool to assist families in carrying out God's command to educate His children and prepare them for a Christ-centered life of learning and service.



## Philosophy

Jesus said in the gospel of Mark: “Let the children come to me...for the kingdom of God belongs to such as these” (16:12). At St. Paul’s Lutheran School, children learn that they are treasured by God. Helping children to understand that they are chosen, forgiven, and loved by God—through the death and resurrection of Jesus Christ—is our primary task.

We also strive to create a learning environment that is appropriate and stimulating for young children. Ongoing research strongly suggests a “hands-on” approach is immediately beneficial to children—and it also can contribute to a life-long love of learning. Through guided play, social skills can grow, and a healthy self-concept can be fostered, especially in a setting that is uniquely Christian.

By combining the best educational methods with a Biblical worldview, we believe we can offer young children an exceptional foundation for their lives as students and individuals.

### Goals and Objectives

Although specific objectives differ for each child, our program

- Provides experiences to help children learn to know and love God.
- Aids parents in the development of the whole child in an emotional, intellectual, social, physical, and spiritual process.
- Promotes learning through work and play in a Christian environment.
- Assists the child in a gradual adjustment from home to school life.
- Fosters friendships with children of the same age.
- Helps the child develop conceptual foundations in cognitive skills, creative abilities, and interests.

## Licensing

St. Paul’s Lutheran Preschool is legally licensed to operate and to serve preschool and school age children. The State of Ohio Department of Job and Family Services issues the school a license. The laws and rules governing childcare are available for review upon request.

The school’s licensing record is available from the Department of Job and Family services website. Their toll-free number (1-866-886-3537) is posted on the license and may be used to report a suspected licensing violation by the school. The Administrator and each staff member are required by law to report their suspicions of child abuse or neglect.

St. Paul’s Lutheran Preschool holds an accreditation from the National Lutheran School Accreditation Commission and has been effective since September 2007.

## Non-discrimination Statement

St. Paul’s Lutheran Preschool admits students of any race, color, religion, sex, national or ethnic origin or disability or all rights, privileges, programs, and activities generally accorded and made available to students at the school.

## GENERAL INFORMATION

### Facility Operations

St. Paul's Lutheran Preschool is open Monday through Thursday from 8:30 AM to 12:30 PM between Labor Day and Memorial Day. Actual class days and times vary based on the class in which your child is enrolled and the school year calendar. Parents receive a copy of the school year calendar at Parent Orientation or on the first day of school.

### Weather Closings

St. Paul's Lutheran Preschool uses an automated notification system to communicate school closings.

When the school will be closed due to weather or any other event, families will be notified via email or text message. Families must contact the system to receive the message; instructions on how to do that are given at the Parent Orientation. Please see the Administrator if you have any questions about this system.

The decision to close school will be based on the Riverside Local School District but the school may remain open if the closure is due to temperature. We ask that all families do what they feel is in the safest interest of their family when deciding whether to attend school on bad weather days.

### Insurance Coverage

St. Paul's Lutheran Church carries general liability insurance which covers the preschool only. Child's medical coverage is to be under parents' insurance policies and is not the responsibility of St. Paul's Lutheran Preschool or Church.

### Nursing Mothers

The Nursery Room located in the back of the church is open to any nursing mother that may need a place to breastfeed a young child.

### School Pictures

A professional photographer comes to the school each year to take individual and class pictures. Participation is voluntary.



## ENROLLMENT POLICIES

### Entrance Requirements

1. Must meet the age requirements for the class.
2. Must complete all required forms.
3. Must have all fees paid.

### Pre-enrollment Interview and Orientation

The Administrator or a designee will meet each prospective parent and child prior to admission and will conduct a tour of the facility and instruct the parent(s) of the enrollment policies.

An evening orientation meeting for all the parents is conducted before the start of the school year. Preschool policies and practices are explained to the parents at the meeting.

The child/parent classroom orientation takes place the first week during regular class time. Half of the class comes with the parent for the first hour, the other half of the class comes the second hour. During this time, children get an opportunity to tour the room, meet the teacher, assistant teacher, and future classmates in the security of their parent.

### Registration

Registration is on the first come-first-serve basis. Registration notification will be given first to the members of St. Paul's Lutheran Church and returning students and their siblings.

All students must have the following forms filled out and on file by the first day of class:

- Child's Enrollment and Health Information Form
- Signed Pick-up Authorization / General Information Form
- Signed School Consent Photo Permission Form
- Completed Ages and Stages Questionnaire
- Family Information Form
- Goals Form
- All fees and first tuition payment
- Child's Medical Statement – This form must be completed by your physician or a certified nurse practitioner from a current physical examination and returned to the school when completed on or before the first day of the new school year.
  - The state law requires that a child be examined by a physician within twelve (12) months prior to admission and annually thereafter.
  - All immunizations are necessary unless your physician has completed the appropriate immunization waiver on the child medical statement.
  - Your child will not be allowed to begin classes in September unless the completed medical statement is in our files. Please check to see that the medical statement has been dated and signed by your physician.
- Pandemic Handbook Acknowledgement, when deemed necessary by the SPLP Board.

## Termination Procedures

- A. Withdrawal
  - a. Parents must notify the preschool administrator at least two (2) weeks in advance of withdrawing a child from the preschool.
  - b. If a child is withdrawn from class, tuition will be charged for two weeks after the notification.
  - c. Registration fees will be refunded only when
    - i. the child is not toilet-trained by the first day of school, or
    - ii. the family moves out of the area and notification is given by September 1<sup>st</sup>.
- B. Discharge
  - a. St. Paul's Lutheran Preschool Board reserves the right to discharge any student for special circumstances, such as:
    - i. Failure to provide proper enrollment forms. (See registration procedure.)
    - ii. Failure to pay tuition.
    - iii. Behavior that may endanger the emotional and/or physical safety of the students or staff members of the school.
  - b. If a child is discharged from class, tuition will be charge up to the date of termination.

## FINANCIAL MATTERS

### Tuition

Annual tuition is broken down into nine (9) equal monthly payments for the convenience of our families. August payments will be due no later than August 15<sup>th</sup>. During the year tuition payments are due the fifteenth of each month unless parents have paid the year's tuition in full. If there is a problem with paying tuition on the due date, parents must notify the Administrator so other arrangements can be made.

Tuition statements will be provided on the 1<sup>st</sup> class date of the month in your child's classroom mailbox. Please use the provided tuition envelopes for the payments. This helps the tuition recorder answer any questions regarding payments. A tuition payment box is located on the inside of the church office door. Any cash payments must be given to authorized personnel who will write a receipt.

St. Paul's Lutheran Preschool reserves the right to terminate any child's enrollment if tuition is not paid after the date stated in the second delinquency notice.

### Federal Tax Identification Number

St. Paul's Federal Tax Identification number is available from the Administrator.

## CLASSROOM INFORMATION

### Class Ratios

All classes will adhere to the following staff to student ratios:

AGE	RATIO
3 years	1:12
4 years	1:14
Pre-K	1:14

### Daily Classroom Schedule

All classes have the following parts of the day:

ACTIVITY	DURATION
Arrival and Opening Circle	10-20 minutes
Small Group	15-20 minutes
Free Exploration	30-40 minutes
Large Group	15-20 minutes
Snack	10-15 minutes
Gross Motor and Music	15-20 minutes
Closing Circle	5-10 minutes



Each classroom teacher creates his/her own schedule and adjusts as the year progresses. The amount of time in each area changes during the year. Specific class schedules are listed on the teacher's lesson plans.

### Entry to the Building

Entry to the church facilities is controlled. The doors to the church office and preschool will be locked at all times, except for the 10 minutes prior to the start and dismissal of classes. Parents are asked to refrain from the use of cell phones during arrival and dismissal time.

### Arrival

Classroom doors will not open until five (5) minutes before class is to begin. When the door is opened, children will be observed for signs of illness and assisted in finding an activity of interest. Each parent is to sign their child in on arrival and sign them out at the end of the class. Teachers take attendance

immediately upon arrival of the children and mark the children out when a parent/caregiver picks them up. Parents are to provide a way to and from school. All children dropped off must be escorted to the classroom, signed in, and the teacher notified.

## Dismissal

Children will be dismissed in an orderly fashion. When picking children up, please wait outside the classroom door. The children will be released one at a time by the teacher. Children will only be released to those whose names appear on the Pick-up Authorization Form. Changes to this form must be made in writing. Identification will be checked for anyone other than a parent or guardian picking up the child.

## Late Pick-up

Parents are expected to be punctual in arriving to pick up their child. Children are to be picked up no later than five (5) minutes after the end of the class. If a parent is late picking up their child, a \$5.00 late pick-up fee is charged for every 15 minutes of lateness after 5 minutes has passed from the dismissal of the class. The fee is payable immediately to the teacher of the preschool director. In case of an emergency, please notify the school at 440-354-3000.

## Parent / Custodial Access

Parents and guardians have the right to visit the center at any time and/or pick up their child unless the school has on file a copy of the current court papers stating who the custodial parent is and what the visitation rights and arrangements are for the non-custodial parent.

## Unattended Children

The safety of our children is paramount. Therefore, to ensure that every effort is made to never do anything which might endanger or compromise the safety of any children, parents are asked to never leave their children in an automobile unattended. All children are always welcome in our building. Also, it would be appreciated that if a child is found unattended it be reported to the preschool office.

## Supplies

Most supplies are provided by the school. All children need to bring:

- A school bag to bring back and forth to school
- Materials fee
- A bottle of 100% juice, based on the juice schedule provided monthly



## Dress Code

Children should wear play clothes which are neat and clean. Clothing should be kept simple, washable, and appropriate for the weather. Many of the learning activities in the preschool program use media that can easily get on clothes (i.e., water-based paint, play dough, cooking ingredients.) A child cannot enjoy or learn from these activities when worried about keeping clothing spotless.

Since climbing, jumping, and running are part of the large muscle time, play clothes and rubber-soled or gym shoes are safest. No open-toe shoes.

All outside apparel should be clearly marked for identification – this includes coats, sweaters, hats, scarves, mittens, and boots.

### *Bringing Items from Home*

Children should not bring toys, games, etc. to school unless the child has been asked to bring something for Show and Tell with the rest of the class or special permission has been granted by the teacher. This practice avoids problems with sharing a new plaything with the whole class, possible damage or loss of the toy, and possible interference with the learning process.

For the safety of all children, students are prohibited from bringing these items:

- Food
- Hand sanitizer
- Toys
- Weapons
- Any other items deemed inappropriate by the administrator or board

## **SPECIAL EVENTS**

### *Birthdays*

Birthdays may be celebrated at the school. On your child's birthday they will be asked to pick the snack for the day from our snack selections. Parents may provide table decorations, party hats, and/or treat bags – but we ask that they do not include food items due to allergies and dietary restrictions.

Please advise the teacher at least one (1) week in advance of the celebration. Parents are welcome to attend school during the snack time if they wish to be a part of the celebration.

### *School Parties and Events*

Special events occur throughout the school year. Families may be asked to provide special treats, paper products, supplies, or snacks on these days. Parents may also be asked to help in the classroom. Events are subject to change.

- Curriculum Night:
  - These evening events will be held for all students and their families to experience examples of the preschool's curriculum.
- Fall Picnic:
  - Everyone gets together at the chosen location for games and a picnic (parent provided).
- Grandparents Day/Fall Festival:
  - This is a party to thank God for His plenty. This festival takes place instead of Halloween parties, which we do not have.

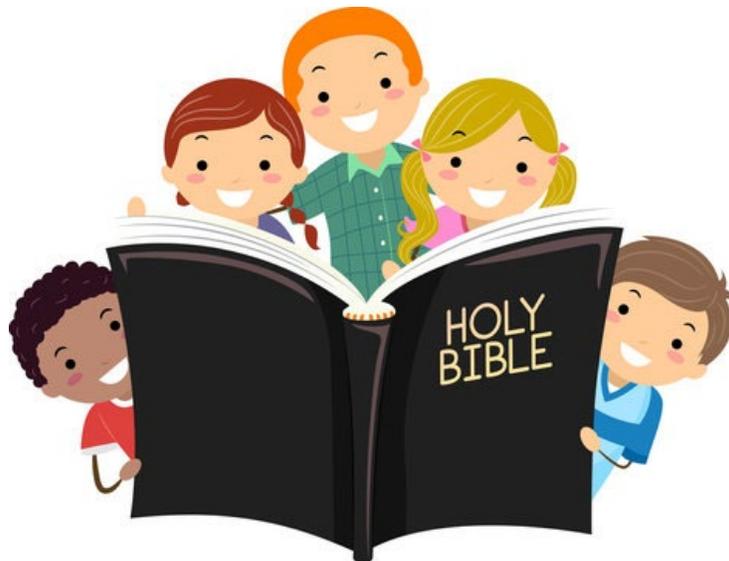
- Christmas Program:
  - Students present the Christmas message in song, finger plays, or short plays.
- Valentine Party:
  - Celebrate God's love toward us, and our love toward one another.
- National Lutheran Schools Week:
  - Special school wide activities take place each day.
- Easter Season:
  - During the week preceding Palm Sunday, activities are related to Jesus' entry into Jerusalem on a donkey.
  - During Easter we focus on the resurrection, with some talk about death on the cross and the empty tomb.
- Closing Service of Songs and Praise:
  - Celebrate the accomplishments of the year and thank God for all He has done.
- Seasonal Parties and Activities:
  - These may be added at the discretion of the teacher and administrator.
- Family Days:
  - Dad's Night and Mom and Me, are evening events held each year.

## Field Trips

Signed parental consent forms for each trip will be required before the trip. If for any reason a child cannot go on an outing, please inform the teacher. Parents are asked to provide transportation to the field trip site and stay with their child. No staff member is allowed to transport children. All fees collected for a field trip will be given to the field trip location to cover the cost of the trip. There will be no refunds for missed field trips due to absence. Students will not participate in water-related activities.

## Chapel Time

A regularly scheduled Chapel Time for the children is an integral part of a Christian preschool. At St. Paul's Lutheran Preschool, children gather in the sanctuary once a month to hear the Word proclaimed by the pastor of the church. Parents are encouraged to join us whenever they can attend.



## Guidance

Jesus, and His love for others, is always the example for the behavior of both students and staff. We believe that children can learn through positive reinforcement and direction. The teacher of each class is responsible for the discipline of the children in that class.

The school's specific guidance and management techniques are based on the Positive Alternatives Model.

- The teacher will evaluate the situation
- The teacher will redirect the child to other activities and offer alternatives.
- The teacher will remove the child from the situation for a short period of time, not to exceed one (1) minute for each year of child's age.
- The teacher may talk to the child and reintroduce him to the group
- The teacher encourages the child to control his/her own behavior, cooperate with others and problem solve by talking things through.
- If the behavior continues, a parent/teacher conference will be scheduled.
- Possible professional consultation may be suggested.
- The child will be dismissed from the school.

St. Paul's Lutheran Preschool Board does not permit the use of corporeal punishment as a disciplinary measure. Children are never ridiculed, demeaned, humiliated, or threatened. Withdrawing of snack is not used as punishment. No physical restraints are used.

The above guidance policies apply to all the employees of the preschool.

## Changes in Home Routine

Sometimes a variation in the normal home routines may affect a child's behavior. Please inform your child's teacher if anything unexpected happens. Examples may include illness or death in the family, visitors in the home, parental separation, new home, illness, or death of a pet, etc.



## PROGRAM CURRICULUM

### Daily Activities

- *Arrival Time and Free Choice:*
  - Limited activities are made available to children as they arrive to make the separation and transition occur as smoothly as possible.
- *Jesus Time:*
  - Prayer, singing, praise to God, and Bible stories are a part of our religious time. Jesus' love for us is stressed throughout the day.
- *Large Group Time:*
  - Children gather as a group to share ideas, learn to listen, gain information, and develop a feeling of community. This may also include language activities such as stories, fingerplays, and songs.
- *Small Group Time:*
  - Children are placed in small groups and are guided through an activity by the teacher and/or assistant teacher so that specific skills can be practiced.
- *Choice Time:*
  - Children may choose from the various interest and learning centers such as blocks, housekeeping, science, music, puppets, and manipulative toys.
- *Snacks:*
  - Nutritious snacks which include crackers, pretzels, or cereals will be provided by the preschool. The drink will be 100% juice that is provided by the parents on a rotating calendar.
- *Large Muscle Activity:*
  - Emphasis is placed on spatial awareness and games which build large and small muscles. Indoor facilities are available.
- *Outdoor Activities:*
  - Occasional outdoor learning activities are also offered, weather permitting. Weather permitting means a temperature of 28F including the wind chill factor.
  - Each class will be supervised by the teacher and a minimum of one adult. The attendance sheet, walkie-talkie or other means of communication, and yellow tote will be taken along. Teachers will count the students when they are leaving the building, every 15 minutes while they are out, and again when inside.
  - All students and staff must wash their hands before returning to the classroom.

Lesson plans with the time schedule and types of activities are posted outside the classroom. A snack calendar is posted on the Preschool Parent Bulletin Board outside the church/school office.



- *Physical Well-being and Motor Development, children will*
  - *Learn that we need to take care of our own God-given body,*
  - *Learn about safety, health, nutrition, and the importance of exercise,*
  - *Learn to use materials that help with finger dexterity (e.g. play dough, glue, and scissors),*
  - *Learn different gross motor skills and*
  - *Learn sensory discrimination skills.*
- *Cognitive and General Knowledge, children will*
  - *Learn that God is the Creator of the world,*
  - *Learn about logical reasoning,*
  - *Learn about patterning, sequencing, sorting, size, and shape,*
  - *Learn pre-number skills, such as sequencing, spatial relationships, etc.,*
  - *Learn number skills such as comparisons, contrasting sizes of sets, parts to whole, use of numbers to solve problems,*
  - *Learn by rote numbers up to 5 (in 3's), count to 10 in the context of daily activities (in 4's), and write numbers up to 10 in meaningful context (in 5's),*
  - *Learn to recall events,*
  - *Learn about time concepts,*
  - *Learn about natural world and its phenomena and*
  - *Learn about other people and cultures.*

Even through the curriculum areas are the same for each class, specific plans are determined based on the readiness of children in any given classroom. Activities build on each other in an integrated manner and in logical sequence and increase in complexity as the children grow. In all activities, planned or spontaneous, faith-building will be the central focus.

Teachers have access to Ohio's Early Learning and Development Standards when planning their daily activities. In addition to the Voyages curriculum, St. Paul's also incorporates "Little Lambs" curriculum, "Handwriting Without Tears" writing system, the Scholastic "Clifford" series, and "Let's Find Out" series to supplement the curriculum. Parents are required to pay a one-time fee at the beginning of the year for the curriculum materials.

For parent information, weekly lesson plans are posted outside each classroom and sent to families via email.

## *Student Assessment*

All students will be routinely assessed, formally and informally, on developmental growth throughout the school year with the use of checklist and observations. Teachers will meet with parents if additional assessments are recommended.

Student information and/or files will not be released to anyone other than a parent or legal guardian unless there is written permission.

## Curriculum Topics

Language Arts	Social Studies	Science	Math
3's	3's	3's	3's
listening	time	animals	counting
responding to stories	share personal event	plants	sets
dictate stories	appropriate behavior	motion	shapes
sharing information	identify surroundings	senses	numerals
name recognition	personal interactions	seasons	sorting
4's	4's	4's	4's
letter sounds	healthy habits	weather	numerals
letter writing	safety	wind/air	sequencing
syllables	children of the world	water	size/measurement
make predictions	family	cooking	patterning
recite poems	holidays	insects	sorting
print names	food and nutrition	sound	positional words
share written stories	maps	time	problem solving
ask questions	friendship	light	graphing
Pre-K	Pre-K	Pre-K	Pre-K
sentence awareness	natural resources	environment	coins
non-fiction text	U.S. symbols	record observations	3D objects
Jesus Time	Gross Motor/Music	Dramatic Play	Art
All Classes	All Classes	All Classes	All Classes
Old Testament Bible stories	balance and direction	kitchen	primary colors
Christmas	ball activities	fire station	textures
The Life of Jesus	jumping and hopping	Christmas	secondary colors
Easter	parachute	post office	easel painting
New Testament Bible stories	tumbling	veterinary office	watercolors
	rhythm stick	grocery store	chalk
	bean bags	boat	color mixing
	group games	store	stencils
	relays	home	
	freeze games	doctor office	

## **PARENT INVOLVEMENT**

### *Reporting to Parents*

Your child's progress is a continuous process. To discuss your child's progress, conferences will be held for all classes. In February, the teachers hold parent conferences during class time and in the evening. In May a Portfolio Day will be held for all children and their parents. Additional conferences may be requested by a parent or the teacher at any time that is mutually convenient.

### *Parent Involvement Communication*

Success in a preschool classroom depends on cooperation between parents and teachers. Parents are expected to keep informed of school activities by reading the school and class newsletters, emails, and notes, and/or visiting the classroom. Daily communication is also encouraged at arrival and departure time.

### *Visitation*

Parents may visit the classroom at any time. Arrangements should be made with the teacher to avoid conflict with planned field trips or special activities. After observing the class, please feel free to share any comments about your child's care or our program. If you wish to confer with the teacher and/or director, we ask that you arrange a mutually convenient time.

**DURING PRESCHOOL HOURS ALL VISITORS ARE REQUIRED TO SIGN IN AT THE ENTRANCE.**

### *Helping in the Classroom*

At Parent Orientation, parents can fill out the volunteer form to help in the classroom. This is a well-established practice in our preschool programs. The extra adult will allow teachers to plan more involved and individual activities in the classroom. In addition, during the year, teachers may ask parents if they have special hobbies or skills they could demonstrate or talk about in the classroom.

### *Class Roster Information*

The school will prepare a roster for each child's class. You have the option of omitting your name and phone number from the list. The preschool director will give the roster to parents only upon request.

### *Fundraisers*

The Preschool Board sponsors fundraisers each year. Participation is voluntary. Parents can also plan their own fundraisers with Preschool Board approval.

## Special Events

The following special events occur throughout the school year usually during the regularly scheduled class time or in the evening.

- *Curriculum Night:*
  - These evening events will be held for all students and their families to experience examples of the preschool's curriculum.
- *Fall Picnic:*
  - Everyone gets together at the chosen location for games and a picnic (parent provided).
- *Grandparents Day/Fall Festival:*
  - This is a party to thank God for His plenty. This festival takes place instead of Halloween parties, which we do not have.
- *Christmas Program:*
  - Students present the Christmas message in song, finger plays, or short plays.
- *Valentine Party:*
  - Celebrate God's love toward us, and our love toward one another.
- *National Lutheran Schools Week:*
  - Special school wide activities take place each day.
- *Easter Season:*
  - During the week preceding Palm Sunday, activities are related to Jesus' entry into Jerusalem on a donkey.
  - During Easter we focus on the resurrection, with some talk about death on the cross and the empty tomb.
- *Closing Service of Songs and Praise:*
  - Celebrate the accomplishments of the year and thank God for all He has done.
- *Seasonal Parties and Activities:*
  - These may be added at the discretion of the teacher and administrator.
- *Family Days:*
  - Dad's Night and Mom and Me, are evening events held each year.

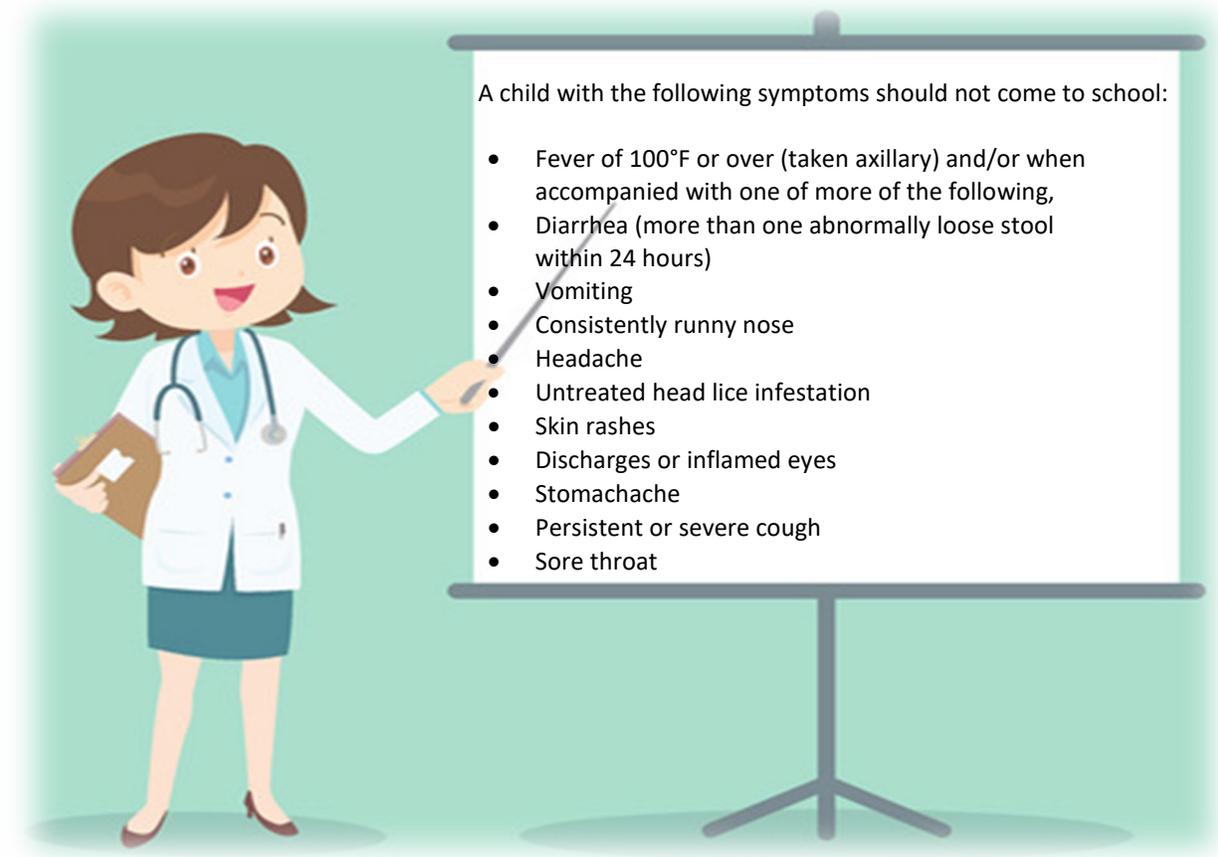


## HEALTH

### Communicable Diseases

Children who are considered contagious must remain at home. This is not only for your own child's protection, but for prevention of illness to others as well. A teacher is available to observe the children upon entering their class.

The school will notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms listed on the Communicable Disease Chart. This chart is posted in the boys' and girls' bathrooms.



A child with any of the following signs or symptoms of illness will immediately be isolated and discharged to a parent or guardian upon their arrival:

- *Temperature of at least 100°F when in combination with any other sign or symptom of illness,*
- *Diarrhea (three or more loose stools within 24-hour period),*
- *Vomiting (more than one time when accompanied by any other sign or symptom of illness),*
- *Severe coughing, causing child to become red or blue in the face or to make a whooping sound,*
- *Difficult or rapid breathing,*
- *Yellowish skin color or eyes,*
- *Redness of eye, obvious discharge, matted eyelashes, burning, itching,*

- *Untreated infected skin patch(es), unusual spots or rashes,*
- *Stiff neck with an elevated temperature or*
- *Sore throat or difficulty in swallowing.*

If your child contracts a communicable disease, please let us know, so that we will be aware of the possible outbreak of the disease in school. When a child has been exposed to a communicable disease, a Communicable Disease Information Sheet will be sent home with each child exposed.

In the event of illness, parents are asked to notify the school (440-354-3000) of their child's absence. If it is before preschool hours, you may leave a message on the preschool voicemail.

When a child is suspected of a communicable disease, the parent or guardian will be called to pick up the child. While waiting to be picked up, the child will be kept comfortable and isolated in the corner of the classroom or in the preschool office. No child is ever left alone or unsupervised.

If unable to reach a parent, the school will call the emergency phone number on the child's enrollment form. It is advisable to let your emergency contacts know in the beginning of the year what you want them to do in case they are called by the school. If your child is mildly ill with minor common cold symptoms, but no fever, we will restrict activities and make the child as comfortable as possible until someone is able to pick up him/her.

Any child who has been sent home due to illness may return to school after symptoms have subsided.

## Medications

We do not administer medications or dietary supplements unless a child's chronic health condition requires immediate medical response and St. Paul's staff have prior explicit instructions from the parent or child's physician on how to proceed. Emergency medications (such as nebulizers or Epi-pens) are given to the preschool director for safekeeping.

- **MEDICATIONS CANNOT AT ANY TIME, BE LEFT IN A CHILD'S SCHOOL BAG.**
- **IF MEDICATION NEEDS TO BE TRANSPORTED TO ANOTHER CAREGIVER, PLEASE SEE THE PRESCHOOL DIRECTOR TO MAKE ARRANGEMENTS FOR YOUR CHILD.**

## Restroom Incidents

The preschool does not have diapering facilities for staff use. Staff will assist children in changing wet clothing when needed. If clothing is soiled parents will be notified. It is recommended to place a complete change of clothing in your child's backpack.

## Special Dietary Restrictions

Modified diets shall be approved in writing by a licensed physician. If an entire food group is eliminated, the center shall obtain written instructions from the physician on the prescribed form.

## Staff Illness

Staff members who contract a communicable disease will also remain at home until they are no longer contagious. A substitute will take over the staff member's duties until the employee is able to return.

## Illness Prevention Measures

To minimize the risk of spreading communicable illnesses, parents will take their child to the bathroom upon arrival and make sure their child washes his/her hands prior to entering the classroom. The teachers are also required to wash their hands upon arrival.

## SAFETY

### General Emergency

A general emergency is defined as any threat to the safety of children due to environmental situation of threats of violence, natural disasters, or the loss of power, heat, or water. Children will be sequestered in the classrooms, outside doors will be locked. Teachers will stay with the children. Appropriate safety officials will be notified by the office personnel and parents will be called to appraise them of the situation. If evacuation is advised, parents will be notified. St. Paul's Preschool has a disaster plan that will be implemented during an emergency.

### Perry Power Plant

Each family will receive a letter at the beginning of the school year stating the Emergency Notification for the Perry Power Plant. The evacuation site is determined by Lake County Emergency Management Agency. Parents will receive a copy of this emergency plan at Parent Orientation or on the first day of school.

### Serious incident, injury, or illness

This is any situation occurring while the child is in the care of the center that requires emergency medical treatment, professional consultation, or transportation for emergency treatment. In case of a serious incident, injury, illness, or a bump on the head occurs; the teacher will immediately call 911, attend to the child and summon the director or office personnel who will contact the parent. The director will notify the appropriate licensing office as required by the State Child Care Licensing Rules. When an accident, injury, or incident occurs, the teacher will complete an Incident Report. The report will be filed in the director's office and a copy sent home with the child. Staff members are trained in first aid, communicable disease, child abuse, and infant/child CPR.

### Unusual or unexpected event

In case of an unusual or unexpected event that jeopardizes the safety of children and staff, the preschool will go into lock-down mode. The director or office personnel will call the code. Teachers will lock the classroom doors and cover the door windows. The children and staff must stay in their room until the all-clear has been sounded.

## Other emergency and safety practices

- A. Each child's file must contain a signed Emergency Transportation Authorization form. In case of an emergency and/or accident, the school would follow the posted Medical and Dental Emergency Plan and complete and Incident Report. The school would administer first aid, summon emergency transportation, and contact parents.
- B. Fire drills are held each month, inclement weather drills during the appropriate season. School Safety drills (Lockdown drills) will be practiced three times a year. A record of fire drills, weather drills, and school safety drills are filed in the director's office. An Emergency Fire Evacuation Plan and Weather Emergency Alert Plan are posted in each classroom stating the action to be taken.
- C. No child will ever be left alone or unsupervised. The teacher is aware of each child's presence in the school.
- D. During school hours, entrance to the building is limited to the "Preschool and Church Office Entrance" door.
- E. All children being dropped off or picked up must be signed in and out.
- F. No child should be left unattended in an automobile while preschoolers are being delivered to and picked up from school. If a child is found to be unattended, please report it to the preschool office. No car can be left in the parking lot with the engine running.
- G. The administration and each staff member are required by law to report their suspicions of child abuse or neglect to the Lake County Department of Job and Family Services.
- H. Immediate access to a working telephone is available in each classroom.
- I. Use of aerosols are prohibited while children are attending school.
- J. No concealed weapons are allowed anywhere on the premises of the church building.
- K. The facility of St. Paul's Lutheran Church is a non-smoking facility. There is to be no smoking in the building or on the parking lot during preschool hours.
- L. For the safety of the children entering and exiting the building, there is no parking in the two (2) parking spaces to the left of the front door (in front of the mailbox) or in the first parking spot to the right of the front door. Your cooperation in this matter is greatly appreciated.
- M. A field trip safety plan, as stated below, is followed on all field trips.
  - 1. Written permission is needed from a parent for each child transported to and from field trips. This permission slip includes the child's name, the destination, date, and time of the field trip, and is signed and dated by the parent. Notification of each field trip will be given as it is scheduled.
  - 2. Transportation will be in private cars. Drivers must have a valid driver's license, be 18 years of age, have liability insurance, and a seat belt for each child. At no time is any child left unattended in a vehicle.
  - 3. All must ride in an approved car seat abiding with state law. Parents are responsible for providing the seat, if needed. Children may not ride in the front seat.
  - 4. The Preschool Board does not permit teachers to drive the children. Each parent must secure the transportation of his or her child. This adult must stay with the child for the duration of the field trip.
  - 5. **NO SMOKING** is allowed in the car while transporting children to and from the destination or at any time in the presence of the children.
  - 6. A person trained in first aid, communicable disease, and CPR will accompany the group on each trip. A portable first aid kit will be available on each trip.
  - 7. Emergency transportation authorizations and health records of all children along with a list of each child participating will be available for each field trip or special outing.

8. Identification tags attached to each child will include:
  - i. Preschool name,
  - ii. Preschool address, and
  - iii. Preschool phone number.
9. At the destination, the teacher will take attendance and parents are to sign the regular sign-in sheet. A count of children is taken every 20 minutes during the field trip. At the conclusion of the field trip, the teacher will check the children out as they leave, and each parent is to sign their child out.

## **GRIEVANCE POLICY**

The guidelines our Lord set down in *Matthew 18: 15-17* apply in all disagreements.

It is expected that the parties involved in the disagreement will first try to resolve the matter independently.

Where it is not possible for two parties to arrive at an agreement, the following grievance policy applies.

1. When two (2) staff members disagree, the matter should be referred to the director. The director will investigate the problem and recommend a solution if necessary.
2. When a staff member and the director disagree, the matter should be referred to the Preschool Board. The Preschool Board will investigate the problem and recommend a solution if necessary.
3. When a parent/guardian and a staff member disagree, the matter should be referred to the director. The director will investigate the problem and recommend a solution if necessary.
4. When a parent/guardian and the director disagree, the matter should be referred to the Preschool Board. The Preschool Board will investigate the problem and recommend a solution if necessary.
5. If an employee is found to be in violation of the regulations specified in the SPLP Employee Handbook, disciplinary action will be taken by the director or Preschool Board in accordance with the severity of the violation.
6. If a parent/guardian is found to be in violation of the regulations specified in the SPLP Parent Handbook, then it will be addressed with the administration. If unable to come to an agreement, the child of the non-compliant parent/guardian may be dismissed.
7. The final level of filing a grievance is with the Preschool Board. Any grievance presented at any improper level will not be entertained.
8. If the complainant does not agree with the decision of the Preschool Board, he/she can submit a request for an appeal to the Church Council of the congregation.

## **CLOSING**

The Preschool Board reserves the right to change the contents of the parent handbook if circumstances require such action.

**We look forward to a productive and meaningful school year with you and your child!**

