

FAITH LUTHERAN PRESCHOOL

**2265 Garden Dr.
Avon, Ohio 44011
Telephone: 934-4710**

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Rev. David Woolsey, Pastor	440-281-0991

Faith Lutheran Preschool is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review. We are licensed to serve 26 pre-school children. The maximum staff child ratio for the three year old group is 1:12 with a maximum group size of 12 children. The maximum staff child ratio for the four year old and Pre-K group is 1:14 with a maximum group size of 14 children.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request. The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review. The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 327, 42 U.S.C. 12101 et seq.

OBJECTIVES OF FAITH LUTHERAN PRESCHOOL

- I. Aid parents in early rearing, playing an important part in early development of Christian truths and living.
- II. Aid child in becoming independent and better able to make the actual transition to school by being away from parents for a few hours.
- III. Give child all types of experiences in a stimulating, challenging environment.
 - A. Grow Spiritually
 1. Help the child to appreciate the wonders of God's creation and His great love in sending Jesus Christ as the Savior from sin.
 2. Help lead the child to trust and believe in Jesus as his helper and Savior.
 - B. Grow Socially
 1. Learn about rights, feelings, and property of others.
 2. Learn to become a member of a group, learning to work and play cooperatively.
 3. Learn to accept and respect authority.
 4. Learn basic health and safety rules.
 5. Help him develop and show some degree of self-discipline and self-control.
 6. Learn to share.
 7. Play with others in his own age level.
 - C. Grow Physically
 1. Develop both large and small muscles to improve coordination.
 - D. Grow Intellectually

Stimulate child's inherent drive to learn.

 1. Develop his natural mental abilities.
 2. Help develop vocabulary and speech patterns.
 - E. Grow Emotionally
 1. Develop confidence.
 2. Learn to think and act for himself.
 3. Develop in himself a feeling of love, tolerance for all people.

GENERAL INFORMATION

ENROLLMENT

1. 3 year old class meets Monday and Friday from 9 –11:30am Children must be 3 years old be July 31 of the current year.
2. 4 year old class meets Tuesday, Wednesday, and Thursday from 9-11:30am. Children must be 4 years old by July 31 of the current year.
3. Pre-K class meets Monday thru Thursday from 12:30-3p.m. Children must be 5 years old by December 31 of the current year.
4. All children must be completely toilet trained.
5. We reserve the right to dis-enroll any child due to financial problems or due to unacceptable behavior of a child or parent.
6. The administrator shall conduct a pre-admission interview with each child and their parent or guardian.

FINANCIAL POLICY

Faith Lutheran Preschool is a non-profit self-supporting organization and depends on tuition income.

1. Registration fee of \$50.00 is required upon pre-enrollment and is non-refundable.
2. Tuition fees are determined by the Preschool Board of Education with the full year's expenses used as a guide. Although the actual number of days fluctuates from month to month, it is the total number of class days in the full term offered which results in fees assessed. Full tuition payment can be made at the start of the school term, or nine monthly installments can be made.

a. Registration fee (not refundable)		\$50.00
b. Monthly tuition		
	3 year old class	\$100.00
	4 year old class	\$120.00
	Pre-K	\$140.00
c. Yearly tuition		
	3 year old class	\$900.00
	4 year old class	\$1080.00
	Pre-K	\$1260.00

3. Tuition fees are due by the 1st of the previous month. The first month's tuition is due August 1. A 5 day grace period is allowed for payment. A late fee of \$10.00 will be assessed on the 6th day of the month. Tuition can be placed in the Tuition box located in the classroom or mailed to the church office. Payments should be made by check or money order, payable to Faith Lutheran Church. There will be a service charge, equal to the bank's charges, for any returned checks.
4. Tuition is due whether or not your child is able to attend classes, as long as the child is enrolled in the school. It should be understood that the child is registered for the full school year, or remainder thereof. In the event of necessary withdrawal, two weeks notice is required.

FORMS

The following forms are required by the Ohio Department of Job and Family Services for attendance. They are to be turned in by the first day of classes.

1. The Child Enrollment and Health Information form (JFS 01234).
2. The Medical Form (must be signed by a doctor or certified nurse practitioner). We suggest that you wait until the summer months to get your child's physical since the form is good for only one year after the physical.

FIELD TRIPS

Classes will make field trips during the year. Written permission from a parent or guardian is required for all field trips. Parents will be asked to help provide transportation. By Law, all children must have a proper car seat or booster seat. Parents are responsible to provide.

PROGRESS REPORTS

Evaluations will be held during the school year. Parents of the 4 year old & Pre-K class will be scheduled for two conferences; fall and early spring. Parents of the 3 year old class will be given an evaluation with a brief explanation in writing. If at any time during the school term a parent would like a special conference, please contact the teacher.

SUPPLIES

The school provides the general supplies needed by each child such as paint, scissors, paper, and crayons.

Each child needs a book bag/backpack to bring to school each day.

The three year olds are to bring a roll of paper towels and a box of tissues. The four year olds are to bring one container of either Clorox or Lysol Sanitizing Wipes. The Pre-K class are to bring baby wipes.

REFRESHMENTS

Snacks are served daily. Parents will provide snacks on a rotation basis. A schedule will be set up at the orientation meeting. In order to set good eating habits for our children, nutritious snacks are preferred as opposed to cookies. A list of ideas will be provided. Reminder notices will be sent home when it is your week for snack

ATTENDANCE

A child should be kept home whenever there are signs of illness, but when well, encourage the habit of good attendance. Please call the school when your child will not be in attendance. Please notify the teacher immediately if your child comes down with a communicable disease. The child's attendance and departure shall be documented each day.

ADDRESS AND PHONE

Please notify the teacher whenever there is a change of address or telephone number during the school year, or any other changes or status.

PARENT ROSTER INFORMATION

Rosters of names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

TRANSPORTATION

Parents are responsible for transportation of their child to and from school. Children must be brought into the building and picked up there.

PARENT PARTICIPATION POLICY

1. Each parent is free to contact the administrator or teacher when assistance is needed with problems or concerns related to our program.
2. Parents should check the child's papers or book bag daily for information concerning the program.
3. Each class will have a Room Mother in charge of fund-raisers, helping with parties, and other ways to involve parents in our school.

SCHOOL CALENDAR

This will be printed and distributed to all parents by the first week of school. Updates to the calendar can be found on our website www.faihavon.com.

DRESS

This is up to the judgement of the parents, considering washability, fit and activity. Please be sure your child can care for himself in his clothing, especially in the bathroom. (Example: boys: snaps, buttons, zippers, belts Girls: tights, bodysuits, belts)

Please be sure outer garments are suitable for the weather, large enough (boots), in good repair, and labeled with child's name.

VISITATION POLICY

Any custodial parent or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during hours of operation for the purpose of contacting their children or evaluating the care or the premises. 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 limiting access and conditions of the nonresidential parent. Upon entering the premises, the parent or guardian shall notify the Administrator or teacher of his/her presence.

SCHOOL CANCELLATIONS

School cancellations or delays because of adverse weather conditions or other emergency situations will follow as closely as possible the cancellations in the Avon School District. Channel 8 or WEOL Radio Station (930AM) announces the school closings.

RELEASE POLICY

Our policy regarding the release of a child is to release no child from the center to a person other than the custodial parent or guardian unless there is a signed and dated release statement. In cases of custody disputes, documentation of custody rights from the court must be on file with our center. A child shall only be released to persons sixteen years of age or older, except when written permission is on file.

BIRTHDAYS

Each child's birthday will be recognized during the year. Celebrating at school with a special treat is optional. If you want to provide something special, please contact the teacher several days before.

MEDICAL, DENTAL, and GENERAL EMERGENCY PLAN

In case of a General Emergency and/or accident, the center would follow the general emergency plan posted in the room. A general emergency includes: any threat to the safety of the children due to environmental situations or threat of violence; natural disasters such as fire, tornado, or flood; loss of power, heat or water. In case of a general emergency, the center would secure the building; possibly move children to hallway or nave of church, contact police or fire (911), contact parents. In a situation where we must evacuate the building and cannot return, we will seek shelter at the home of Pastor Woolsey, 2238 Garden Dr. or Mrs. Shirley Dunham, 36740 Lakeland Dr.

In case of a Medical or Dental emergency, the center would, if necessary, administer first aid, summon the second adult, call 911, call parents, call other parents to dismiss the children, and complete an incident form.

The center will complete an incident/injury report (JFS01299) for an illness which requires first aid treatment, an accident which requires first aid treatment, an injury which requires first aid treatment, a bump or blow to the head, emergency transporting (911), or an unusual or unexpected event which jeopardizes the safety of children or staff.

MANAGEMENT OF ILLNESS

Preventative Practices: The center shall implement the following practices for the management of communicable disease on a daily basis:

1. The center shall provide training for all staff in hand-washing and disinfection procedures prior to working with children.
2. The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness.
3. The center shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease.
4. Centers shall follow the current version of the JFS 08087 (rev. 04/2006) "Ohio Department of Health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart shall be posted in a location readily available to center staff and parents.

5. Children are to be assisted or instructed to wash their hands after using the toilet and before eating food.
5. The center's policy regarding the administration of medication, vitamins, modified diets, or fluoride supplements is as follows: **WE DO NOT ADMINISTER ANY OF THE ABOVE.** This is due to the fact that the children are only in school 2 1/2 hours each day.
7. A child with health conditions, including those who must have an inhaler available or medication for emergency needs or who require medical procedures shall have the parent/guardian complete the JFS 01236 "Medical/Physical Care Plan". This form shall be kept on file at the center and revised when necessary. The staff shall be trained by the parent or certified professional to perform medical procedures.

A child care staff member with currently valid training in the management of communicable diseases according to rule 5101:2-12-17 of the Administrative Code shall observe each child daily upon arrival at the center. The center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

SYMPTOMS AND PROCEDURES:

Symptoms observed which require isolation and immediate discharge: a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian.

Isolate and Send Home

1. Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness
2. Diarrhea (3 or more abnormally loose stools within a 24 hour period)
3. Severe coughing (red or blue face, whooping sound)
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestations
11. Sore throat, difficulty swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness

Isolation precautions: a child isolated due to suspected communicable disease shall 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.

SAFETY AND TRANSPORTATION POLICY

1. The staff will be responsible for the well being and safety of each child. No child shall ever be left alone or unsupervised. Children shall be within sight and hearing of child care staff members at all times.
2. Our center's policy governing arrival and departure of children so that a child care staff member is aware of each child's presence at the center is:
FOR ARRIVAL AND DEPARTURE
Our policy governing the arrival and departure of children to assure that a child care staff member is aware of each child's presence in the center is that each child must be brought into the classroom by the parent and picked up in the classroom.
3. Our center has immediate access at all times to a working telephone within the building used for child care.
4. Our center has a monthly fire drill at varying times each month. A record of fire drills is posted at the center.
5. Our center has a fire emergency and weather alert plan posted in the classroom which explains action to be taken and staff responsibilities in case of fire emergencies or weather alerts and diagrams showing evacuation routes.
6. Our center's plan for safety whenever children are transported from the center on field trips or special outings is as follows:
 - a. A person trained in first aid shall be available on each field trip or outing.
 - b. A first aid kit which meets state requirements shall be available on the trip.
 - c. Each child on the field trip or special outing shall have identification attached to him containing the center's name, address, and telephone number to contact in the event the child becomes lost.
 - d. The Child Enrollment and Health Information form and the Medical Form are to be taken on all outings.
 - e. Written permission is needed from the parent for each child transported to and from the center for field trips or special outings, including the child's name, destination, signature and date parent signed, and the date and times of the trip.
 - f. Parents who are transporting children on field trips or special outings have to meet and maintain the child restraint system requirements, be 18 years of age, have a valid driver's license, and automobile insurance. No smoking is permitted in parents' cars.
7. In the event that a child needs emergency transportation an arrangement has been made with the Avon Fire Department (911) provide emergency transportation.

8. Use of spray aerosols shall be prohibited when children are in attendance at the child day care center.
9. The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

CHILD GUIDANCE AND MANAGEMENT

1. Child care staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. The specifications of these rules apply to all employees of the center.
2. The rights and dignity of each child shall be respected at all times. All activities shall be directed to the maximum spiritual, mental, physical, and social growth of each child in the learning center.
3. Child guidance and management measures must be developmentally appropriate for the child, shall be consistent, and shall be explained to the child.
4. The child care staff member shall:
 - A. Set clear limits.
 - B. Redirect the child to an appropriate activity.
 - C. Show the child positive alternatives.
 - D. Model the desired behavior.
 - E. Reinforce appropriate behavior.
 - F. Encourage the child to control their own behavior, cooperate with others, and solve problems by talking things out.
 - G. Intervene, when needed, as quickly as possible to ensure the safety of all children.
 - H. Use developmentally appropriate separation from the situation. The separation shall last no more than one minute for each year of age of the child. When the child is to return to the activity, child care staff members must review the reason for the separation and what behavior is expected.
 - I. Communicate and consult with parents/guardians prior to implementing any specific behavior management plan. This plan must be in writing and signed by the parent/guardian and must be consistent with the requirements of this rule.
5. When children's behavior is unacceptable, the child care staff member shall not:
 - A. Abuse, endanger, or neglect children;
 - B. Utilize cruel, harsh, unusual, or extreme techniques;
 - C. Utilize any form of corporal punishment;
 - D. Delegate children to manage or discipline other children;
 - E. Use physical restraints on a child;

- F. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control;
- G. Place a child in a locked room or confine a child in any enclosed area;
- H. Humiliate, threaten, or frighten children;
- I. Subject children to profane language or verbal abuse;
- J. Make derogatory or sarcastic remarks about children or their families;
- K. Punish children for failure to eat or sleep or for toileting accidents;
- L. Withhold any food (including snacks or treats), rest, or toilet use;
- M. Punish an entire group of children due to the unacceptable behavior of one or a few;
- N. Isolate and restrict children from all activities for an extended period of time.