

Introduction

Welcome to Emmanuel Lutheran Preschool. We are pleased you have chosen to include us in the growth and development of your child. The purpose of this handbook is to acquaint parents and guardians with the program of Christian education offered by Emmanuel Lutheran Preschool. It is very important that you read this handbook as it will answer many of the questions you have about preschool.

Contact Information

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Web:	www.elc-elyria.org

Philosophy and Goals

The preschool was established to provide quality, loving care for 3, 4, and 5 year old children. The staff recognizes the importance of balanced growth by providing opportunities for mental, physical, and emotional growth through a variety of creative experiences. The children will grow as they understand the world around us with learning experiences that will supplement those learned at home. We want to be sure your child is safe and happy while developing the ability to listen, observe, stimulate creative thinking and express ideas. We hope to promote healthy social attitudes through play, encourage curiosity, respect, and share with you the responsibility of providing a Christian education.

School Administration

The preschool is sponsored by the congregation of Emmanuel Lutheran Church of Elyria, Ohio. Administration of the school is under the authorization of the church council, which in turn, has made its Education Ministry responsible for the school policies. The Education Ministry is chaired by a member of the congregation. Other members include the church pastor, the preschool director, Sunday School director, a representative from the church council, and other members of the church congregation. The preschool director serves as the school administrator regarding day-to-day affairs.

The school and its operation are inspected by the state of Ohio Department of Job and Family Services Bureau of Childcare Services. The teachers must meet state health and teaching qualifications, and background checks. City inspectors check the school for safety and health conditions. State and city certification must be approved yearly.

License

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

Curriculum

The curriculum of the school is designed to train your child in the fundamentals that will help make a good citizen. Your child will be learning songs, numbers, letters, colors, and shapes, along with the concepts of seasons, days and months of the year, rhyming and opposites. To begin preparing your child for kindergarten, your child will become aware of and have interest in the world around them; develop a sense of pride in oneself and one's home, school, city and nation; make a happy transition from home to school life; speak to God through a regular practice of praying; work and play cooperatively with other children; help manifest some degree of self-discipline and self-control in the presence of others; appreciate listening to stories and relate some of them to one's everyday life, observe and use simple health and safety rules; grow in the common courtesies of life with respect for one's parents, teachers, and laws of the land; and to act and think for oneself.

School Program

In general, the daily school program may include: indoor free and supervised play, puzzles, paints, drawing, games, toys, and activities. Religious training—some simple stories, songs and prayers. Music—singing, listening to recorded music, rhythm band, simple dances and exercises. Story time—preschool appropriate stories or movies. Topical discussions—talk about vacation trips, holiday experiences, examining nature objects, and field trip discussions.

Preschool Teachers

The preschool teachers are hired by the preschool director upon the recommendation of representatives of the Education Ministry. Our teachers have the teaching background needed to provide your child with a positive educational preschool program which includes an early childhood degree or the college courses, experience, and in-service classes needed to meet this requirement. The state minimum requirements are that the teachers have graduated from high school, have some experience teaching primary grades or younger children. Teachers are also required to continue recertification in communicable disease, first aid, CPR, and child abuse recognition and prevention classes. The number of students enrolled each year will determine how many teachers will be hired for the new school year.

Preschool Aide

Each year, as the preschool budget allows, the preschool will hire one aide to help in the classrooms on a rotational basis. The aide will be required to have had some

experience teaching primary grades or younger children and enjoy working with preschool children. The classroom aide will meet all the necessary state qualifications and background checks to be present in a classroom.

Admissions/Registration/Enrollment & Health Information

A child is considered to be enrolled in the preschool only after the registration form and registration fee has been received and the director/administrator confirms the availability of space. Parents interested in enrolling a child in the preschool are required to complete a registration form available in the education office, church office, classrooms, or online at www.elc-elyria.org under Preschool and submit it with the \$45 registration fee. If for some reason the school cannot accept your child, the registration fee will be returned, otherwise it is not refundable. In order for your child to attend the first day of preschool, the law requires the Child Medical Statement form, Child Enrollment and Health Information forms, and Transportation Permission form be completed and returned to your child's teacher. Your child will not be permitted to attend until these forms are completed and returned. The Child Enrollment & Health Forms (3 separate pages) are to be completed by the parent or legal guardian. The Child Medical Statement form is to be signed by a physician or certified nurse practitioner, and your child's shot record must be current and meet the Health Department immunization requirements. Children who do not receive immunizations due to physician determined contraindication or parent choice may be enrolled, but will be unable to attend preschool if an outbreak occurs at the sole discretion of the preschool administrator. The Physical Form must be dated the current year, and we ask that you schedule your child's physical during the summer months to complete this requirement. Any change to this information must be posted on your child's forms, signed by you or your physician, and given to your child's teacher or director immediately so the current information is always on file. This is for the safety of your child. The Child Medical Statement form must be updated every 13 months.

Snacks

Snacks are supplied by parents. We ask that parents bring in enough snacks for each child in class times the number of days enrolled to begin the school year. A snack idea list will be provided in each child's folder at open house which will also notify you if there are any food allergies that must be avoided in the snacks provided. Refrigeration for snacks is available, and an emphasis is placed on providing healthy snacks. Water is our drink with snacks daily. When snack supplies are getting low, the teacher will send a note home asking for more snacks to be brought in.

School Calendar/Hours and Days of Operation

The preschool program begins in September after Labor Day. There will be an Open House for parents and children before the first class to acquaint everyone with the teacher and your child's classroom. Prior to Open House, each parent or guardian will receive (in person or by mail) the required forms, an informational letter stating the date of Open House and the first day of school, and an introductory phone call from your child's teacher.

There is always a possibility of "snow days". Please listen to WEOL-930 AM or watch TV as we follow the Elyria City School "snow day" policies. However, we will not have any make-up days for preschool closings due to inclement weather. **If Elyria City Schools are closed due to weather, the preschool will also be closed.** There is no school on the day before Thanksgiving or Thanksgiving Day, and a two-week holiday in December/January after our Christmas program. Preschool will resume after the new year begins. A week long spring break will also occur. The preschool year will end with a picnic in May. Each parent and guardian will receive a calendar including special events and holidays for the current preschool year at Open House. Regardless of snow day or holidays, the full monthly tuition is due each month. Tuition for September and May are paid by September 1st along with the Combined Fee for field trips and special guests; the tuition payment for October through April is due the first week of each month.

Classes

2-Day Classes – 3, 4 & 5 Year Olds
Monday & Wednesday Morning OR Tuesday & Thursday Morning 9:30 AM to 12:00 NOON

3- Day OR 4- Day Classes – 4 & 5 Year Olds
Monday, Tuesday, Wednesday Morning OR Monday, Tuesday, Wednesday & Thursday Morning 9:30 AM to 12:00 NOON

Morning classes will begin at 9:30 AM and the lobby school doors will be opened at 9:25 AM. At this time the parent or guardian can come into the building to take their child to the designated classroom. The morning classes will conclude at 12:00 NOON and the lobby doors will be opened at 11:55 AM for the parent or guardian to come

into the building and into their child's classroom for dismissal. All children should be picked up promptly. When a parent or caregiver realize circumstances beyond their control are going to delay pick-up, a phone call is required. If a parent or guardian is repeatedly late for dismissal, the teacher and/or director will meet with the parent or guardian to discuss the problem, and if the problem is not corrected a \$25 late fee will be charged.

Regular attendance is very important to the progress of your child; encourage the habit of good attendance. Now is the time to start your child on a regular schedule of going to bed and getting up on time and not being rushed in the morning. Keep your child at home whenever there are indications of illness. Please let the classroom teacher know when not to expect your child and/or the nature of the illness so that the other children can be checked if it is communicable.

Supplies

Please purchase a book bag for you child that is large enough to hold a jacket (winter or summer) and a folder. The school will provide the general supplies and equipment needed for each child such as paint, pencils, paper, scissors, paint shirt, etc. Parents may be notified during the school year of various inexpensive or scrap items that will be needed for a child's project. All outer garments, boots, and book bags should be labeled with your child's name. Dress your child in casual clothes—tennis shoes are great for our large muscle activities. **(No flip-flops!)**

Field Trips

During the school year field trips will be scheduled, weather permitting nearly every month. Any details regarding these trips, including address, will be in the monthly newsletter. We encourage parents and/or guardians to attend all the field trips! All parents and/or guardians will be responsible for transporting their own child to and from the field trip destination and remain at the field trip destination until the conclusion of the field trip. Parents may make arrangements for a child's transportation by assigning a responsible adult to transport their child and remain at the field trip destination until the conclusion of the field trip. If your child is not attending a field trip, please inform your child's teacher or call the preschool with your cancellation. It is our policy that only Emmanuel Lutheran Preschool children attend and participate in any field trip activities.

The preschool teachers will arrive at the field trip destination 15 minutes prior to the designated time of each field trip to welcome the children and drivers and to give each child an ID tag. All the children will then line-up with their classmates and assigned classroom teacher. The children will be accounted for on the field trip by a record of attendance on arrival at the destination and on dismissal from the field trip. Please return your child's ID tag to the teacher at the conclusion of the field trip.

During most of the field trips, all the parents and/or designated drivers will participate in the activities with their child.

The child safety law requires children who are under four years of age and/or under 40 pounds to be properly secured in an approved child safety seat. Your child will be required to be in a safety seat for all field trips if she or he is under four years of age and/or 40 pounds. The law also requires any child less than eight years of age and 80 pounds be secured on a booster seat.

There will be no field trips in the months of December and May. At this time, everyone in the family is invited to the Christmas Program and the end of the year Class Picnic. Information and more details about these events will be in the December and May newsletters and preschool calendar.

Parent Participation

Parents are always welcome in the classroom! You are encouraged to participate whenever possible in the activities of the preschool. Parents have unlimited access to all areas of the preschool during hours of operation. Along with paying your child's tuition, getting your child to and from the center promptly each day, and attending field trips, parents and guardians may participate in the school's program as a volunteer helper in their child's classroom. This involves being present in the classroom with the teacher and taking an active part in the activities of the day. A classroom helper can be the preschool student's mother, father, grandparent, aunt, uncle, guardian, caregiver or a friend of the family and must be 18 years of age or older. Volunteering as a helper gives parents and caregivers opportunities to meet their child's teacher and observe the child's development in a classroom setting.

We welcome parents to enhance our program by sharing a talent or interest such as puppetry, bilingual storytelling, musical instruments, etc. We encourage parents to give us suggestions on how to improve our preschool.

Parent Rosters

At the beginning of each school year parent rosters with names, email addresses and phone numbers are developed for each class based upon the information provided on your registration information. Those parents that indicate they do not wish to be included on registration materials will not be listed. Rosters will be passed out within the first few weeks of school.

Parent-Teacher Consultation

Initially, the parent, classroom teacher, and student meet at the preschool Open House at the beginning of the school year in September. Prior to this time, the teacher has made an introductory phone call to the parent.

During the preschool year, reporting on the child’s progress may be done through a parent-teacher conference arranged by the teacher or a parent. Due to staff responsibilities and schedules, parents are asked to make appointments with their child’s teacher when it is necessary to engage in a lengthy conversation. Teachers want and need to be able to focus on all the children during class time.

During the year, if a parent or a classroom teacher has a concern, needs assistance with a problem, or has a question about your child’s care, progress, or development, please consult with the administrator of the preschool. A schedule of availability of the administrator is posted on the education bulletin board in the hallway and in the education office. Please feel free to bring up any concerns as they occur. Often these concerns can be addressed when they are small, before they grow to be large. Our teachers fully realize that you are entrusting us with your little ones and we want our relationship to be a good one.

Non-Discrimination Policy

Emmanuel Lutheran Preschool admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

Tuition/Fees and Payment Policy

The school operates financially independent of Emmanuel Lutheran Church. That is, the school's income, your registration fee and tuition money, is kept in a fund separate from the church's funds. In no case will any surplus monies go into the Emmanuel Lutheran Church treasury.

As the parents of a child attending Emmanuel Lutheran Preschool you will be charged the following:

Registration fee of \$45 (Paid at the time of registration)
Annual tuition \$855 (2-day class) \$1,305 (3-day class) \$1,710 (4-day class)

The tuition can be paid in full at the beginning of the school year, or for your convenience monthly payments of \$95 (2-day class), \$145 (3-day class) or \$190 (4-day class) is due the first week of each month. **There is a one-time yearly charge of**

\$30, a combined payment for for your child’s field trip and special guest fees. **The amount of \$30 is to be paid by September 1st along with the tuition payments for September and May.** All checks are to be made payable to: Emmanuel Lutheran Preschool.

The director and secretary are charged with seeing that the fees and tuition are collected and deposited in the school fund. The payments can be given to your child's teacher or mailed to the preschool. Your child will not be enrolled in a class until the registration fee is paid.

The preschool director will be in contact with those families who are more than one month late in their payment of tuition. If circumstances make it difficult to pay the tuition in the before mentioned amounts, please contact the preschool director so that a satisfactory payment schedule can be worked out. Payment is due whether your child attends or does not attend class sessions, and full monthly tuition is due including holidays. There will be a \$5 discount in monthly tuition payments for families that have more than one child enrolled. September and May tuition payments are to be paid by September 1st and are not refundable during the school year. Only in extreme cases, such as illness or relocating, will May tuition be refunded. Our tax ID number is available upon request.

A \$25 fee is charged for any returned checks due to insufficient funds. Nonpayment of tuition for two months without reason or acceptable explanation to the director of the preschool would justify disenrollment. Please meet with the preschool director prior to a delinquent payment.

Church Affiliation

There are no requirements for you or your child to be associated with our church congregation. We do, however, encourage you to become members of a church, hopefully Emmanuel Lutheran Church. Our school program is designed to stress accepted Christian behavior. Your child needs more than preschool and his or her home life for moral growth. We hope you and your children will attend church regularly and when available enroll your child in a Sunday School. Sunday School at Emmanuel Lutheran Church is at 9:45 AM (between the two church services) from September to May. If you would like more information about our church and its beliefs please speak to the pastor, preschool director, secretary, or to your child’s teacher.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. The teachers are alert to the safety needs of their students, anticipate possible hazards, and take necessary and appropriate precautionary and preventive measures. Children will be supervised by the staff at all times.

Arrival/Departure: 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: The child's arrival and dismissal from the classroom or field trip destination will be documented on an attendance form by the classroom teacher. Children shall be brought into the classroom or field trip destination by the parent or other person designated by the parent at the start of the class session. Parents or a person designated by the parent will come to the classroom at the end of the class session to pick up their child for dismissal. At the conclusion of a field trip, return your child's ID tag to the classroom teacher. The teacher will then document the child's departure from the field trip. If someone other than the parent is picking up a child, teachers must be notified. No child should ever be left alone or unsupervised in the school or the school's parking lot. This includes children attending preschool as well as siblings or young friends waiting in the hallways or outside in the parking lot.

Release of a Child: Our center's policy regarding the release of a child from the center to any other person other than the custodial parent or guardian is to have written notification to the child's teacher from the custodial parent or guardian stating the name and description of the person who will be picking up the child. This person must be 18 years of age or older. It is an enrollment requirement to fill out a Transportation Permission form listing names of people who have your permission to transport your child to and from preschool in your absence. The preschool staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The child's safety is our priority!

Telephone: Our preschool has immediate access at all times to a working telephone in the classrooms used for the children. Also, the administrator/director and secretary have working office telephones.

Emergency Drills: Our center has fire, tornado and lockdown drills at varying times each year. A record of all drills is available at the preschool and posted in the education office. The preschool has a medical, dental, fire emergency, and weather alert plan posted in each classroom, hallway, and the fellowship hall (big room) which explain actions to be taken and staff responsibilities in case of fire emergency or weather alerts and diagrams showing evacuation routes.

Field Trip/Transportation of Children

Our preschool's plan for safety whenever children are transported to a field trip destination are as follows:

- a. A person trained in first aid shall be available on each field trip or special outing

- b. A first aid box shall be available on the field trip which meets the requirements of the State of Ohio Department of Job and Family Services
- c. Each child on a field trip or special outing shall have an identification tag attached to each student containing the center's name, address, and telephone number to contact in the event the child becomes lost. The ID tag will be pinned to the child's outer clothing upon arrival at the field trip destination by the classroom teacher. The ID tag will be collected by the classroom teacher at the conclusion of the field trip to designate the child's dismissal from the field trip. The children will be accounted for upon arrival and dismissal by the teacher by documentation on the Attendance/Dismissal Form
- d. The student's emergency transportation authorization form and health record will be taken on all outings
- e. The preschool teachers will not transport children on field trips or in an emergency situation. If a child requires transportation only parent/caregiver, or emergency squad will be contacted
- f. At the field trip destination, each teacher will have their specific classroom children that they are responsible for supervising.
- g. All parents and/or caregivers will be responsible for transporting their own child to and from the field trip destination and remain at the field trip destination until the conclusion of the field trip. Parents may also make arrangements for a child's transportation by assigning a responsible person (over 18 years old) to transport their child and remain at the field trip destination until the conclusion of the field trip.
- h. "911" will be called in the event that a child needs emergency transportation.

Incident Report: When an accident or injury occurs, the preschool completes an Incident Report form and gives the parent a copy of it the day of the injury and keeps a copy on file at the preschool.

Child Abuse: A childcare staff member shall immediately notify local public children services when the childcare staff member suspects that a child has been abused or neglected. All staff members are mandated reporters of child abuse.

Custody Agreement/Procedures: A custody agreement from a court and or judge stating the name of the custodial parent and the written procedures regarding releasing a child from the center according to a custody agreement will be kept in the child's file with the child's classroom teacher. Any custodial parent or guardian of a child enrolled in the child care center shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child(ren), 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 center, the parent or guardian shall notify the administrator or designee and teacher of their presence.

Photos: The preschool would like the opportunity to exhibit preschool student activities through photographs (pictures) on the preschool web pages, in the classroom, social media pages, and on the preschool bulletin boards. If you do not want your child's photographs posted, please inform your child's teacher with a written statement, signed and dated by a parent or guardian.

Guidance and Management Policy

It is the responsibility of the preschool teachers assigned to supervise a child or group of children to be responsible for their guidance and management and apply our preschool's philosophy of discipline which relies on a combination of loving-care combined with a clear-cut setting of limits. When a child's behavior is unacceptable, the preschool teachers must care enough for the child not to let him or her hurt themselves or others through any form of clearly unacceptable behavior. This would be accomplished without physical or verbal abuse to the child. Instead, the child would be redirected to a more socially accepted behavior. The preschool teacher's main method of discipline is to redirect the child's attention to a different activity and talk to the child about his or her behavior. If necessary, a developmentally appropriate separation from the situation may also be used. The separation, "a time out," should last no more than one minute for each year of age of the child. When the child is to return to the activity, the teacher would explain and review the reason for the separation to the child and explain what behavior is expected. The teacher would encourage the child to control their own behavior by cooperating with the others and solving problems by talking things out. The teacher would explain positive alternatives by modeling the desired and appropriate behavior. During an age appropriate "time out" the child will remain in the classroom with the teacher and the other children and have continued adult supervision. If necessary, because of repeated unacceptable behavior, the preschool teacher and preschool director would consult with the parents or guardians and implement a specific behavior management plan that would be consistent with the above appropriate techniques used at preschool. The

specifications of Rule 5101:2-12-22 of the Administrative Code applies to all employees at the center.

The center's policy for permanent disenrollment of a child in case of repeated or severe behavior problems is to have a parent-teacher-administrator conference to discuss the child's previous behavior problems. In extreme cases, a parent or guardian may be asked to attend the preschool classes with their child to help the teacher redirect the child's repeated bad behavior. If this is not a solution, the child's withdrawal from the school may be requested.

Also non-payment of tuition for two months without reason or acceptable explanation to the director of the preschool would justify disenrollment. Please call or meet with the preschool director prior to a delinquent payment.

Staff/Child Ratios and Maximum Group Size

The following staff/child ratios are required by the Ohio Department of Job and Family Services Bureau of Children Services and must be maintained in order to follow minimum state licensing requirements.

1:8	Toddlers	30 months – 36 months	16 Max Group Size
1:12	Preschoolers	3 years – 4 years	24 Max Group Size
1:14	Preschoolers	4 years to kindergarten	28 Max Group Size
1:18	School Age	Eligible for school	36 Max Group Size

We desire to provide a higher level of quality care so we target a 1:10 Staff to Children ratio for our 3 and 4 year old 2-Day classes, 1:12 Staff to Children ratio for our 4 and 5 year old 2-Day classes, and 1:14 for our 4 and 5 year old 4-Day Class. Some years the class size may be slightly larger, but Emmanuel Lutheran Preschool will not exceed the state required ratios.

Daily Schedule

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. Schedules may be adjusted due to enrollment, and will be posted in each classroom.

Three-Four Year Old Class Schedule:

Morning	
9:30	Free Play
10:15	Circle Time
10:30	Story
10:40	Music & Large Muscle Activities
11:05	Wash Hands/Restroom
11:15	Snack
11:30	Instructional Activity
NOON	Dismissal

Four-Five Year Old Class Schedule:

Morning	
9:30	Free Play
10:00	Circle Time
10:20	Story
10:35	Instructional Activity
11:05	Wash Hands/Restroom
11:15	Snack
11:25	Music & Large Muscle Activities
NOON	Dismissal

Accidents/Emergencies

In case of a child not feeling well or is feverish, the teacher will have the child sit down away from the other children and remain in the classroom with the teacher and other children and telephone the parent, guardian, or emergency contact person to take the child home. The child will always be in the same room as the teacher and under constant supervision until a parent or caregiver arrives to take the child home.

In case of a dental emergency, it is recommended the name of a dentist is put on your child's Child Enrollment and Health form. This form will be in your child's file with the classroom teacher. The teacher is to call the parent or guardian or emergency contact person and follow the dental first aid instructions posted in each classroom, Education office, hallway, and fellowship hall (big room), and also located in two first aid kits.

In case an injury or illness would be more serious, the preschool's policy is to administer first aid and TLC. The parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and the child's teacher would accompany the child to the hospital with all available health records. The preschool staff may not transport children in their own vehicles. Only the child's parents/guardian or EMS will transport the child. All enrolled students must have a parent signature giving Emmanuel permission to contact emergency services for transportation in case of an accident, injury or emergency.

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 an emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child, if the child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall 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 three days of the incident.

The preschool has several procedures to follow in the event that an emergency should occur while a child is attending the preschool. (General emergency defined as: any threat to the safety of children due to an environmental situation on threats of violence, natural disasters, and loss of power, heat, or water.) In the event of a fire or tornado, preschool staff would follow the written instructions posted in each classroom, education office, hallway, and fellowship hall (big room) 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 preschool does conduct monthly fire drills and periodic

tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water at the preschool, our emergency destination is to the gymnasium at Eastern Heights Middle School located at 528 Garford Avenue in Elyria. The telephone number is 440-284-8015. The preschool students, teachers, and parent helpers will occupy the school gymnasium. Upon arrival at the school, the teachers will take attendance to account for each child.

If this area must be evacuated as well, the second evacuation site is East Park Recreation Center, 1101 Prospect Street in Elyria.

Parents will 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 listed on your child's Child Enrollment and Health Information form. A sign will be posted on the building's main entrance door indicating the preschool has been evacuated and the location where you can pick up your children.

In the unlikely event there would be an environmental threat or 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.

Absences

When your child will not be attending preschool, please notify the school or your child's teacher as soon as possible, but prior to the beginning of the scheduled school day. If your child has a communicable disease (chart available between classrooms), please notify the preschool of that as well as notification to other parents is required. If a child who normally arrives to school with someone other than a parent doesn't arrive as expected, and no notice has been received, a phone call will be placed to a parent within an hour of the day's scheduled start time.

Management of Illness

Our preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter the classroom to quickly assess their general health. We ask that you not bring a sick child to school. The child will be sent home! 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. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent, guardian, or person designated by the parent or guardian:

- I. Temperature of at least 100 degrees Fahrenheit when in combination with

any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit method) with a digital thermometer. The thermometer shall be sanitized after each use.

2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
3. Severe coughing (whooping sound) causing the child to become red in the face.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than once or when accompanied by any other sign or symptom of illness.

Observe

Minor cold symptoms alone.
Not feeling well enough to participate.

Procedure

Mildly ill child may be observed within the group, and observed for worsening conditions. Decisions regarding discharging a child will be decided by the teacher or the director.

The director will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings. No staff member shall attend the center if they exhibit signs of communicable disease. The director reserves the right to request a physician's note for a staff member to return to work.

1. A child who has been demonstrating signs of illness or is suspected of communicable disease will be isolated and seated away from the other children in the classroom, and carefully observed for symptoms. The child will be within sight and hearing of a teacher at all times. No child

shall be left alone or unsupervised. The parent, guardian, or emergency contact person will be notified to come and pick up the child for dismissal.

2. The classroom teacher will observe all children entering the classroom. The parent or guardian will be notified if a child's condition shows any of the signs and symptoms listed on the above chart. We ask that you not bring a sick child to school as they will be sent home.
3. The child will be readmitted after illness to the preschool when the teacher in charge determines that all signs of illness and communicable disease have disappeared. Children will be readmitted to the preschool after 24 hours of being free of fever and other symptoms without the aid of Tylenol or other fever reducing medication. If they are not symptom free, a doctor's note will be required stating the child is not contagious.
4. The Communicable Disease Chart is posted in the hallway between all three classrooms.
5. Parents of other children in the preschool will be notified of exposure to communicable disease by a sign on the classroom door.
6. The center's policy regarding the administration of medications, vitamins, modified diets, or fluoride supplements is as follows: we do not administer any of the above. The center will administer epi pens and inhalers only, with proper documentation and child care plans in place.
7. The center does not allow school age children to have and use inhalers or medication.

Licensing Statement

This center is licensed to operate legally. The center is licensed to serve 46 preschool children per session. The Ohio Department of Job and Family Services issues the center a license that is posted on the parent's bulletin board and in the education office. The laws and rules governing child day care are available for review upon request. The center's licensing record is available upon request from the Ohio Department of Job and Family Services. The Ohio Department of Job and Family Services Bureau of Child Care Services toll free number is 877-302-2347 and may be used to report a suspected licensing violation by the center.

Custodial parents or guardians of a child enrolled in the center are welcome to visit the center at any time. Please notify a staff member or director upon entering the center. Parents are also permitted access to all parts of the center during Open House.

In case of emergency and or an accident, the center would follow the posted Medical and Dental Emergency Plan and complete an Incident Report Form. The center would administer first aid, summon emergency transportation, and contact a parent or guardian.

The children will be organized in classes and or groups to give continuity of care and supervision on a day to day basis. A specific teacher in each classroom will be responsible for the care of your child. On special occasions the classes may be combined to watch a movie, observe a special program, for large muscle activities, and to practice singing songs together for the Thanksgiving and Christmas programs. The center has classes Monday, Tuesday, Wednesday, and Thursday mornings from 9:30 AM–12:00 NOON. A child who is 3, 4 or 5 years old can attend a 2-day program in the morning on Monday and Wednesday, or Tuesday and Thursday. At the beginning of the school year the children will be assigned to a class with children in their own age group. In the 3 and 4 year old 2-day program we target 10 students with a maximum of 12 students per teacher; we target 12 students per teacher in the 4 and 5 year old 2-day program, never exceeding a maximum of 14 students. There is also a 4-day program with a maximum of 14 students per teacher with 4 and 5 year old children. This class meets on Monday, Tuesday, Wednesday, and Thursday mornings.

Our Hope

We are confident that with mutual understanding and cooperation in matters presented in this handbook, we shall all experience a very exciting and inspiring year together. We recognize the importance of a balanced growth for your child and have planned to provide many opportunities for mental, physical, and emotional growth through a variety of creative experiences. May the Lord bless your efforts at home and ours here at preschool.

Sincerely,

Heidi Chambers, Director/Teacher

Tina Vandemark, Teacher

Kim Renuart, Aide

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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 administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.