



2265 Garden Drive
Avon, Ohio 44011
School: 934-2465
Church: 934-4710
faithavon.com

Operating Hours:
Monday-Thursday 9:00-3:00
Friday 9:00-12:00

Mrs. Michele Herner, Administrator/ Teacher
Mrs. Jonelle Sear, Teacher
Mrs. Holly St. Clair, Teacher
Mrs. Karen Woods, Teacher/Aide
Mrs. Theresa Fiddler, Aide
Mrs. Becky Merda, Aide
Mrs. Ciara Ruckman, Aide
Rev. David Woolsey, Pastor

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440-281-0991

Faith Lutheran Preschool is licensed to operate legally by the Ohio Department of Job and Family Services. The license, licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in 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 ODJFS website: <http://jfs.ohio.gov/cdc/childcare.stm>.

Parents/guardians can call 1.800.686.1581 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.

Mission Statement

Faith Lutheran Church and Preschool is committed to reaching out with the Gospel and the caring love of Jesus Christ to young children and families in our congregation and community.

Goals of Faith Lutheran Preschool

- I. Aid parents in early rearing, playing an important part in the 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

- Help the child to appreciate the wonders of God's creation and His great love in sending Jesus Christ as the Savior from sin.
- Help lead the child to trust and believe in Jesus as his helper and Savior.

B. Grow Socially

- Learn about rights, feelings, and property of others.
- Learn to become a member of a group, learning to work and play cooperatively.
- Learn to accept and respect authority.
- Learn basic health and safety rules.
- Help him develop and show some degree of self-discipline and self-control.
- Learn to share.
- Play with others in his own age level.

C. Grow Physically

- Develop both large and small muscles to improve coordination.

D. Grow Intellectually

- Stimulate child's inherent drive to learn.
- Develop his natural mental abilities.
- Help develop vocabulary and speech patterns.

E. Grow Emotionally

- Develop confidence.
- Learn to think and act for himself.
- Develop in himself a feeling of love, tolerance for all people.

GENERAL INFORMATION

ENROLLMENT POLICY

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.

Faith Lutheran gives priority enrollment to families/students that are members of Faith Lutheran Church and/or are currently enrolled in the program.

1. 3 year old class meets Monday-Tuesday or Wednesday, Thursday, Friday from 9 –11:30am. Children must be 3 years old by July 31 of the current school year.
2. 4 year old class meets Monday, Tuesday, Wednesday, from 9-11:30am or Monday, Tuesday, Wednesday, Thursday from 12:30-3:00pm. Children must be 4 years old by July 31 of the current school 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 school year.
4. Children enrolled in preschool classes are encouraged to be toilet trained prior to entering. If a child has a wetting accident, the teacher or aide will assist the child in changing clothes. However, if a child has a bowel movement accident, we will call the parent and ask them to come in and take care of their child.
5. We reserve the right to unenroll 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.

<u>3's Typical Day</u>	<u>4's Typical Day</u>	<u>Pre-K Typical Day</u>
9:00 Free Time: centers & small group art project	8:55 Attendance, Free Time	12:30 Arrival, Opening, Prayer
9:55 Circle Time: prayer, pledge, calendar, weather	9:10 Prayer, opening circle time	12:45 Free Play, Art
10:20 Bible Story	9:25 Bunch	1:30 Circle Time-jobs
10:30 Snack & quiet books puzzles	9:45 Free play, art project	1:40 Bible Story, Music
10:45 Letter/Number/ Color activities	10:20 Bunch/Game/ Academic	2:00 Snack, books, puzzles
11:00 Large motor games & music	10:40 Snack & quiet books and puzzles, mail	2:15 Language, Letters
11:20 Closing	11:00 Bible Story	2:40 Large Motor
11:30 Dismissal	11:20 Closing	2:50 Closing, dismissal
	11:30 Dismissal	

FINANCIAL POLICY

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

- Registration fee of \$25.00 is required upon pre-enrollment and is non-refundable. A graduated supply fee is assessed depending on the number of days a child is enrolled.
- If tuition is paid in full by the first day of school, families will receive a 4% discount on tuition.
- 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.

Registration fee (not refundable)		\$25.00		
		Monthly Tuition	Yearly Tuition	Supply Fees
2 day	3 year old class	\$115.00		\$25.00
3 day	3 year old class	\$144.00		\$30.00
3 day	4 year old class	\$146.00		\$30.00
4 day	4 year old class	\$176.00		\$35.00
	Pre-K	\$176.00		\$35.00

- 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.
- 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.

*Questions regarding tuition may be directed to the Preschool Director.

Ratios

Faith Lutheran Preschool is licensed to serve 36 preschool aged children. We follow current staff ratios as mandated by the State of Ohio. Our staff consists of lead teachers and classroom aides.

Current Staff Ratios

3 year olds- 1:12

4 year olds- 1:14

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.

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.

➤3's classes: Paper Towels, box of tissues, sandwich sized Ziploc type bags
4's & Pre-K classes: Clorox Wipes, box of tissues, gallon size Ziploc type bags

REFRESHMENTS

Snacks are served daily. Parents will provide snacks and drinks weekly for the entire class on a rotating basis. A snack 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. Classrooms may be set up as a **PEANUT FREE** room. A suggested list of snacks will be sent home for these classes. **PLEASE ALWAYS CHECK LABELS!** Reminder notices will be sent a week prior to your snack week. Be aware that some foods are considered choking hazards for young children. You may check with the American Academy for Pediatrics (aap.org) website for suggestions.

In an effort to teach responsibility and independence, along with being green, your child will be given a plastic cup, labeled with their name, at the beginning of the school year. Please make sure the cup is cleaned and placed back into the book bag each day for school.

TRANSPORTATION

- Parents are responsible for transportation of their child to and from school. The school accepts no responsibility for the transportation of children.
- In the event that a child needs emergency transportation an arrangement has been made with the Avon Fire Department (911) to provide emergency transportation.

FIELD TRIPS

- Two staff members will accompany classes on all field trips. Staff members trained in First Aid, Communicable Disease, and CPR will bring along the first aid kit, which meets state requirements, and signed permission slips from a parent or guardian. Staff will also use a checklist for supervising the group during the field trip, helping to assure that children are accounted for at all times.
- Parents will be asked to help provide transportation. By law, all children must have a proper, approved car/booster seat. Parents are responsible to provide and install car/booster seat. No child shall ride in the front seat; all children and adults must wear seatbelts. Drivers shall see that the child board and exit from the curbside of the street and out of the path of moving vehicles. Smoking is prohibited in all vehicles when children are present. Drivers must be at least 18 years old, hold a valid driver's license, and not be under the influence of any substance which could impair driving abilities.
- The school's policy for guidance and management remains the same and will be followed on field trips.
- A working cellular phone, which shall not be used by the driver while the vehicle is in motion, shall be in each vehicle, and with the teacher during field trips.

- Routine walks/activities may take place from time to time on the church/school grounds.
- The Child Enrollment and Health Information, Medical Form, along with any Medical Plans & Medication are to be taken on all outings.
- 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.
- Each child on the field trip shall have identification attached to him/her containing the center's name, address, & phone number to contact in the event the child becomes lost.

ARRIVAL/DEPARTURE PROCEDURES

- Parents may always choose to park their car in the north parking lot and walk their child to and from the classroom doors for arrival and departure.
- Parents may also choose to use our drop off/pick up line during arrival and departure.
- Any parent/student arriving 10 minutes or later after the start of the day will need to park and walk your child to the classroom. If the doors are locked, please call 934-2465 for a staff member to come and let you in.
- Any parent late, 10 minutes or later, in picking up their child will need to park and come into the building to collect your child.

Drop off /Pick up Line

Parents may use the drop off/pick up line beginning the second week of school (3's: the third week). Parents will be given a name card to be put in the visor for teachers to see your child's name.

Drop off: Please enter the south (old) parking lot and circle around the back access road to the north parking lot. Pull up under the overhang. Children will be helped out of cars from the curbside. Parents do NOT need to exit the cars. Teachers will walk students into the building where an aide will direct and supervise them into their classroom, in which the teacher is present. Children will be supervised at all times.

Pick up: Please enter the south (old) parking lot and circle around the back access road to the north parking lot. Pull up under the overhang. Children will be helped into cars from the curbside. Parents do NOT need to exit the cars. Parents are then asked to pull ahead to a parking space to help your child buckle. **PLEASE NOTE:** Students will be dismissed to parents in the foyer first before any child is brought to cars in pick up line.

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 on a daily basis.

Parents/guardians may also list up to three adults who may drop off/pick up their child on a regular basis. A driver's license or identification will be asked to be shown by these individuals until a routine has been formed. If someone other than listed needs to pick up your child, a signed and dated release statement or phone call from the parent must be received. 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.

TRANSITIONING TO A NEW AGE GROUP

Children will be assigned a class group according to their age and birth date of the current school year. Prior to the school year, Faith Lutheran will aid in the transition to school by holding a "Park Day" to help students meet new classmates and teachers. An Orientation Day, a day with parents, will also be held to familiarize students with their new classroom. 3's classes will begin the school year with a staggered start, allowing students to transition to school with ease.

PROGRESS REPORTS (for 3's, 4's &Pre-K classes)

Each student will be evaluated twice during the school year. In the fall, the parents of the 4 year old and Pre-K students will receive a written copy of the evaluation with a brief explanation. In the spring, we will schedule a 15 minute parent-teacher conference. The parents of the 3 year old students will receive written copies of both evaluations. If at any time during the school year a parent would like a special conference, please contact the teacher.

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 440-934-2465, 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

A parent roster for the entire school is prepared annually. This roster may include names, addresses, & telephone numbers of parents/guardians. Only those individuals that indicate, by signing a statement, that they want their information included on the roster will be included. Rosters are available upon request for only those parents/guardians who indicated listings on the roster.

PARENT PARTICIPATION POLICY

- Each parent is free to contact the administrator or teacher when assistance is needed with problems or concerns related to our program.
- Parents should check the child's papers or book bag daily for information concerning the program.
- Each class will parents sign up to help with class parties and other special events held in our school.
- Parents are invited to join us for Chapel once a month at the beginning of the school day in the church.
- Parents are always welcome to share their talents with us. Please contact your child's teacher if you have a skill or occupation that you would like to share with the class!

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 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.faithavon.com.

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.

DRESS

This is up to the judgment of the parents, considering wash ability, fit and activity. Please be sure your child can care for himself in his clothing, especially in the bathroom. (Example: boys: snaps, buttons, zippers girls: tights, bodysuits) Please be sure outer garments are suitable for the weather, large enough, in good repair, labeled.

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 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 Avon Early Learning Center, 3075 Stoney Ridge Rd.

➤In case of a Medical or Dental emergency, the center would, if necessary, administer first aid, summon thesecond 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.

➤In the event of a serious incident, injury or illness & a child needs emergency transportation, Avon Fire Department (911) will be called and provide emergency transportation.

SAFETY POLICY

Faith Lutheran Preschool has many safety policies in place throughout this handbook. In addition to those previously stated policies, the following safety policies take place at Faith:

- Staff will follow guidelines for providing safe and sanitary equipment and environment as outlined in OAC 5101:2-12-15.
- There will always be one staff member present who has been trained in Communicable Disease, First Aid, CPR, and Child Abuse Recognition and Prevention.
- 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.
- 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.

- Our center has immediate access at all times to a working telephone within the building used for child care.
- Our center has a monthly fire drill at varying times each month. A record of fire drills is posted at the center.
- Our center has 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.
- Use of spray aerosols shall be prohibited when children are in attendance at school.

MANAGEMENT OF ILLNESS

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

- The center shall provide training for all staff in hand-washing and disinfection procedures prior to working with children.
- The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness.
- The center shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease.
- Centers shall follow the current version of the JFS 08087 (rev. 09/2009) “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.
- Children are to be assisted or instructed to wash their hands, upon arrival, after using the toilet and before eating food.

- 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 ½ hours each day.
- 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.

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 child to control their own behavior, cooperate with others, & 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.