

# St. Paul Lutheran Preschool

7960 State Route 38  
Milford Center, Ohio 43045  
937-349-5939



"How Great Is The Love The Father Has Lavished  
On Us, That We Should Be Called Children Of  
God! And That We Are. . ." 1 John 3:1

# **St. Paul Lutheran Preschool Handbook**

## **Welcome**

Welcome to the 2007-2008 school year at St. Paul Lutheran Preschool. We look forward to serving your family and appreciate your sharing your child's precious preschool time with us. This handbook contains information that will be important to you and your child. Please read it carefully and feel free to contact any staff member with questions.

## **Mission Statement**

St. Paul Lutheran Preschool will provide stimulus for growth and development of the whole child in a child-centered Christian environment.

## **Philosophy**

St. Paul Lutheran Preschool adheres to the philosophy of educating the "whole child" soul, mind, and body. The goal is provide the children with the opportunity to grow and learn at their own rate and in their own way.

We believe in the developmental approach of educating the child. The developmental approach is based on the assumption that a child's growth is sequential in nature and an orderly process involving spiritual, physical, emotional/social and cognitive growth, but that each child is a unique individual. Being developmentally appropriate with 3-5 year-olds involves learning through play and hands-on activities. Children are encouraged to try out their ideas with emphasis on the process rather than the product. They are given opportunities to interact with other children and adults in both large and small group settings, as well as on an individual basis enhancing their communication skills and social growth.

The classroom climate is relaxed, inviting and warm so that the needs of each child can be met. The children are guided positively so that they can become responsible and caring individuals who are self-motivated and self-controlled.

# Goals and Objectives of School and Staff

St. Paul Lutheran Preschool was established in 2006 to serve the families of our congregation and community.

As a staff, we will endeavor to . . .

Provide a happy, successful “early school” experience for the young child in a warm, friendly, and loving atmosphere.

Help each child feel good about him/herself and know success.

Foster security with adults outside of his/her family.

Share God’s Word, the Bible.

Provide a developmentally appropriate environment and guidance to nurture each child toward the following goals.

Goals for your preschool child will be to . . .

Know the love of Jesus and see God’s love in the world.

Develop a love for learning.

Learn to cooperate with friends and teachers.

Develop a self-reliance and independence.

Follow directions.

Grow in small and large muscle skills.

Develop conceptual foundations in math, language arts (reading readiness), science, and social studies.

# IMPORTANT INFORMATION

## LICENSURE:

St. Paul Lutheran preschool is a licensed child-care facility. Our license is issued by the Ohio Department of Education. The Law requires a staff-child ratio of one staff member for every 12 children for the three year old class and one staff member for every 14 four and five-year olds. Our ratio is one staff member for every 6 three-year-olds and one staff member for every 7 four-year-olds. Your child must be 3 years old before September 30<sup>th</sup> for the preschool classes. Our classes are limited to 12 children with two teachers present.

All children are required to be self-sufficient to toilet needs. They may not wear (pull-ups ) for preschool classes.

## SESSION TIMES:

**2 Day Class T/Th 9:00 – 11:30 a.m.**

**3 Day Class T/Th/F 12:30 – 3:00p.m.**

The preschool, including the gym, is closed from 11:30 to 12:30 and after student dismissal from the classroom.

## STAFF MEMBERS:

Preschool Director/Teacher  
Assistant Teacher

Mrs. Chris Dellinger  
Mrs. Darlene Becker

Home (614) 873-5542  
Home (740) 857-1415

## TUITION:

Parents of currently registered School and Preschool children and their siblings may register during the first 2 weeks of January. Registration information will be given to each family in December.

St. Paul Lutheran Preschool admits students of any race, color and 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 education policies, scholarship and loan programs and athletic and other school-administered programs.

# STATE OF OHIO AND SCHOOL POLICIES

## PARENT CONFERENCES AND INVOLVEMENT

Parent conferences are held on designated class day(s) in November and March. Fall Conferences are informal and mainly directed at answering your questions and discussing adjustment to school. At spring conference, we discuss growth through the year and again answer any questions you may have. If you would like to request a conference before this time, we will be glad to meet with you. Before or after school conferences must be prearranged. If a question cannot be answered in 1-2 minutes, please set up a conference with the teacher. Clean-up and preparation time is valuable to the teacher and questions concerning the child are best answered without the child present.

Parents are welcome at any time. We encourage parents to visit and volunteer in the classroom after Christmas break. Separation at the start of the child's school experience is a big step for most preschool children. If a parent lingers or stops in to visit, the child shows anxiety. They will wonder on future days if mom or dad will stop in or stay for awhile. We encourage you to visit our school or volunteer some of your time. Please share your talents with us. Also, sometimes there are materials to be cut, pasted, or assembled. If you would like to do some of this at home, please do not hesitate to ask the teacher. For any unscheduled visits, please call the office.

Rosters of names and telephone numbers of parents or guardians of children attending the school are available upon request. Any parent not wanting this information included on the school roster should notify the Director. This list is strictly for your convenience as a preschool parent or employee. It may not be used by parents, staff or any other persons for solicitation or as a source of names for any other activities. Thank you for your cooperation.

## ARRIVAL AND DISMISSAL

Doors will not be open prior to class schedule. We ask that your children arrive no earlier than the class starting time, and they be picked up promptly at dismissal time. The teachers will be in the classrooms earlier, but there are preparations that need to be made before the class, and this is important time for them. Also, we have found that it is upsetting to children if, at dismissal time, they see everyone leaving and their parents or guardians aren't here, so we ask that you be as prompt as possible. We understand that emergencies do happen; please just call the school in this circumstance.

As you walk to and from the classroom, your child *must* be with you at all times. This helps ensure the safety of the children and others in the church and school hallways.

If someone other than yourself will be picking up your child, please notify us. We are unable to release a child from the school to any person without prior approval of the custodial parent or guardian. People on your list may be asked for identification if we have not met them before. The preschool and its personnel cannot provide transportation for any student enrolled in the school except in the case of a minor emergency.

## **Discipline Policy**

It is the belief of St. Paul Lutheran Preschool that children learn by example and through positive reinforcement of acceptable behavior. The staff will provide a variety of interesting activities from which the child may choose. A child who feels successful at what he is doing is a motivated, happy child. Teachers' expectations will be guided by what is developmentally appropriate. A 3 year-old will not be expected to behave like a 5 year-old. If, however, a child has difficulty sharing with another child or remembering a rule, the teacher may:

1. Talk to the child about his/her feelings and how his/her actions affect others.
2. Show the child an acceptable way to demonstrate his/her feelings.
3. Ask if the action is helping or hurting.
4. Remove the child to the teacher's lap or to a chair within the room or remove the child from the group briefly. (A staff member will stay with the child the entire time and will return the child to the group as soon as possible.)

Jesus and His love for others is always the example for behavior of students and staff. Love, kindness, patience, and helpfulness are all qualities the preschool hopes to develop, with the Lord's help.

In specific instances, a child's behavior may endanger the emotional and/or physical safety of students and staff members of our school. While we will try to help each child be successful in our program, we do not have the staffing qualifications to handle severe behavior problems. If this is the case, some possible courses of action may include:

1. Holding a parent conference with the teacher to make a plan for that student.
2. Working closely with the child's physician or other professionals.
3. Working with local school districts' preschool evaluation systems.
4. Helping parents investigate options of other services or programs that may be helpful.

St. Paul Lutheran Preschool reserves the right to take immediate action including the removal of a student if deemed necessary by the director and teachers. St. Paul Lutheran Preschool does not allow corporal punishment.

## BEHAVIOR/MANAGEMENT DISCIPLINE

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
  - b. No discipline shall be delegated to any other child.
  - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - e. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
  - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - g. Techniques of discipline shall not humiliate shame or frighten a child.
  - h. Discipline shall not include withholding food, rest or toilet use.
  - i. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and development ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
  - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- C. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- D. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

*The Ohio Dept. of Education requires that this form be given to all parents by first day of school.*

# CHILDREN'S BELONGINGS

## **Dress**

Children should wear play clothes to preschool. We have many “hands-on” projects with paint, glue, and play dough. Even though the children wear paint smocks, accidents can and do happen. We also climb, jump, and run during our big muscle time, and play clothes and rubber-soled shoes are safer. We do play outdoors frequently, so please dress your child appropriately. Label all outerwear and book bags.

Please always have a change of clothes including underwear and socks in a zip lock bag so it is available if needed. Remember to change these as the seasons change (e.g. no shorts for winter season).

## **Book bags**

Your child should bring a large book bag that opens at the top. A tote bag is the most convenient for the child and teacher alike. This will be helpful to carry projects, books, or papers home each day. Your child will have a basket with his/her name on it, in which to put school projects, mittens, or anything from home. **Please label any book bags, coats, etc. with your child's name.**

## **Show and Tell/Share**

Children are encouraged to share items from home, especially books and items related to our themes. Your child's teacher will let you know at orientation what routine she uses for “sharing” in the classroom.

## **Inclement Weather**

In the winter, school may be canceled due to snow or icy conditions. The decision to close school is made early in the morning and announced on channels 4 and 10 and radio stations WTVN (610 AM) AND WUCO (1270 AM). Because St. Paul is in the Fairbanks School District, listen for Fairbanks cancellation, If they're canceled, so are we. St. Paul will not be mentioned by name. (There is already a St. Paul Lutheran School in German Village.)

## **Fog Delay**

The preschool classes will still be in session following established schedules. If driving in the fog is a safety concern and your child will not be in attendance, please notify the school. In the event you get a recording, please leave your message anyway. The other option is to call the teacher at home. Please call as soon as your decision is made.

- \* **Home 614-873-5542**
- \* **School 937-349-5939**

## SNACKS

A snack and juice will be served daily, either during free choice time or at a separate snack time. We ask for the parents' help in this area. If your child could share a snack and juice with his or her class about once each month, it would be greatly appreciated! In addition to helping the school financially, this is a fun opportunity for your child to share something from home with each of his/her friends. Watch your class calendar for your snack day. Your teacher will give you more information about snacks in the classroom. No juice boxes please. When sending snacks, please keep in mind the limitations of children to open some snacks. Please send juice in 1 or 2 qt. quantities.

**We strongly encourage nutritious snacks.** Listed below are some ideas:

Vegetables with dip (celery, carrots, cucumbers, etc.)  
Fresh orange slices (1/2 orange per child)  
Bananas (1/2 per child)  
Apples (1/2 apple per child)  
Cheese slices and crackers (2-3 per child)  
Raisins or other dried fruits  
Fruit tray  
Pretzels  
Popcorn (1/2 cup per child in a plastic baggie)  
Canned fruit (1/2 cup per child in a Dixie cup)  
Applesauce  
Graham crackers (2-3 per child)  
Celery with cheese  
Snack mix (Wheat Chex, etc.)  
Cheese suckers (cheese with pretzel stuck in it; 2-3 per child)  
Pumpkin bread  
Banana bread  
Muffins

Please also provide juice, milk, or other nutritious drink. If it your snack day and your child is ill and not in school, please do not make a special trip to school with the snacks. Just give the school a call to advise them (937-349-5939).

**The preschool understands that some children have special dietary restrictions. Parents of these children must submit their concerns in writing to the teacher by the first day of school and provide a suitable snack each class day. It is preferable that the snack be brought monthly and servable on a napkin and in a cup. You may receive further information about other situations in your child's classroom.**

## **Relations with Special Interest Groups**

Any request from civic institutions or special interest groups which involves such activities as patriotic functions, contests, exhibit sales of products to and by students, sending promotional materials home with students, fund raising, and free teaching materials must be carefully reviewed to insure that on balance such activities promote student interest without advancing the special interests of any particular group.

It is the policy of the Board of Christian Education that students, staff members, and school facilities not be used for advertising or promoting the interest of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative; and, any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this Board.

All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by Administration on the basis of their consistency with Preschool philosophy, educational value in the total school program, benefit to the students, factual accuracy, and good taste. No such approval shall have the primary purpose of advancing the name, product or special interest of the proposing group.

# ILLNESSES

## Hand washing

Hand washing has been proven to be the single best way to prevent the spread of germs! Teachers wash hands upon arrival at school, before and after handling food, after using the restroom or help a child with toileting, and after contact with any bodily fluids. Students must wash hands upon arrival at school, before eating or handling food, after using the restroom, and after contact with any bodily fluids. Hand washing procedures are posted in each restroom.

## Communicable Diseases

Children who would be considered contagious must remain at home. This is for your Child's protection and will prevent others from possible illness. A staff member trained by a Registered a Nurse to recognize

The common signs of communicable disease will observe each child daily as he/she enters the group

**.Children with the following symptoms should not come to school:**

- Fever of **100 °**. Or over, now or **in the past 24 hours**
- Diarrhea
- Vomiting
- Stomachache
- Discharges of or inflamed eyes or ears
- Consistently runny nose
- Headache
- Head lice infestation
- Persistent or severe cough
- Sore throat
- Skin rashes

**A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to a parent or guardian:**

- a. Diarrhea (3 or more abnormally loose stools within a 24-hour period.)
- b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- c. Difficulty breathing.
- d. Yellowish skin or eyes.
- e. Conjunctivitis. (Pink eye – Redness of the eye, obvious discharge, matted eyelashes, burning, itching.)
- f. Temperature of one hundred degrees Fahrenheit taken by the axillary method combination with any other sign of illness.
- g. Untreated infected skin patch(es)
- h. Unusually dark urine and/or gray or white stools.
- i. Stiff neck with elevated temperature.
- j. Evidence of untreated lice, scabies, or other parasitic infestations.
- k. Sore throat or difficulty in swallowing.

## I. Vomiting

If your child contracts a communicable disease, please let us know, in order that we might be aware of the possible outbreak of the disease in school. You will be notified by a note sent home with your child of any communicable disease exposure. We are required by State Law to display the "Communicable Disease Chart". It is located outside the School Workroom. A child may re-enter school when he/she no longer exhibits any signs of communicable disease, 24 hours after vomiting, 24 hours after having a fever 100 degrees or over, or 24 hours after the first dose of an antibiotic.

**We ask parents to notify the school of their child's absence.** Please call the school (937)349-5939 by the starting time of class on the day your child will not be in attendance. In addition, this gives us an opportunity to pray for your child if he/she is sick.

If your child should become ill at Preschool, we will make him/her comfortable and call the parent.

A child isolated due to suspected communicable disease will be:

- a. Cared for in a room or portion of a room not being used for other types of child care.
- b. Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.
- c. Made comfortable and provided with a cot. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cot will be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other body fluids, the cot will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

If unable to reach the parent, we will call the emergency phone number listed on your child's enrollment form. If your child is mildly ill with minor cold symptoms yet no fever, we will restrict his large muscle activity and make him/her as comfortable as possible until we can reach you.

## **Medication and Child Medical/Physical Care Plan Forms**

If your child has a medical condition that requires medications during preschool hours or special information or treatment, you must have certain information on file. Please contact the director for forms.

## **STAFF**

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

## **SAFETY**

1. No child will be left alone or unsupervised.
2. Children will be greeted daily, observed for signs of illness, and aided in finding an activity of interest.
3. Each child will be dismissed in an orderly fashion and only to the care of his parent or a person designated by the parent.

4. A fire drill will be held monthly. Tornado drills will be held monthly during tornado season. In case of a real fire or tornado, children will line up in an orderly fashion upon hearing the signal and evacuate the building as practiced.
5. Staff members have immediate access at all times to a working telephone located in each classroom.
6. When an accident or injury occurs or when any other incident necessitates administration of syrup of ipecac or the emergency transportation of a child, the staff members involved will complete an "Incident Report" form and file it with the Administrator. Parents will receive a copy of the report.
7. Use of aerosol sprays or other toxic substances is prohibited when children are in attendance at the center.
8. Medical Emergency Phone numbers and specified Plan, along with the Ohio Dept. of Health Dental First Aid Chart, are posted on the wall in the preschool classroom, gym, and in the offices.

**9. Field Trips:**

Preschool classes may take field trips throughout the year and travel by means of private cars. If you are interested in helping by driving, please notify the teacher. You must have a valid Ohio driver's license, liability insurance and seat belt for each child. Children not traveling with a parent must provide their own booster seat.

1. Parents will be asked to sign a permission slip for each field trip. You will be notified of each field trip as it is scheduled.
2. Transportation will be in private cars by licensed drivers with liability insurance and seat belts.
3. A person trained in first aid will be available on all trips.
4. A portable first aid box will be available on all trips.
5. Emergency Transportation Authorization and Health Records of all children involved will be available on each field trip or separate outing.
6. Name tags attached to each child will include our preschool name, address, and telephone number.
7. For the safety of all, only preschool children and adults are permitted on field trips. Please make other arrangements for siblings.
8. Children may not ride in the front seat of any vehicle.

## **EMERGENCIES**

**Action to be Taken:**

**In Case of Minor Emergency**

1. Administer necessary first aid
2. Inform parent immediately

3. One teacher will stay with child and 2<sup>nd</sup> teacher will supervise other children
4. 'Complete an incident report

**In Event of Serious Incident, Injury, or Illness** (Defined as any situation occurring while a child is in care of the preschool that requires emergency medical treatment or professional consultation or transportation for emergency treatment.)

1. Call 9-1-1.
2. Call Parent.
3. Call child's doctor if parent cannot be reached.
4. Stay with child at school and during transport until parent arrives.
5. Take child's enrollment and health information form.
6. Complete incident report.

**In Case of a General Emergency** (Defined as any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.)

1. Teachers must have first aid kit, emergency sheets, and attendance sheets.
2. If students are dismissed in any unusual fashion, parents/authorized emergency pick-ups must show photo ID.

**For loss of heat and/or water:** Parents will be contacted by phone. Children will be made comfortable in classrooms until parents/authorized pick-up persons arrive.

**When building must be locked down:** Children will remain in locked rooms. If it is necessary to evacuate classrooms, teachers will move students to library. There will be a supply of drinking water and snacks stored there. Parents will be notified.

**When Building must be Evacuated:** Staff will walk students to the shelter house and then to the parsonage basement. Parents will be contacted by phone to pick up children there.

**Child Custody Agreements:** If your child is part of a child custody agreement, the preschool must have a copy of the custody agreement on file.

**Child Abuse/Neglect Mandate:** The administrator and each employee of the school are required under Section 2141.421 of the Revised Code to immediately report their suspicions of child abuse or child neglect to the proper authorities at Children's Services.

**Conflict Resolution:** Parents and Staff members may negotiate any difficulties and differences through the following channels:

Speak to other directly

Speak with the director privately or in a 3-way conference

Speak with the Board of Christian Education of St. Paul Lutheran School and Preschool.

If the preceding steps have not resolved your conflict, you may contact the Ohio Education Licensing Representative at 614-466-0224 or your Education Ombudsman at 877-644-6338.

## **Management of Communicable Disease**

**Code 3301-37-11**

### **Precautions To Be Taken**

**The following precautions shall be taken for children suspected of having a communicable disease:**

1. The Program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his or her parent or guardian:
  - (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
  - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
  - (c) Difficult or rapid breathing;
  - (d) Yellowish skin or eyes;
  - (e) Conjunctivitis;
  - (f) Temperature of one hundred degrees Fahrenheit taken by the thermo scan (ear canal) method when in combination with other signs of illness;
  - (g) Untreated infected skin patch(es);
  - (h) Unusually dark urine and or grey or white stool;
  - (i) Stiff neck; or
  - (j) Evidence of lice, scabies or other parasitic infestation.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children . Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this Rule as well as the following:
  - (a) Unusual spots or rashes;
  - (b) Sore throat or difficulty in swallowing;
  - (c) Elevated temperature;
  - (d) Vomiting.
4. Programs shall follow the Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.
5. A child isolated due to suspected communicable disease shall be:
  - (a) Cared for in a room or portion of a room not being used in the preschool program;
  - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
  - (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent. If soiled with blood feces vomit us or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriated germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

# Sample Daily Schedule

## Preschool

### Opening Circle

Welcome  
Story of the day  
Explain activity choices

### Learning Center Choices

Blocks/Construction	Fluid Table	Science Experiment/Cooking
Housekeeping	Art Activity	Games
Writing	Easel	Snack(T/Th/Fr P.M.Classes)
Reading/Books	Manipulatives	

**Snacks** – See healthy snacks ideas.

(Tues, Thurs, A.M. classes)  
(Scheduled snack time)

### Circle Time

Bible Stories  
Music  
Finger plays

**Large Motor on Playground or in Gym**

**Closing Circle or Small Group Activity Time**

## TYPICAL SPECIAL EVENTS

### PRESCHOOL

**Tuesday/Thursday & Tuesday/Thursday/Friday**  
**( A.M. & P.M. Classes)**

**OCTOBER:** Pumpkin Farm or  
Cider-making Trip

**NOVEMBER:** Dad's Night

**DECEMBER:** Family Christmas Parties

**JANUARY:** Pretend sleepover at  
School

**FEBRUARY:** Post Office Trip

**APRIL:**

**Pizza Shop Trip**

**MAY:**

**Mom's Teas**

**End -of- Year Picnic**