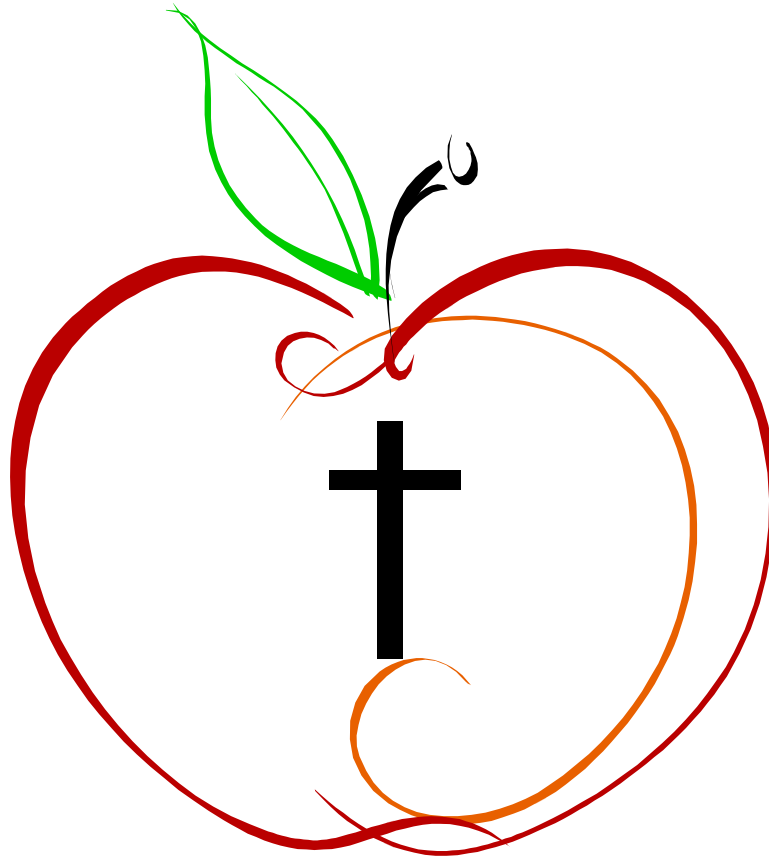


Parent Handbook 2011-2012



Discover the Difference

St. Paul's Lutheran Preschool

250 Bowhall Road

Painesville, Ohio 44077

Phone: 440-354-3000, Fax: 440-354-7085

E-mail: preschool44077@sbcglobal.net,

Website: stpaulslcmsohio.org

TABLE OF CONTENTS
WELCOME

SECTION I CHURCH INFORMATION

Mission Statement of the Congregation _____ 3

SECTION II PRESCHOOL INFORMATION

Welcome _____ 3
Mission Statement _____ 3
Philosophy _____ 3
Goals and Objectives _____ 4
Licensing _____ 4
Non-discrimination Statement _____ 4
Staff Members _____ 5
Preschool Board _____ 5

SECTION III ENROLLMENT POLICIES

Entrance Requirements _____ 6
Pre-enrollment Interview and Orientation _____ 6
Registration _____ 6
Termination Procedures _____ 7

SECTION IV FINANCIAL MATTERS

2011-2012 Tuition and Fees _____ 8
Federal Tax ID Number _____ 8

SECTION V CLASSROOM INFORMATION

Class Sizes and Ratios _____ 9
Arrival and Release of Children _____ 10
Weather Closing _____ 11
Supplies _____ 11
Dress Code _____ 11
Insurance Coverage _____ 11
Show and Tell _____ 11
Special Events _____ 12

SECTION VI GUIDANCE

Guidance Policy _____ 13
Changes in Home Routine _____ 13

SECTION VII CURRICULUM

Daily Activities _____ 14
Curriculum _____ 15

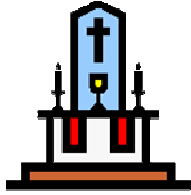
SECTION VIII PARENT INVOLVEMENT _____ 17

SECTION IX HEALTH _____ 18

SECTION X SAFETY _____ 20

APPENDIX

A School Calendar _____ 23
B Daily Classroom Schedules _____ 24
C Focus Topics and Specials _____ 25
D Perry Emergency Plans _____ 26
E ODJFS Center Parent Information _____ 27



WELCOME TO ST. PAUL'S LUTHERAN PRESCHOOL

SECTION I: CHURCH INFORMATION

Mission Statement of St. Paul's Lutheran Church:

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

SECTION II: PRESCHOOL INFORMATION

Welcome

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

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

In this Christian environment, we pray that we can work effectively with you to help your child socially, emotionally, physically, mentally, and spiritually. May God bless our year together.

St. Paul's Lutheran Preschool Board and Staff

Mission Statement

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

Philosophy

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

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

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

Goals and objectives

Although specific objectives differ for each child, our Preschool program

- ◆ provides experiences to help children learn to know and love God.
- ◆ aids parents in the development of the whole child in an emotional, intellectual, social, physical and spiritual process.
- ◆ promotes learning through work and play in a Christian environment.
- ◆ assists the child in a gradual adjustment from home to school life.
- ◆ fosters friendships with children of the same age.
- ◆ helps the child develop conceptual foundations in cognitive skills, creative abilities and interests.

Licensing

St. Paul's Preschool is legally licensed to operate and to serve preschool and school age children. The State of Ohio Department of Job and Family Services issues the school a license which is posted in the entrance hallway. Licensing reports for the current licensing period are posted as well. The laws and rules governing child care are available for review upon request.

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

St. Paul's Preschool holds an accreditation from the National Lutheran School Accreditation Commission and was effective September 2007.

Non-discrimination Statement

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

Staff members

Director: Mrs. Amy Marizek
Early Childhood Education Degree

Teachers: Mrs. Nadine Visti
Pre-Kindergarten
Education Degree
TBA
Four Year Olds
Pursuing CDA certification

Mrs. Cynthia Johnson
Three Year Olds
Education Degree
Mrs. Nadine Percival
Four Year Olds
Education Degree

Teaching Assistants: Mrs. Danielle Knight
Three Year Olds
Mrs. Debbi Davis
Three Year Olds and Pre-K
Mrs. Karen Smitko
Four Year Olds
Mrs. Jeanette Thompson
Four Year Olds
Mrs. Tiina Haller
Pre-K
Mrs. Carla Keller
Four Year Olds

St. Paul's Lutheran Preschool Board

Chairperson - JoEllen Graziadei
Director: Amy Marizek
Treasurer: Karen Krueger
Publicity: Carol Herbst
Education Elder: Aaron Lindrose

Tuition Recorder: Jean Dombi
Secretary: Kathy Doeing
Historian/Fundraising: Jan Shutic
Parent Representative: Donielle Tuttle

Church Administrative Assistant: Mrs. Kathy Doeing

SECTION III: ENROLLMENT POLICIES



Entrance Requirements

- | | |
|--------------------------------|---|
| A. Three year olds: | Must be three years old by September 15 of the school year. |
| B. Three and a half year olds: | Must be four years old by December 31 of the school year. |
| C. Four year olds: | Must be four years old by September 30 of the school year. |
| D. Five year olds: | Must be five years old by September 30 of the school year. |
- These children are considered school-age children by The State of Ohio, Child Care Licensing rules.

Pre-enrollment Interview and Orientation

The administrator or a designee will meet each prospective parent and child prior to admission and will conduct a tour of the facility and instruct the parent(s) of the enrollment policies. An evening orientation meeting for all the parents is conducted before the start of the school year. Preschool policies and practices are explained to the parents at this meeting. The child/parent classroom orientation takes place the first week during the regular class time. Half of the class comes with the parent for the first hour, the other half the second hour. During this time, children get an opportunity to get used to the room, teacher, and future classmates in the security of their parent.

Registration

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

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

- ◆ **Child's Health and Enrollment Information Form**
- ◆ **Signed Pick-Up Authorization Form**
- ◆ **Signed Photo and Website Permission Form**
- ◆ **Signed Acknowledgement of Receipt of Center Information**
- ◆ **Child's Medical Statement** – This form must be completed by your physician or a certified nurse practitioner from a current physical examination and returned to the school when completed or before the first day of the new school year. The state law requires that a child be examined by a physician within twelve (12) months prior to admission **and annually thereafter**. All immunizations are necessary. **Your child will not be allowed to begin classes in September unless the completed medical statement is in our files.** Please check to see that the medical statement has been dated and signed by your physician.

Termination Procedures

A. Withdrawal

Parents must notify the preschool administrator at least two (2) weeks in advance of withdrawing a child from the preschool. If a child is withdrawn from class, tuition will be charged for two weeks after the notification.

Registration fees will be refunded only when

- ◆ the child is not toilet-trained by the first day of school.
- ◆ the family moves out of the area and notification is given by August 1.
- ◆ a school age child is pre-registered at St. Paul's Pre-K, but enters a public Kindergarten.

B. Discharge

The Preschool Board reserves the right to discharge any student for special circumstances, such as:

- ◆ failure to provide proper enrollment forms. (See registration Procedure)
- ◆ failure to pay tuition.
- ◆ behavior that may endanger the emotional and/or physical safety of the students or staff members of the school.

If a child is discharged from class, tuition will be charged up to the date of termination.

SECTION IV: FINANCIAL MATTERS



2011-2012 Tuition and Fees

Three Year Old Preschool

Tuesday, Thursday 9:00-11:30 or

Tuesday, Thursday 12:30-3:00

Registration Fee*	\$50.00
Annual Tuition	\$792.00
(Monthly Payments Aug.-April)	\$88.00

Four Year Old Preschool

Monday, Wednesday, Friday 9:00-11:30

Monday, Wednesday, Friday 12:30-3:00

Registration fee*	\$50.00
Annual Tuition	\$900.00
(Monthly Payments Aug.-April)	\$100.00

Three Year Old Preschool

Monday, Wednesday, Friday 9:00-11:30

Registration Fee*	\$50.00
Annual Tuition	\$900.00
(Monthly Payments Aug.-April)	\$100.00

Four Year Old Preschool

Tuesday, Thursday 9:00-12:00

Registration Fee*	\$50.00
Annual Tuition	\$837.00
(Monthly Payments Aug.-April)	\$93.00

Three Plus Four Year Old Preschool

Tuesday, Thursday 12:30-3:00

Registration Fee*	\$50.00
Annual Tuition	\$792.00
(Monthly Payments Aug. – April)	\$88.00

Pre-Kindergarten

Monday, Tuesday, Wednesday, Thursday
9:00-11:30 or 12:30-3:00

Registration Fee*	\$50.00
Annual Tuition	\$1,080.00
(Monthly Payments Aug. – April)	\$120.00

* Note: The registration fee is non-refundable.

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

Please use the provided tuition envelopes for the payments. This helps the tuition recorder answer any questions regarding payments. A tuition payment box is located on the inside of the church office door. Any cash payments must be given to the Administrative Assistant or the Preschool Administrator, who will write a receipt.

St. Paul's Lutheran Preschool reserves the right to terminate any child's enrollment if tuition is not paid after the date stated in the second delinquency notice. St. Paul's Lutheran Preschool is a client of Grace Recovery Services which is a collection agency in Lake County.

FEDERAL TAX IDENTIFICATION NUMBER

The church's Federal Tax Identification number is available from the administrator.



SECTION V: CLASSROOM INFORMATION

CLASS SIZES AND RATIOS

Three Year Old Preschool-Tuesday/Thursday

Mornings 9:00 to 11:30 or Afternoons 12:30 to 3:00

Maximum class size: 12, child/teacher ratio 10:1

Three Year Old Preschool- Monday/Wednesday/Friday

Mornings 9:00 to 11:30

Maximum class size: 12, child/teacher ratio 10:1

Three Plus Four Year Old Preschool-Tuesday/Thursday

Afternoons 12:30 to 3:00

Maximum class size: 12, child/teacher ratio 10:1

Four Year Old Preschool-Monday/Wednesday/Friday

Mornings 9:00 to 11:30 or Afternoons 12:30 to 3:00

Maximum class size: 14, child/teacher ratio 10:1

Four Year Old Preschool – Tuesday/ Thursday

Mornings 9:00 to 12 noon

Maximum class size: 14, child teacher ratio 10:1

PreKindergarten – Monday/Tuesday/Wednesday/Thursday

Mornings 9:00 to 11:30 or Afternoons 12:30 to 3:00

Maximum class size: 16, child teacher ration 10:1

For daily classroom schedules, see the Appendix.

ARRIVAL AND RELEASE OF A CHILD

ENTRY TO THE BUILDING

Entry to the church facilities is controlled. The doors to the "Church Office and Preschool" will be locked at all times, except for the 15 minutes prior to the start and dismissal of classes. They will remain open for 25 minutes at these times.

ARRIVAL

Classroom doors will not open until five (5) minutes before class is to begin. When the door is opened, children will be observed for signs of illness, and assisted in finding an activity of interest. Each parent is to sign their child in on arrival and sign them out at the end of the class. Teachers take attendance immediately upon arrival of the children, and mark the children out when parent/caregiver picks them up. Parents are to provide a way to and from school. All children dropped off must be escorted to the classroom, signed in, and the teacher notified.

DISMISSAL

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

Children are to be picked up no later than five (5) minutes after the end of the class. In case of an emergency, please notify the school at 440-354-3000. A fee may be charged for excessive lateness.

LATE PICK-UP

Parents are expected to be punctual in arriving to pick up their child. If a parent is late picking up their child, a \$5.00 late pick-up fee is charged for every 15 minutes of lateness after 5 minutes has passed from the dismissal of the class. The fee is payable immediately to the teacher or the preschool director.

PARENTAL ACCESS

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

UNATTENDED CHILDREN

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

WEATHER CLOSING

In the event of bad weather or another need to close the school, parents should listen to the local radio station or morning television news for announcements. St. Paul's will cancel classes if the Riverside Local School District has cancelled their classes due to inclement weather. If Riverside Schools have a delayed opening, we will call you to let you know if we are having classes. Check with local television stations and radio if you have any doubt about the school closing. If the school closes for any other reason, parents will be notified by phone.

SUPPLIES

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

- ◆ A school bag to bring back and forth to school.
- ◆ A \$10.00 materials fees.
- ◆ A bottle of 100% juice based on the juice schedule provided monthly.

DRESS CODE

Children should wear play clothes which are neat and clean. Many of the learning activities in the preschool program use media that can easily get on clothes (i.e. water-based paint, play dough, cooking ingredients). A child cannot enjoy or learn from these activities if he is worried about keeping his/her clothes spotless. Since climbing, jumping and running are part of the large muscle time, play clothes and rubber sole or gym shoes are safer. No open-toe shoes, please!

Clothing should be kept simple, washable, and appropriate for the weather. All outside apparel should be clearly marked for identification – this means coats, sweaters, hats, scarves, mittens, and boots.

INSURANCE COVERAGE

The church carries a general liability insurance which covers the preschool only. Child's medical coverage should be under parents' insurance policies.

SHOW AND TELL

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

SPECIAL EVENTS

BIRTHDAYS

Birthdays may be celebrated at the school. You may bring a snack of your choice on that day. Please advise the teacher at least one week in advance of the celebration.

Snacks should be in individual servings. Please do not send cake or cupcakes. Alternative ideas include rice krispie treats, granola bars, cookies, ice cream bars, popsicles, etc. Due to health regulations, food cannot be homemade.

We also encourage you to celebrate your child's baptismal anniversary with a treat or gift at home. Teachers will not hand out party invitations. No exceptions!

SCHOOL PARTIES

The following parties will be observed in the classroom during the course of the year:

- Fall Celebration
- Christmas – Jesus Birthday
- Valentine's Day
- Lutheran Schools Week
- End of the Year

Families may be asked to provide special treats, paper products or snacks on these days.

FIELD TRIPS

Signed parental consent forms for each trip will be required before the trip. If for any reason a child cannot go on an outing, please inform the teacher.

Parents are asked to provide transportation to the field trip site and stay with their child. No staff member is allowed to transport children.

CHAPEL TIME

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

On the first Sunday of March, children sing at a Sunday Worship Service to celebrate the National Lutheran Schools Week. Participation in this event is voluntary.

SECTION VI: GUIDANCE

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

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

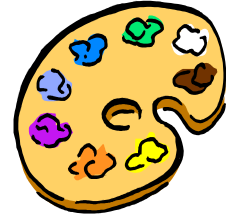
- a. The teacher will evaluate the situation.
- b. The teacher will redirect the child to other activities and offer alternatives.
- c. The teacher will remove the child from the situation for a short period of time, not to exceed one (1) minute for each year of child's age.
- d. The teacher may talk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

St. Paul's Preschool Board does not permit the use of corporal punishment as a disciplinary measure. Children are never ridiculed, demeaned, humiliated, nor threatened. Withdrawing of snack is not used as punishment. No physical restraints are used.

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

CHANGES IN HOME ROUTINE

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



SECTION VII: CURRICULUM

DAILY ACTIVITIES

Arrival Time and Free Choice:

Limited activities are made available to children as they arrive in order to make the separation and transition occur as smoothly as possible.

Jesus Time:

Prayer, singing, praise to God, and Bible stories are a part of our religious time. Jesus' love for us is stressed throughout the day.

Circle/Large Group Time:

Children gather together as a group to share ideas, learn to listen, gain information, and develop a feeling of community.

Activity/Small Group Time:

Children may choose from the various interest and learning centers such as blocks, housekeeping, science, music, puppets, art and manipulative toys.

Snacks:

Nutritious snacks which include crackers, pretzels, or cereals will be provided by the preschool. The drink will be 100% juice that is provided by the parents on a rotation calendar.

Large Muscle Activity:

Emphasis is placed on spatial awareness and games which build large and small muscles. Indoor facilities are available.

Story Time:

Language experiences, finger plays, music, flannel board stories and books are presented pertaining to the theme.

Outdoor Activities:

Occasional outdoor learning activities with additional adult supervision are also offered.

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

CURRICULUM

The preschool curriculum is based on the premise that children have God-given talents that adults need to nurture and that they all learn best through hands-on, real experiences. Teachers will help children grow in the following developmental areas:

Spiritual/social/emotional living,
Communicative arts (language development),
Expressive arts (creative development),
Wellness (physical development) and
Discovery about the world (cognitive development).

In each area, teachers plan activities that are appropriate for the developmental level of the children in their care and are guided by the Early Childhood Education Standards of the State of Ohio. Examples include, but are not limited to:

Spiritual/Social/Emotional living, children will

- learn about God's love for them through Bible stories, devotions, and songs,
- learn to turn to God in all phases of their lives,
- learn to take turns, share, cooperate, follow directions,
- learn to be responsible for their environment and their own actions and
- learn to make choices, see themselves as unique, God-created individuals and members of the classroom and school community.

Communicative arts, children will

- learn to repeat short prayers,
- learn to tell simple Bible stories,
- learn to express themselves verbally and non-verbally,
- learn to form sentences effectively,
- learn to use manners and social conventions,
- learn to appreciate and use literature, finger plays, poems,
- learn to respond to language of others and follow directions,
- learn to follow two-step directions without repetition,
- learn left to right progression,
- learn to use writing implements and
- learn basic letter recognition (in 3's) and beginning sounds (in 4's).

Expressive arts, children will

- learn to recognize all the expressions of creativity as gifts from God,
- learn to appreciate music in its many forms,
- learn to use different art media in creating their own work,
- learn to enjoy process of expressing themselves creatively,
- learn to act out imaginary events and roles in play,
- learn to use objects for purposes other than intended,
- learn to create objects to use from available materials and
- learn to use dramatics and creative movement in expressing ideas and thoughts.

Wellness, children will

- learn that we need to take care of our own God-given body,
- learn about safety, health, nutrition, and the importance of exercise,
- learn to use materials that help with finger dexterity (e.g. play dough, glue and scissors),
- learn different gross motor skills and
- learn sensory discrimination skills.

Discovery about the world, children will

- learn that God is the Creator of the world,
- learn about logical reasoning,
- learn about patterning, sequencing, sorting, size, and shape,
- learn pre-number skills, such as sequencing, spatial relationships etc.,
- learn number skills such as comparisons, contrasting sizes of sets, parts to whole, use of numbers to solve problems,
- learn by rote numbers up to 5 (in 3's), count to 10 in the context of daily activities (in 4's), write numbers up to 10 in meaningful context (in 5's),
- learn to recall events,
- learn about time concepts,
- learn about natural world and its phenomena and
- learn about other people and cultures.

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

Teachers have access to the State of Ohio Department of Education Early Learning Content Standards in language, mathematics, science and social studies when planning their daily activities. In addition to the Voyages curriculum, St. Paul's also incorporates Little Lambs curriculum, portfolio books the "Handwriting Without Tears" writing system, the Scholastic Clifford series and "Let's Find Out" series to supplement the curriculum. Parents are asked to pay **\$10.00** at the beginning of the year for these special enrichment materials.

Weekly lesson plans are posted in each classroom for parent information.



SECTION VIII: PARENT INVOLVEMENT

REPORTING TO PARENTS

Your child's progress is a continuous process. To discuss his/her progress, conferences will be held twice a year for all classes. In January, the teachers hold parent conferences during class time. In May a Portfolio conference will be held for all children and their parents. Additional conferences may be requested by a parent or the teacher at any time that is mutually convenient.

PARENT INVOLVEMENT

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

VISITATION

Parents may visit the classroom at any time. Arrangements should be made with the teacher to avoid a conflict with planned field trips or special activities. After observing the class, please let us know any comments or concerns you may have about your child's care and about our program. If you wish to confer with the teacher and/or administrator, we ask that you arrange a mutually convenient time to discuss your concerns. **During Preschool hours, all visitors are required to register in the church office.**

HELP IN THE CLASSROOM

Each month, teachers post a schedule that parents can fill out to help in the classroom. This is a well-established practice in preschool programs. The extra adult will allow teachers to plan more involved and individual activities in the classroom. In addition, during the course of the year, teachers may ask parents if they have special hobbies or skills they could demonstrate or talk about in the classroom.

CLASS ROSTER INFORMATION

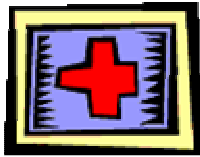
The school will prepare a roster for each child's class. You have the option of omitting your name and phone number from the list. The school administrator or the administrative assistant will give the roster to parents only upon request.

FUNDRAISERS

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

SCHOOL PICTURES

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



SECTION IX: HEALTH

COMMUNICABLE DISEASES

Children who are considered contagious must remain at home. This is not only for your own child's protection, but for prevention of illness to others as well. A teacher is available to observe the children upon entering their class. The school will notify the parent or guardian of the child's condition when a child has been observed with sign and symptoms listed on the Communicable Disease Chart. This chart is posted in the boys' and girls' bathrooms.

A child with the following symptoms should not come to school:

- ◆ Fever of 100° F or over (taken axillary) and or when accompanied with one or more of the following:
- ◆ Diarrhea (more than one abnormally loose stool within 24 hours),
- ◆ Vomiting,
- ◆ Consistently runny nose,
- ◆ Headache,
- ◆ Head lice infestation,
- ◆ Skin rashes,
- ◆ Discharges or inflamed eyes,
- ◆ Stomachache,
- ◆ Persistent or severe cough or
- ◆ Sore throat.

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

- ◆ Temperature of at least 100° F when in combination with any other sign of symptom of illness,
- ◆ Diarrhea (three or more loose stools within 24 hour period),
- ◆ Vomiting (more than one time when accompanied by any other sign or symptom of illness),
- ◆ Severe cough, causing child to become red or blue in the face or to make a whooping sound,
- ◆ Difficult or rapid breathing,
- ◆ Yellowish skin color or eyes,
- ◆ Redness of eye, obvious discharge, matted eyelashes, burning, itching,
- ◆ Untreated infected skin patch(es), unusual spots or rashes,
- ◆ Unusually dark urine and/or gray or white stool,
- ◆ Stiff neck with an elevated temperature or
- ◆ Sore throat or difficulty in swallowing.

If your child contracts a communicable disease, please let us know, so that we will be aware of the possible outbreak of the disease in school. When a child has been exposed to a communicable disease, the teacher will announce it to all drivers picking up children from that session and send a Communicable Disease Information Sheet home with the driver.

We ask parents to notify the school (354-3000) of their child's absence. If it is before school hours, you may leave a message on the school voice mail.

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

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

Any child who has been sent home due to illness is readmitted after observation by the parent and the teacher.

MEDICATIONS

We do not administer medications or vitamins unless a child's chronic health condition requires immediate medical response and St. Paul's Lutheran Preschool staff have prior explicit instructions from the parent and the child's physician on how to proceed. Nebulizers or Epi-pens are to be given to the teachers for safekeeping. **Medications can not at any time be left in a child's school bag. If medication needs to be transported to another caregiver, please see the preschool director to make arrangements.**

SPECIAL DIETARY RESTRICTIONS

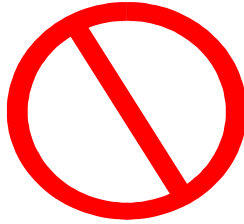
Modified diets shall be approved in writing by a licensed physician. If an entire food group is eliminated, the center shall obtain written instructions from the physician on the prescribed form.

STAFF ILLNESS

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

ILLNESS PREVENTION MEASURES

In order to minimize the risk of spreading communicable illnesses, parents are to take their child to the bathroom on arrival and make sure he/she washes his/her hands before entering the classroom. The teachers are also required to wash their hands upon arrival.



SECTION X: SAFETY

General Emergency

A general emergency is defined as any threat to the safety of children due to environmental situation of threats of violence, natural disasters, or the loss of power, heat or water. Children will be sequestered in the classrooms, outside doors will be locked and doors and window coverings closed. Teachers will stay with the children. Appropriate safety officials will be notified by the office personnel and parents will be called to apprise them of the situation. If evacuation is advised, parents will be notified.

Perry Power Plant

Each family will receive a letter at the beginning of the school year stating the Emergency Notification for the Perry Power Plant. The evacuation site is North High School in Eastlake. (see Appendix)

Serious Incident, Injury or Illness

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

Unusual or unexpected event

In case of an unusual or unexpected event that jeopardizes the safety of children and staff, the preschool will go into lock-out mode. The Administrator or office personnel will call the code. Teachers will lock the classroom doors, close the blinds, and cover the door windows. Any group that is in the gross motor area will go to the Pastor's office, close the blinds and cover the windows. The children and staff must stay in their rooms until the all clear has been sounded.

Other emergency and safety practices

- A. Each child's file must contain a signed Emergency Transportation Authorization form. In case of an emergency and/or accident, the school would follow the posted Medical and Dental Emergency Plan and complete an Incident Report. The school would administer first aid, summon emergency transportation, and contact parents.
- B. Fire drills are held each month inclement weather drills during the appropriate season. School Safety drills (Lockdown) drills will be practiced annually by December 1st. A record of fire drills, weather drills and school safety drills are filed in the Administrator's office. In addition, lockdown drill reports are submitted prior and post drill to the Lake County

- Sheriff's Department. An Emergency Fire Evacuation Plan and Weather Emergency Alert Plan are posted in each classroom stating the action to be taken.
- C. No child will ever be left alone or unsupervised. The teacher is aware of each child's presence in the school. School-age children are allowed to go to the bathroom and water fountain, or run short errands to the office by themselves, as long as they are within hearing distance of a school employee.
 - D. During school hours, entrance to the building is limited to the "Preschool and Church Office Entrance" door.
 - E. All children being dropped off or picked up must be signed in and out.
 - F. No child should be left unattended in an automobile while preschoolers are being delivered or picked up from school. If a child is found to be unattended, please report it to the school office. No car can be left in the parking lot with the engine running.
 - G. The administrator and each staff member is required by law to report their suspicions of child abuse or neglect to the Lake County Department of Job and Family services.
 - H. Immediate access to a working telephone is available in each classroom.
 - I. Use of aerosols is prohibited while children are in attendance at the school.
 - J. A **field trip safety plan**, as stated below, is followed on all fieldtrips.
 - 1. Written permission is needed from a parent for each child transported to and from fieldtrips. This permission slip includes the child's name, the destination, date and time of the fieldtrip, and is signed and dated by the parent. Notification of each fieldtrip will be given as it is scheduled.
 - 2. Transportation will be in private cars. Drivers must have a valid driver's license, be 18 years of age, have liability insurance, and a seat belt for each child. At no time, is any child left unattended in a vehicle.
 - 3. All must ride in an approved car seat abiding with state law. Parents are responsible for providing the seat, if needed. Children may not ride in the front seat.
 - 4. The Preschool Board does not permit teachers to drive the children. Each parent must secure the transportation of his or her children. This adult must stay with the child for the duration of the field trip.
 - 5. NO SMOKING is allowed in the car while transporting children to and from the destination or at any time in the presence of the children.
 - 6. A person trained in first aid, communicable disease and CPR will accompany the group on each trip. A portable first aid kit will be available on each trip.
 - 7. Emergency transportation authorizations and health records of all children along with a list of each child participating will be available for each field trip or special outing.
 - 8. Identification tags attached to each child will include:
 - a. Preschool name,
 - b. Preschool address and
 - c. Preschool phone number.
 - 9. At the destination, the teacher will take attendance and parents are to sign the regular sign-in sheet. A count of children is taken every 20 minutes during the fieldtrip. At the conclusion of the field trip, the teacher will check the children out as they leave and each parent is to sign their child out.
 - K. No concealed weapons are allowed anywhere on the premises of the church building.
 - L. The facility of St.Paul's Church is a non-smoking facility. There is to be no smoking in the building or on the parking lot during the preschool hours.
 - M. For the safety of the children entering and exiting the building, there is no parking in the two (2) parking spaces to the left of the front door (in front of the mailbox) or in the first parking spot to the right of the front door. Your cooperation in this matter is greatly appreciated.

Appendix

St. Paul's Lutheran Preschool Calendar 2011-2012

Sept.	7	Child/Teacher Orientation for M/W/F classes
	8	Child/Teacher Orientation for T/Th and Pre-K classes
	12	First full day for M/W/F and Pre-K classes
Oct.	13	First full day for T/Th classes
	3	Chapel for M/W/F classes
	4	Chapel for T/Th and Pre-K classes
	5	Preschool Picnic
	19	Picture Day for M/W/F classes
Nov.	20	Picture Day T/Th and Pre-K classes
	3	Open House 6:30-8:00 PM
	7	Chapel for M/W/F classes
	8	Chapel for T/Th and Pre-K classes
	21	Fall Festival M/W/F classes
	22	Fall Festival T/Th and Pre-K classes
	23-25	No School Thanksgiving Break
Dec.	5	Chapel for M/W/F classes
	6	Chapel for T/Th and Pre-K classes
	14 - AM	Christmas Program for M/W/F 3's and AM Pre-K
	14 - PM	Christmas Program for M/W/F 4's and PM Pre-K
	15 - AM	Christmas Program for T/Th classes
	15 - PM	Christmas Program for T/Th 3's and PM Pre-K
	16 - AM	Christmas Program for M/W/F 4's classes
	19 - Jan. 3	Christmas Vacation
Jan.	4	First Day back for M/W/F and Pre-K classes
	5	First Day back for T/Th classes
	9	Chapel for M/W/F classes
	10	Chapel for T/Th and Pre-K classes
	16	No School Martin Luther King Day
	17	Parent Teach Conferences for T/Th and Pre-K classes
	18	Parent Teach Conferences for M/W/F classes (Pre-K will have school)
	Feb.	6
7		Chapel for T/Th and Pre-K classes
13		Valentines Day Party for M/W/F classes
14		Valentines Day Party for T/Th and Pre-K classes
20		No School President's Day
Mar.	1	Dad's Night for all classes
	2	No School Teacher in-service day
	5-9	Lutheran Schools Week
	5	Chapel for M/W/F classes
	6	Chapel for T/Th and Pre-K classes
Apr.	2	Chapel for M/W/F classes
	3	Chapel for T/Th and Pre-K classes
	6-13	No School Spring Break
	16	First Day back for M/W/F and Pre-K classes
May	17	First Day back for T/Th classes
	7	Chapel for M/W/F classes
	8	Chapel for T/Th and Pre-K classes
	9	Mom & Me for M/W/F classes
	10	Mom & Me for T/Th and Pre-K classes
	21 - AM	Closing Program for M/W/F 3's and AM Pre-K
	21 - PM	Closing Program for M/W/F 4's and PM Pre-K
	22 - AM	Closing Program for T/Th classes
	22 - PM	Closing Program for T/Th 3's and PM Pre-K
	23 - AM	Closing Program for M/W/F 4's classes

St. Paul's Lutheran Preschool
Daily Classroom Schedule

All classes have all of the following parts of the day:

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

Each classroom teacher creates her own schedule and makes adjustments as the year progresses. The amount of time in each area changes during the year.

Curriculum Topics

Language Arts	Social Studies	Science	Math
3's	3's	3's	3's
listening	time	animals	counting
reponding to stories	share personal event	plants	sets
dictate stories	appropriate behavior	motion	shapes
sharing information	identify	senses	numerals
name recognition	surroundings	seasons	sorting
4's	4's	4's	4's
letter sounds	healthy habits	weather	numerals
letter writing	safety	wind/air	sequencing
syllables	children of the world	water	size/measurement
make predictions	family	cooking	patterning
recite poems	holidays	insects	sorting
print names	food and nutrition	sound	positional words
share written stories	maps	time	problem solving
ask questions	friendship	light	graphing
Pre-K	Pre-K	Pre-K	Pre-K
sentence awareness	natural resources	environment	coins
nonfiction text	U.S. symbols	record observations	3D objects

Jesus Time	Gross Motor/Music	Dramatic Play	Art
All Classes	All Classes	All Classes	All Classes
Old Testament Bible Stories	balance and direction	kitchen	primary colors
Christmas	ball activities	fire station	textures
The Life of Jesus	jumping and hopping	Christmas	secondary colors
Easter	parachute	post office	easel painting
New Testament Bible Stories	tumbling	vet. Office	water colors
	rhythm stick	grocery store	chalk
	bean bags	boat	color mixing
	group games	store	stencils
	relays	home	
	freeze games	doctor's office	



St. Paul's Lutheran Preschool



250 Bowhall Road, Painesville, OH 44077
Phone (440) 354-3000, Fax (440) 354-7085

Amy Marizek, Preschool Director
preschool44077@sbcglobal.net

Dear Parents,

The St. Paul's Preschool in conjunction with the Lake County Emergency Management Agency has developed plans to protect students, should an emergency at the Perry Nuclear Power Plant require protective response by St. Paul's Preschool. There is a very low probability of a major emergency at the plant and an even lower one that it will occur during our normal session hours. Nonetheless, St. Paul's Preschool has plans for accomplishing shelter or evacuation protective action.

The following table demonstrates the four classifications of an emergency at the Perry Power Plant in order of severity:

UNUSUAL EVENT

We are not notified.

ALERT

We are notified upon full activation of the Lake County EOC; call in additional staff if needed and monitor EAS (Emergency Alert System).

SITE AREA EMERGENCY

We begin calling parents to pick up children it recommended by the Lake County Emergency Operations Center.

GENERAL EMERGENCY

Protective actions issued. Actions may be to shelter or evacuate.

As you see from the above table, we will notify students' parents well in advance of a protective action being recommended. There is no danger to the general public at SITE AREA EMERGENCY. We will release students only to a parent, legal guardian, or adult designated by the parent. This is to ensure that the parent(s) or guardian(s) know exactly where their child is at all times and that the child is safe and being cared for.

If a protective action of **SHELTERING** is recommended for our area, please **DO NOT ATTEMPT TO PICK UP YOUR CHILD.** Both you and your child are safer indoors. Sheltering normally is in effect for 2-3 hours. Your child will be well cared for at all times.

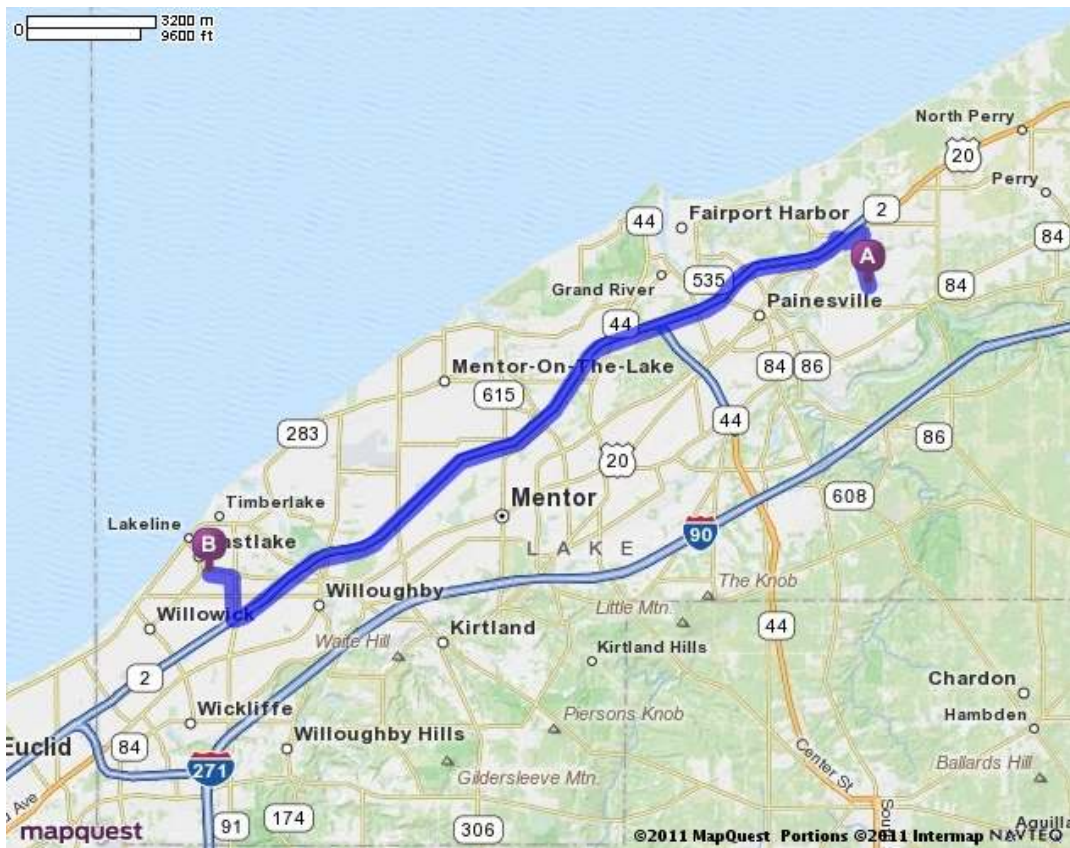
If an EVACUATION is recommended for our area, and you have not picked up your child, he/she will be relocated with staff members to North High School, 34041 Stevens Blvd., Eastlake, Ohio. Staff will remain with your child until he/she is picked up by a parent(s) or guardian(s). A map with directions will be posted on the door indicating we have evacuated to North High School. This is a public care center.

A map to North High School is attached. Please keep this letter in your car's glove box or other location where it is readily available.

If you have any questions about our plan, please call me.

Sincerely,

Amy Marizek
Preschool Director



Route 2 West to Route 91 North to Stevens Blvd.

34041 Stevens Blvd. Eastlake, Ohio 44095