



Preschool Handbook

2024-2025

2265 Garden Drive
Avon, Ohio 44011
Phone: 440-934-2465
Email: faithpreschoolavon@gmail.com
preschool.faithavon.com

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

Welcome to Faith Lutheran Preschool!

We look forward to serving your family and appreciate you sharing your child's precious time with us. This handbook contains information that will be important for you and your child. Please read it carefully, and feel free to contact the preschool office with any questions.

Faith Lutheran Preschool is licensed to operate legally by the Ohio Department of Children & Youth. The license, licensing inspection reports and complaint investigation reports, for the current licensing period, are available upon request as well as on the DCY website:

<http://jfs.ohio.gov/cdc/childcare.stm>.

The evaluation forms from the building and fire departments are available for review and posted in conspicuous spots in the preschool.

Faith Lutheran Preschool does not discriminate against students of any race, color, religion, national origin, ancestry, or sex.

MISSION STATEMENT

Faith Lutheran Church and Preschool nurtures and educates children in a loving, Christ-centered environment. As they learn to love God, one another, and themselves, the children develop confidence and self-esteem which leads to a love of learning and independence.

PHILOSOPHY

At Faith Lutheran we believe that each child is created by God as a person of worth and value.
Psalm 139:14

We believe

- and are committed to the total development of each child including their spiritual, intellectual, physical, and social-emotional needs.
- that it is essential for our staff to believe in Jesus Christ as Lord and Savior, love and enjoy young children, and provide a spiritual emphasis throughout the activities of each day.
- that the foundation for healthy emotional growth comes from providing a physical environment that is inviting, happy, and for each child to be surrounded by love.
- it is important to provide appropriate activities throughout each day that focus on the process of learning.
- in helping each child enjoy success as well as accept failure.
- in a positive approach to discipline. We strive to establish consistent, age-appropriate limits that are fair and kind. We help children grow to function independently in their world.
- that parents are the most significant and influential adults in a child's life. We strive to create mutual respect between parents, teachers, and caregivers providing a collaboration for the benefit of the child.

GOALS AND OBJECTIVES OF SCHOOL AND STAFF

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.

Lead the child to trust and believe in Jesus as his helper and Savior.

Grow Socially and Emotionally

Learn

- about the rights, feelings, and property of others
- to become a member of a group, learn to work and play cooperatively

- to accept and respect teachers and friends
- basic health and safety rules
- to think and act for himself

Develop

- and show some degree of self-discipline and self-control
- self-confidence
- in himself a feeling of love, tolerance and empathy for all people

Grow Physically

Develop both large and small muscles to improve coordination.

Learn how to keep our bodies healthy and strong.

Grow Intellectually

Stimulate a child's inherent drive to learn.

Develop his natural mental abilities.

Help develop vocabulary and speech patterns.

STAFF MEMBERS

Administrator - Mrs. Michele Herner, faithpreschoolavon@gmail.com

Preschool 3's

Teacher: Mrs. Lauren Okowita

Assistant: Mrs. Christina Reiser

Young 4's

Teacher: Mrs. Melissa Smith

Assistant: Mrs. Jane Prahst

AM 4's

Teacher: Mrs. Holly St. Clair

Assistant: Mrs. Tonya Miller

Pre-K

Teacher: Mrs. Holly St. Clair

Assistant: Mrs. Tonya Miller

GENERAL INFORMATION

Days and hours of operation:

Our program is open Monday-Thursday from 9:00am-3:00pm. Scheduled closings include Thanksgiving, Christmas and Easter break which follow the current school calendar, Martin Luther King Day, President's Day and up to 2 in-service days predetermined at the start of the school year, please consult the school calendar www.preschool.faithavon.com. The school calendar is distributed to all parents at the summer parent meeting. Updates to the calendar can be found on our website above.

Preschool 3's class meets Monday-Wednesday from 9:00-11:30am.

Young 4's class meets Monday-Wednesday from 9:00-11:30am.

AM 4-year-old class meets Monday-Thursday, from 9-11:30am.

Pre-K class meets Monday-Thursday from 12:30-3:00pm.

<u>Preschool 3's / Young 4's Typical Day</u>	<u>AM 4's Typical Day</u>	<u>Pre-K Typical Day</u>
9:00 Free time: centers & Small group art	9:00 Attendance, free time	12:30 Attendance, Brain Bin
9:55 Circle time: prayer, Jobs	9:10 Prayer, opening circle time	12:35 Prayer, Jobs
10:20 Bible Story	9:25 Bunch	1:00 Intro to Theme, Lesson of the Day
10:30 Snack & quiet books puzzles	9:45 Free play, art project	1:10 Art, Free Play
10:45 Letter/Number/Color activities	10:20 Bunch/Game/Academic	1:45 Academic, Small Group
11:00 Large motor games & Music	10:40 Snack & quiet books and puzzles	2:10 Handwashing
11:20 Closing	11:00 Bible Story/Music	2:15 Snack
11:30 Dismissal	11:20 Closing	2:30 Bible Story/Music
	11:30 Dismissal	2:55 Closing/Prayer
		3:00 Dismissal

Public Areas:

Several areas of the building are available if you are staying at the school during school hours, and you will be welcome to use the gathering area by the church offices. The Wi-Fi is listed as Faith-Guest; a private area for nursing moms is also available.

RATIOS

Faith Lutheran Preschool is licensed to serve 48 preschool aged children. We follow current staff ratios as mandated by the State of Ohio. Our staff consists of lead teachers and classroom aides. Staff assignments are used to maintain ratios.

Current Staff Ratios

3-year-olds- 1:12
4-year-olds- 1:14

PARENT COMMUNICATION

Monthly school newsletters will be emailed and sent home via backpacks. Teachers communicate via monthly newsletters, email and the app., *Brightwheel*.

Each parent is free to contact the administrator or teacher when assistance is needed.

Parents should check the child's backpack daily for information concerning the program.

PARENT PARTICIPATION POLICY

Parents are encouraged to sign up to plan and attend class parties and other special events held in our school.

Parents are encouraged 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!

PARENTAL 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. (OAC 5101:2-12) Upon entering the premises, any parent or guardian shall notify the Administrator or teacher of his/her presence.

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

Parents will have the opportunity to meet with their child’s teacher before school begins during a “Tell Me More” meeting, to let teachers know about your child’s likes/dislikes, disposition and ways of learning.

Each student will be evaluated twice during the school year. In the fall, the parents will receive a written copy of the evaluation with a brief explanation. In the winter, we will schedule a 15-minute parent-teacher conference. If at any time during the school year a parent would like a special conference or meeting, please contact the teacher.

FINANCIAL POLICY

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

- Registration fee 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 week 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.

FEE SCHEDULE 2024-2025	Monthly Tuition	Yearly Tuition	Supply Fees	Registration Fee:
3 Day Rate	\$203.00	\$1,827.00	\$55.00	\$75.00
4 Day Rate	\$240.00	\$2,160.00	\$65.00	\$75.00

- Tuition fees are due by the 1st of the previous month. The first month’s tuition is due August 1st. A five-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 may be made by check, payable to Faith Lutheran Church. There will be a service charge, equal to the bank’s charges, for any returned checks.
- Tuition payments are also accepted through Bright Wheel. Families will need to create an account at <https://mybrightwheel.com/>.
- All tuition is due regardless of sickness, weather-related closings, holidays, and emergency related closings mandated by the state/local government, or Dept. of Health, like a pandemic.
- Tuition delinquent more than 30 days will result in your child not being able to attend class until payments are up to date.
- Tax ID 34-092-7654.

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

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.

Enrollment Requirements

- Preschool 3's - must be 3 years old by July 31 of the current school year.
- Young 4's - typically turn 4 by December 31 of the current school year.
- AM 4's - must be 4 years old by July 31 of the current school year.
- Pre-K - typically turn 5 years old by December 31 of the current school year.
- Should 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 may call the parent and ask them to come in and take care of their child.
- We reserve the right to unenroll any child due to financial problems or due to unacceptable behavior of a child or parent.
- To ensure your child's enrollment, parents must re-register their child(ren) for the following school year.
- The administrator shall conduct a pre-admission interview with each child and their parent or guardian.

Forms

The following forms are required by the Ohio Department of Children and Youth Services for attendance. All forms must be turned in prior to the first day of classes.

- The Child Enrollment and Health Information form (JFS 01234).
- The Medical Form, (must be signed by a doctor, PA, or certified nurse practitioner) along with an immunization record. For those not immunized, please refer to the Management of Illness Policy for procedures. 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.
- Along with these forms required, our school requires a **Parent Authorization** form, which gives permission for various things such as photos, child pick up, and a **Getting to Know You** form.

ATTENDANCE

A child should be kept at 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 school immediately if your child comes down with a communicable disease. The child's attendance and departure shall be documented each day.

ARRIVAL/DEPARTURE PROCEDURES

Parents may use the drop off/pick up line during arrival and departure where teachers and aides will bring students to and from the classroom. Begins the second week of school.

Parents may walk their children to the classroom at arrival, and/or wait in the narthex at dismissal for their child at the end of the class time; please make sure there is contact with the

teacher when arriving for the day.

All students/staff will wash hands or use hand sanitizer upon arrival and before dismissal.

Any parent/student arriving 10 minutes or later after the start of the day will need to call 934- 2465 for a staff member to come and let you in.

DROP OFF/PICK UP LINE

Parents will be given a name card to be put in the visor for teachers to see your child's name.

Arrival and dismissal will begin 5 minutes before the beginning of the day and before the end of each day.

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 from cars at 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 asked to pull ahead to a parking space to help your child buckle.

*NOTE: Please use caution when entering our driveways and passing through parking lots.
DRIVE SLOW!!

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 daily. 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, divorced/separated parents and/or guardians are responsible for providing the school with a copy of their custody agreement, particularly as it relates to who is authorized to pick up their child(ren) at school. This agreement shall stay in place until a court statement allows otherwise. This shall be in addition to the authorization form on file in the child's records indicating persons the parent/guardian has authorized to pick up their child. A child shall only be released to persons sixteen years of age or older, except when written permission is on file.

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 the environment as outlined in rule 5101:2-13-19.

All staff members have 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 childcare staff members at all times.

Our center always has immediate access to a working telephone within the building used for childcare.

Our center has a monthly fire drill at varying times each month. Severe weather drills will be held March through April. Safety drills will be conducted quarterly. A record of all 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.

CHILD GUIDANCE AND MANAGEMENT

Childcare 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.

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.

Child guidance and management measures must be developmentally appropriate for the child, shall be consistent, and shall be explained to the child.

The childcare staff member shall:

- Set clear limits.
- Redirect the child to an appropriate activity.
- Show the child positive alternatives.
- Model the desired behavior.
- Reinforce appropriate behavior.
- Encourage child to control their own behavior, cooperate with others, & solve problems by talking things out.
- Intervene, when needed, as quickly as possible to ensure the safety of all children.
- 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, childcare staff members must review the reason for the separation and what behavior is expected.
- 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.

When children's behavior is unacceptable, the childcare staff member shall **NOT**:

- Abuse, endanger, or neglect children.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use physical restraints on a child.
- 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.
- Place a child in a locked room or confine a child in any enclosed area.

- Humiliate, threaten, or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families.
- Punish children for failure to eat or sleep or for toileting accidents.
- Withhold any food (including snacks or treats), rest, or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from all activities for an extended period.

DISENROLLMENT

An important goal of Faith Lutheran Preschool is to meet the needs of all children enrolled in the program. If staff members identify concerns about a child's adaptability to the preschool setting due to behavior concerns or developmental delays, parents, teachers, and administrators will work together to develop and implement a plan to help the child experience success. If intervention strategies are not successful and/or the school does not have teachers specifically qualified to meet the child's needs, the program may dis-enroll the child. The school will support parents in finding another program that can meet the child's unique needs.

Faith Preschool reserves the right to take immediate action, including the removal of a student, if deemed necessary by the director and teachers.

If you need to terminate your child's enrollment during any time of the school year, a two-week notice is to be given to the director. No reimbursement of tuition will be granted.

SNACKS

Goals for healthy safe food experiences are: enjoyment of healthy nourishing food, opportunities to learn independence and food-related manners, minimal waste of food, and minimal financial impact on families.

Students bring their own small healthy snack daily. Please make sure the snack is:

- An appropriate amount for a small snack
- Already cut into safe, serving size pieces, if needed
- Labeled with your child's name
- In a container that your child can open.

Please send a drink or a water bottle with your child daily. If your child does not bring a snack, we will have small bags of pretzels to offer for that day.

Healthy Snack Suggestions Fresh fruits, raisins, cut-up vegetables, cheese slices or string cheese, cheese crackers, naan with hummus, crackers with sun butter

Please note: **Due to allergies, we cannot have nuts or tree nuts in the classroom.**

If snacks are brought in a resealable container or bag, leftovers can be sent home. Otherwise, leftover snacks will be discarded.

BIRTHDAYS

Each child's birthday or half birthday will be recognized during the year. Parents may provide a prepackaged treat bag for classmates to take home if you would like. We will not be able to celebrate with food in the classroom.

MANAGEMENT OF ILLNESS

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

The center shall provide training for all staff in handwashing and disinfection procedures prior to working with children. Staff members shall wash hands upon arrival, after assisting a child with toileting, cleaning, and when hands have been in contact with mucous and nasal secretions. Disposable towels shall be always available.

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 24 hours by the director when their child has been exposed to a communicable disease.

For currently **required** vaccinations, if a child has **not** been immunized for any reason from a communicable disease that is reported in the school, that child will not be allowed to attend school until the outbreak is over.

Centers shall follow the current version of the JFS 08087 (rev. 10/2021) "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 food supplements is as follows: **WE DO NOT ADMINISTER ANY OF THE ABOVE.** This is because the children are only in school 2 ½ hours each day.

American with Disabilities Act (ADA) policies: Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.

Administering medication to children with disabilities: As my program does not administer medication, I do not administer medication to any child.

Administering care procedures for children with disabilities: Prior to caring for a child with a disability, staff and the administrator who are responsible for caring for the child are properly trained regarding any necessary procedures.

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 assigned to the student along with the director, shall be trained by the parent or certified professional to perform medical procedures. Such medications will be stored in a locked storage area, except those requiring refrigeration which will be kept in the refrigerator.

A childcare 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. Parents will be notified by phone and text if their child exhibits any of these signs of illness and must pick up child within one hour.

Isolate and Send Home

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
- Diarrhea (3 or more abnormally loose stools within a 24-hour period).
- Severe coughing (red or blue face, whooping sound).

- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat, difficulty swallowing.
- Vomiting more than once or when accompanied by any other sign or symptom of illness.

Isolation precautions:

A child isolated due to suspected communicable disease shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room away from other children.
- Provided with a cot and made comfortable.

Return to School

A child will be permitted to return to the school when he/she no longer exhibits any signs of communicable disease, 24 hours after vomiting, when prescribed medications, such as antibiotics, is in his/her system for at least 24 hours, or when temperature is normal for 24 hours without aid of fever-reducing medication.

If a child is showing COVID 19 symptoms, we ask you to keep your child home. Students shall not return until they have been symptom free for 24 hours without the use of medication.

MEDICAL, DENTAL, AND GENERAL EMERGENCY PLAN

All staff are trained in First Aid and CPR. The school has a first aid kit located in the director's office, as well as bandages and gloves in each classroom.

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; move children to a safe location within the building, contact police or fire (911), contact parents. In a situation where we must evacuate the building and cannot return, we will contact the Avon Police Dept., and seek shelter at the Avon Early Learning Center, 3075 Stoney Ridge Rd. (440-934-5124), contact parents and release students to parents there.

In case of a Medical or Dental emergency, the center would, if necessary, summon the second adult, administer first aid, 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, parents will be called, a staff member will accompany children during transportation

TRANSPORTATION

Parents are responsible for transportation of their child to and from school. The school

accepts no responsibility for the transportation of children to and from school.

If a child needs emergency transportation an arrangement has been made with the Avon Fire Department (911) to provide emergency transportation. If a parent refuse permission to transport a child, 911 will be called first for assistance, then parents will be contacted.

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 for providing and installing a 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 will 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 is 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.

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. When Avon Local School District closes due to weather, Faith will be closed. WKYC or WEOL Radio Station (930AM) announces the school closings. Parents will also be notified by Faith through a Constant Contact email.

CONFLICT RESOLUTION

Parents and staff members may negotiate any difficulties and differences through the following channels:

- Speak to each other directly.
- Speak with the director privately or in a 3-way conference.
- Speak with the Preschool Board of Faith Lutheran. The church office (440-934-4710) will have a member of the Preschool Board contact you.

- 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 childcare are available for review at the facility upon request.

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.

A Helping Hand Tree is located outside of the classrooms for families to donate general supplies that are used throughout the year.

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

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. An Orientation Day will 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.

ADDRESS AND PHONE

Please notify the school/director 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 for school related purposes.

