



St. John's Lutheran

# Preschool Handbook

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# PHILOSOPHY

St. John's Lutheran Preschool operates in conjunction with St. John's Lutheran School and Church and together with state certified teachers and staff, we provide an outstanding, Christ centered learning environment for your child. The purpose of our program is to provide a safe, nurturing, and enriching experience that will allow us to educate and equip students by developing the mind and engaging the heart to impact their communities through the Gospel.

# MISSION

Equipping the family of God to joyfully and boldly make disciples of Christ as we: KNOW Jesus and one another, GROW to be more like Him and SOW His love in word and deed.

# GENERAL GOALS OF ST. JOHN'S PRESCHOOL

1. To acquaint the child with God and His love for him as the cornerstone of self-esteem.
2. To provide a caring, nurturing environment whereby a child sees himself as an individual of worth and uniqueness.
3. To provide a child with positive daily experiences so as to bring about an "I can do" and "I will try" attitude.
4. To help a child to function independent from his/her family and home and feel success.
5. To help a child develop relationships with "preschool friends" and refine social skills.
6. To build a positive attitude towards school and learning. New learning experiences are fun!
7. To increase a child's listening, observing, and directional skills to set the tone for more formal growing and learning experiences.
8. To form a good liaison between home and school to benefit the child and prepare them for future learning.

Children will be exposed to experiences in the following areas that are aligned with the Developmental Point of View and using the Ohio Department of Education Early Learning Standards. The Scope and Sequence (what they will be assessed on and taught throughout the year) is available on the school's website or by request from your child's teacher.

# SPIRITUAL EXPOSURES

## GOALS:

- To develop a personal relationship with God
- To share God's love in relationships with others
- Appreciate God's wonder in our relationship with the world

The overall goal is that young children will know Jesus as their Savior. Our monthly chapel service, along with daily simple Bible stories, songs, puppets, crafts, object lessons, and finger plays are a variety of some of their experiences. It is our desire to nurture the child with God's love.

## LANGUAGE ARTS EXPOSURES

### GOALS:

- That the child would use appropriate vocabulary and pronunciations to express needs in sentences.
- That the child would have the ability to understand and follow simple directions.
- That the child would be able to tell about a situation or picture clearly enough to be understood.
- That the child would be able to hear and understand a simple story to the degree that he can retell it or sequence several of the events.

Fiction and non-fiction books, as well as books on CD's offer unique language arts/early literacy skills. Exploring the community by going on field trips, having special guests visit the preschool, or learning through oral communication also expose children and assist in gaining confidence in learning language arts skills. Expression of self, including "Show and Tell" and daily student interactions through centers, are encouraged. Daily simple craft directions, learning letters, sounding out letters and simple words, and rhyming words also promote confidence in this area of learning. Beginning writing/handwriting is encouraged in all academic areas. Recognizing "environmental print" i.e. - the sign of McDonald's (a child states: that says McDonalds, because it starts with an M) is key in connecting the child's experiences with early literacy skills.

## MUSIC AND ART EXPOSURES

### GOALS:

- Enhance creativity
- Help the child to memorize simple songs, numerical order, letters, days of the week
- Fine and large motor control

Children will be exposed to the following: play dough, paints, stencils, markers, colored pencils, chalk, puppets, stamps, simple crafts, songs, finger plays, action rhymes, glue, and scissors. These are included to make the day more fun and may look like play, but are very important in early learning and reaching academic goals.

## FINE/LARGE MOTOR EXPOSURES

### GOALS:

- Manipulative play
- Refine fine motor control
- Enhance eye-hand-foot coordination
- Enhance figure ground perception
- Improve visualization and recall skills as well as memory

Manipulative play will be incorporated in puzzles, stencils, beads, play dough, pegs, blocks, etc. and serve to meet large and fine motor control and coordination needed to further learning.

## SCOPE & SEQUENCE

St. John's Lutheran Preschool educates students using the Ohio Department of Education Early Learning and School Readiness Standards. Lessons will be formed based on these standards and each child's development level and needs. Student's progress will be assessed and documented several times throughout the academic year and communicated to the parents. Goals will be set to help each child grow and develop towards meeting the pre-kindergarten standards. We understand that each child develops differently and will work to foster individual growth.

### ○ Spiritual Growth

Recognize the Bible as God's Word  
Describe Jesus as Friend and One who forgives  
Listen and retell short Bible stories  
Act out Bible stories  
Join in worship activities  
Say short memorized prayers  
Say short self-created prayers  
Know that God made him/her  
Know Jesus is his/her best friend and loves us very much  
Sing songs to God  
Grow in love of God and want to obey Him  
Know that God is everywhere

### ○ Physical Growth

Bounce and catch a ball  
Throw a ball with a direction  
Clap with music  
Balance on one foot for five seconds  
Respond to rhythms with appropriate body movements  
Produce the following motions: run, march, skip, gallop, hop, walk or run on tiptoes  
Work a puzzle of 10 or more pieces  
Use a crayon, pencil, and scissors with control and work toward proper grip  
Continue to improve hand-eye coordination  
Replace material after use  
Recognize a need for classroom rules and follow them  
Use materials safely and properly

### ○ Social/Emotional Growth

Share  
Take turns with other children  
Follow two step directions  
Participate in classroom cleanup  
Move beyond parallel (playing side by side without interaction) play  
Cooperative learning in peer groups  
Express own ideas and opinions

- **Science**

Weather changes daily

Objects and materials are described by their properties

Sun and moon are visible at different times of the day and night

Water can be observed as lakes, ponds, rivers, streams, ocean, rainfall, hail, sleet, or snow

Rocks and soil have properties that can help identify them

Exploration of senses

Similarities and differences exist among individuals of the same kinds of plants and animals

Personal health

- **Writing**

Work from left to right

Write name

Copy alphabet letters or short words

Use a combination of drawing, dictating, and emergent writing

Form letters correctly

Draw lines and shapes

- **Reading/Literacy**

Sequence events

Predict what will happen next in a story

Speak in sentences

Contribute in small group discussions

Eager to explore art media (singing, rhythm, & movement)

Describe a picture or object with three statements

Demonstrate understanding of spoken words, syllables, and sounds (phonemes, rhyming, letter sounds)

Verbally identify letters in first name and state last name

Identify the majority of the letters in the alphabet

Development of vocabulary

Demonstrate or orally communicate positional and directional words

- **Social Studies**

Community and community helpers

Holidays

Past, present, and future

Rules (choices have rewards and consequences)

Self-awareness

Producers and consumers

Wants vs. needs

- **Math**

Know number names and the count sequence

Count to tell the number of objects

Compare numbers

Understand addition as putting together and adding to

Understand subtraction as taking apart and taking from

Describe and compare measurable attributes

Classify objects and count the number of objects in each category

Identify & describe shapes (squares, circle, triangles, rectangles, hexagons, cubes, cones, cylinders & spheres)

Analyze, compare, create, and compose shapes

## STAFF QUALIFICATIONS

Our preschool staff members meet or exceed all Ohio Department of Job and Family Services and Ohio Department of Education licensing requirements. Lead teachers hold a four-year college degree and specialize in Early Childhood Education. Support staff have received their teaching aide licenses from the Ohio Department of Education. Both lead teachers and support staff are trained in First Aid, CPR, and Communicable Disease. Each year the preschool staff members continue their education with 15 hours of trainings, seminars, and conferences. All preschool staff members have a love for children and understand child development. They encourage the learning through play philosophy within the preschool classroom.

## CONFIDENTIALITY

The St. John's preschool staff makes every effort to respect each individual and to foster a strong community by recognizing the importance and need for confidentiality. We respect each family's privacy and encourage both staff and parents to communicate accordingly. Communications about children should be kept confidential unless there is a cause for concern for the child's well-being in which case the appropriate authority will be notified (i.e. program director, principal, pastor, Department of Job and Family Services, etc.) If a parent wishes to discuss a question or concern, we suggest first contacting the teacher via email or phone to arrange a time to discuss their child in private. (Please note that the teacher's responsibility at both arrival and dismissal should be focused on the students' needs/safety and conversations should be kept brief.)

## COMMUNICATION

We believe that communication between home and school is vital to a child's success within our Preschool Program.

St. John's Preschool staff communicates with parents/guardians in a number of ways, but not limited to:

- Email
- Telephone
- SJS website
- Gradelink
- Open House/Registration Night
- Preschool Previews
- Conferences
- Friends & Family Night

- Student Folders (weekly newsletters and updates)

## ENROLLMENT

Registration for enrollment begins in January. Priority enrollment is given to current students, their siblings, and St. John's Lutheran Church members. Applications and class preferences are taken on a first-come, first-serve basis. Upon registration and before the first day of school, students' file must contain Medical Statement, List of Immunizations, Copy of Birth Certificate and signed Parent Handbook Agreement. The following classes and times are available at St. John's Lutheran Preschool:

- 3 YEAR OLD PRESCHOOL

Child must be 3 years old by September 30<sup>th</sup> of the enrolled school year in order to be eligible and must be potty trained (Note: occasional accidents are a common occurrence in 3 year olds).

Monday/Wednesday 9:00-11:15 AM

Tuesday/Thursday 9:00-11:15 AM

Friday (add on class) 9:00-11:15 AM

(Note: A child can be enrolled in the Friday class in addition to the Monday/Wednesday or Tuesday/Thursday classes to make it a 3 day/week option)

- 4 YEAR OLD PRESCHOOL

Child must be 4 years old by September 30<sup>th</sup> of the enrolled school year in order to be eligible and must be potty trained.

Monday/Wednesday/Friday 9:00-11:15 AM

Tuesday/Thursday 9:00-11:15 AM

Monday/Wednesday/Friday 12:15-2:30 PM

- ALTERNATIVE KINDERGARTEN

Child must be 5 years old by December 31<sup>st</sup> of the enrolled school year in order to be eligible and must be potty trained.

Monday – Friday 8:30-11:15 AM

Monday – Friday 11:45-2:30 PM

## DAILY SCHEDULE

AM 3 Year Olds



- 8:50am-9am - Drop off
- 9:00am-9:15am - Sign-in/Carpet choices
- 9:15am-9:35 – Group Time
- 9:35am-10:30am - Center time
- 10:30am-10:45am - Snack
- 10:45am-10:55am – Jesus Time
- 10:55am-11:00am – Pack Up
- 11:00am-11:15am - Large motor activity
- 11:15am – Dismiss

#### AM 4 Year Olds

- 8:50am-9am - Drop off
- 9am-9:15am - Sign-in/Carpet choices
- 9:15am-9:25am - Jesus time
- 9:25am-9:35am - Dance
- 9:35am-9:50am - Group time
- 9:50am-10:35am - Center time
- 10:35am-10:50am - Snack
- 10:50am-10:55am - Pack up
- 10:55am-11:10am - Large motor activity
- 11:10am-11:15am - Head to the gym for pick up
- 11:15am – Dismiss

#### Alternative Kindergarten - AM Class

- 8:30am-8:40am - Arrival/Independent Book Time
- 8:40am-8:55am - Morning Greeting/Calendar/Weather
- 8:55am-9:05am - Pledges/GoNoodle
- 9:05am-9:10am - Letter and Sound of the Week
- 9:10am-9:50am - Daily Five Activities, then into Free Play
- 9:50am-10:05am - Jesus Time
- 10:05am-10:20 - Snack
- 10:20am-10:50am - Large Group
- 10:50am-11:15am - Small Group
- 11:15 am - Dismiss

#### PM 4 Year Olds

- 12:05pm-12:15pm - Drop off
- 12:15pm-12:25pm - Sign-in/Carpet choices
- 12:25pm-12:45pm – Group time
- 12:45pm-1:35pm – Center time
- 1:35pm-1:50pm – Snack
- 1:50pm-2:00pm – Jesus time
- 2:00pm-2:10pm – clean up pack up
- 2:10pm-2:30pm – Large motor activity
- 2:30pm – Dismiss

#### Alternative Kindergarten - PM Class

- 11:45am-11:55am - Arrival/Independent Book Time
- 11:55am-12:10pm - Morning Greeting/Calendar/Weather
- 12:10pm-12:20pm - Pledges/GoNoodle
- 12:20pm-12:25pm - Letter and Sound of the Week
- 12:25pm-1:05pm - Daily Five Activities, then into Free Play
- 1:05pm-1:20pm - Jesus Time
- 1:20pm-1:35pm - Snack
- 1:35pm-2:05pm - Large Group
- 2:05-2:30pm - Small Group
- 2:30pm - Dismiss

## WITHDRAWAL POLICY

At times, there may be reasons why a child is withdrawn from our class. If for any reason (financial or personal) a parent decides to withdraw their child from the class, we need to be informed at least 30 days in advance to keep our records in order and to stop further payment on tuition. Please let the Preschool Director and School Administrator know as soon as possible if you are planning on withdrawing your child. Also, if a child has not been attending class for more than 10 school days, and we do not receive information regarding the reason for absence, we will assume the child has withdrawn and their name will be taken off the master list.

## FINANCIAL COMMITMENT

By enrolling your child, you are personally accepting the responsibility for the timely and full payment of all registration fees and tuition for your child. If someone other than you is responsible for payment of all or any part of the fees or tuition for this child, then it is your responsibility to make arrangements, in advance, acceptable to the school before you will be released from personal liability for this obligation. Please note that the registration fee holds your child spot for the upcoming enrolled school year. Registration is not complete until this fee is paid in full. Registration fees are non-refundable.

## NONDISCRIMINATORY POLICY

St. John's Lutheran Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs. It is important for parents/guardians to discuss any major educational, social, or developmental concerns prior to the start of school in order to create an appropriate and positive learning environment for each child. Our Preschool program serves any child with a service plan concerning the care of the child with disabilities or health conditions.

# FOOD

## NUT FREE

St. John's Lutheran School is PEANUT FREE. In following this, our preschool program has a NO NUT POLICY. Please do not send any food or food products that lists peanuts and/or tree nuts on the ingredient label. If you are unsure, please use caution, when in doubt, make another food choice. Please respect individual classroom policies as student allergies change from year to year. Teachers will be responsible for notifying families of any further dietary and/or allergy restrictions on a room-to-room basis.

## SNACK

A small snack is provided each day for your child. A snack schedule is arranged at the beginning of the year with your child's teacher. You are responsible for supplying a healthy snack for your child's class on the days assigned to your child. In order to help foster an understanding for making health conscious decisions, we encourage families to send healthy snack choices. Healthy snack choices include, but are not limited to:

### FRUITS/VEGETABLES

- Any fresh fruit (apples, oranges, bananas, cut grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Applesauce and Fruit cups
- Raisins, Craisins, and other dried fruits
- Fresh vegetables (baby carrots, celery sticks, cut grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)

### CHEESE/DAIRY

- Yogurt in individual cups or tubes
- String cheese or other cheeses
- Drinkable yogurt or smoothies

### GRAINS

- Crackers (Ritz, Triscuits, Wheat Thins, Club, Saltine, etc.)
- Goldfish crackers
- Graham crackers
- Teddy Grahams
- Animal crackers
- Cereals (Cheerios Chex, Crispix, Corn Flakes, Kashi, etc.)
- Small bagels
- Popcorn
- Pretzels

- Cereal/Yogurt bars
- Muffins

## DRESS

Students should arrive at school each day dressed for participatory and active play. Students should wear protective and sturdy shoes that are compatible with large motor skills such as climbing stairs, running, jumping, etc. Weather permitting, students will go outside most days so please dress your child appropriately.

All students are required to carry an extra set of seasonal clothing in their backpacks everyday throughout the school year and will be used for art/sensory table accidents, spills, and bathroom or playground incidents. Please include shirt, pants/shorts, underwear, socks, and shoes in your child's backpack.

## ARRIVAL

All parents must provide transportation for their preschooler. Classroom doors open 10 minutes prior to class starting. If you have arrived early, please wait in the hallway until your child's teacher is ready for students to enter the classroom. Do not leave your child unattended in the hall. Parents must escort their child into the classroom and make sure that the teacher or teaching aide knows your child has arrived to school. Students may also be dropped off in the pick-up line in front of the glass cafeteria doors. Make sure that the teaching aide knows your child has arrived in this line before departing. Please allow your child to follow their daily routine and responsibilities when arriving in the classroom (i.e. hanging up their own backpack, signing-in, etc.)

## DISMISSAL

The teacher will not release a child to anyone unless their name appears on the Authorization Form or prior notification has been received either by an email or written notice. Please provide the person's full name and inform this person that your child's teacher will require proof of identification before releasing your child into their care. Your child's teacher will give you a specific dismissal location for your child's class at your Preschool Preview. There are two dismissal locations: glass doors in front of the cafeteria or the side doors leading off of the gymnasium. For safety and timely pick up we ask that you get out of your vehicle and help your child into their child safety seat. All children under the age of 8 and weighing less than 80 pounds must be transported in a child safety seat. We are not permitted to allow a child into a car without a proper safety seat per Ohio law. Please note that the preschool staff has responsibilities immediately following dismissal so please be mindful of dismissal times. If you are going to be late picking up your child, please alert your child's teacher and/or office staff.

## JAGUAR EDUCATION CONNECTION (JEC)

St. John's Lutheran Preschool also offers extended preschool hours both before and after school through the Jaguar Education Connection (JEC). JEC provides child care Monday thru Friday, 6:30 AM to 6:30 PM. JEC offers children ages 3-12 a safe, nurturing environment before and after school, during most school closings and breaks, and on off days for preschoolers. JEC provides flexible scheduling (full, part-time, and drop-ins). All preschool aged students enrolled in the JEC program are offered a nap if in the building for 5 or more hours. Please contact the school office for more information on this program.

## SCHOOL CALENDAR

St. John's Lutheran School and Preschool vacation days generally coincide with national holidays. There are other days however that will affect the school calendar such as the Lutheran Teacher's Conference and Early Childhood Conferences. The school calendar also indicates the start and end times for your child's class. The calendar can be found on the school's website. Your child's teacher will also make available a classroom calendar for your child's class that will include vacation days, holidays, special closings and events.

## INCLEMENT WEATHER

St. John's Lutheran School and Preschool follows Fairbanks for closings and delays. Please note that St. John's Lutheran Preschool does not make up missed days due to school closings.

- 2 HOUR DELAYS  
Preschool does NOT delay. 2 hour delays due to weather (fog, snow, ice, etc.) DO NOT affect preschool classes. Preschool will begin at the normal scheduled time even if our day school is on a delay. Parents provide transportation; therefore they are the decision makers and can determine whether to bring their child or not. Students will not be penalized for coming late or missing school on these days.
- CLOSINGS  
Preschool WILL BE CLOSED when Fairbanks closes due to inclement weather.

## CONFERENCES

The first preschool parent/teacher conference is held prior to school beginning. This conference is called a Preschool Preview. The progress of each child is shared with the parents through a Developmental Progress report. Conferences will be held in the late fall and late winter. This is a time to discuss any

questions, concerns, and successes of your child with their teacher in a one-on-one conference. Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

## SCHOOL SUPPLIES

In addition to the list below, each student must pay a \$50 supply fee for the current school year. This fee is part of the non-refundable registration fee due at the time of enrollment.

- A large book bag with the child's name printed on it. (Should be large enough to fit an 8 x 11 ½ inch folder)
- A change of clothes (appropriate with the change of seasons) will need to be in your child's backpack every day throughout the year and will be used for art/paint/sensory table accidents, spills, and bathroom or playground incidents. Please include shirt, pants/shorts, underwear, socks, and shoes for your child.

## TRANSPORTATION & FIELD TRIPS POLICY

A background check must be completed for any family member or friend that would be attending a class or school event that would be participating or assigned the responsible of caring for or the transportation of students not directly in the care of the teacher (Field Trips). St. John's Preschool does not provide transportation for preschool aged students. Students must ride with an approved chaperone when attending field trips.

- A background check will only be conducted every three years on an individual who has already had a check completed.
- All new enrolled preschool chaperones must complete a background check before their first event.
- The fee to cover this expense is paid by the school as part of your registration fee.

## BEHAVIOR MANAGEMENT/DISCIPLINE

The preschool teacher or teacher aide that is in charge of a child or a group of children in the classroom will be responsible for their discipline. Developmentally appropriate techniques of discipline will be enforced by means of redirection, separation from problem situations, talking the situation through with the child and positive reinforcements/praise of the child.

St. John's Lutheran Preschool's methods of discipline will be shown by the teacher and teacher's aide in the classroom. The following actions will be restricted:

- No cruel, harsh corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- The delegation of discipline from one child to another will not be shown.
- There will be no physical restraints that would confine a child by any means other than holding a child for a short time, like a protective hug so the child can regain control.
- No child will be placed in a room that is locked or put in an enclosed area such as a closet or box.
- There will be no profane language, threats, and mean comments about himself/herself or their family or other verbal abuse.
- Discipline shall not be shown on a child for not eating or for toileting accidents
- Methods of discipline will not shame, hurt feelings or frighten a child
- The teacher or teacher's aide will not withhold food or the right to use the bathroom
- Separation in the case of discipline will be in a short time span and appropriate to the child's age and developmental ability, and the child will be within sight and hearing of the teacher in a safe, well lit and ventilated space.
- St. John's Preschool will not abuse or show neglect to children and will protect them from abuse and neglect while they are in the preschool program.
- The parents, families and all staff of St. John's Preschool will be given the written discipline policy upon enrollment or employment.

## MANAGEMENT OF COMMUNICABLE DISEASES

A teacher or teacher's aide that is trained to identify the signs of communicable diseases or other illnesses will watch each child every day as they enter the classroom. (A person who is able to recognize any communicable disease whether it is by prevention, recognition, or the management of communicable disease is required in each classroom under Ohio law)

St. John's Preschool program will immediately inform the parent or guardian of the child's condition when this child has been seen with signs or symptoms of a communicable disease. A child with the following signs or symptoms of an illness will be quickly isolated and then discharged to his/her parent/guardian:

- a. Diarrhea (more than 1 abnormal loose stool within a 24 hr. period);
- b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound/cough;
- c. Difficult or rapid breathing;
- d. Yellowish skin or eyes;
- e. Conjunctivitis;
- f. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- g. Untreated dark urine and/or grey or white stool;
- h. Stiff neck;
- i. Evidence of lice, scabies, or other parasitic infestation.

To minimize the danger of spreading disease parents are asked to keep their children home if they have bad colds or other infections. St. John's Lutheran School and the Ohio Department of Education endorse the following practices when your child is ill:

- Keep your child home from school and school activities for at least 24 hours after their fever is gone. (Fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C) or higher.
- If your child vomits or has diarrhea, he/she should not return to school for 24-48 hours.
- If your child has a noticeable infection (colored runny noses, excessive tearing/mucus in eyes, etc., please seek the advice of your family physician before bringing your child to school).

A child with the symptoms of a communicable disease will be isolated from other children. The director and parent/guardian will decide if the child should be discharged immediately or at a later time of the day. The isolated child will be carefully monitored for symptoms that are listed below

- a. Unusual spots or rashes
- b. Sore throat or difficulty swallowing
- c. Elevated temperature
- d. Vomiting.

St. John's Preschool will follow the Ohio Department of Health Communicable Disease Chart for the appropriate management of suspected illnesses. The child that is isolated due to the suspected communicable disease will be:

- a. Cared for in a different room or portion of a room that is not in use by the preschool program;
- b. Within sight and sound of a teacher/teacher's aide or school nurse at all times. No child will be left unsupervised or alone;
- c. Made comfortable by being provided with a cot. All linens/dress up clothes/puppets will be washed before other children use them. The cot that was being used must be disinfected with a germicidal product or, if soiled with blood, feces, vomitus, or other body fluids, the cot will be cleaned with soap and water first, then a germicidal product;
- d. Closely monitored for worsening conditions; and
- e. Released to parent/guardian or whoever is designated for responsibility for the child as soon as possible.

Emergency Contact Information is to be filled out in Gradelink on registration day so parents can be contacted if their child becomes ill during the school day. If your child does become ill during the school day, the child will be sent to the school office. The secretary will contact whoever is listed on the Gradelink Emergency Contact Information for pick-up of the child. Should your contact information need to be updated during the school year, please contact the school office.

All preschool staff will have the following training:

- How to recognize signs and symptoms of illness;



- Hand washing and disinfection procedures;
- Procedures for isolating and releasing a sick child and policy for readmitting the child;
- Procedures for letting the parent/guardian know immediately that their child is showing signs or symptoms of a communicable disease or has been exposed to one;
- The procedures in regards to the care of a “mildly ill child”. “Mildly ill child” means a child who is experiencing minor cold symptoms or a child who does not feel well enough to be involved in activities, but who is not showing any symptoms.
- The procedures for contacting and letting parents of the enrolled child know when the child or children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

## ADMINISTRATION OF MEDICINE

- A. If a child enrolled needs to have St. John’s Preschool administer medication, food supplements, or modified diets, the following rules must apply based on Ohio law:
1. Prescription medication, food supplements and modified diets: the school shall secure and follow the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist on the "Request for Administration of Medication Form." All instructions on this form shall be followed. The school must also secure written instructions from the parent or guardian on the form. A prescription label also serves as written instructions for medications and food supplements as long as the following are met:
    - a. The label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration;
    - b. The prescription label is attached to the original container.
  2. Only nonprescription fever/pain reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the school, without written instructions from a licensed physician, if the following are met:
    - a. The school secures and follows written instructions from the parent or guardian on the prescribed form provided by the department. These instructions do not exceed manufacturers' recommended dosages;
    - b. Medication is in the original container with the original label attached. The label must specify appropriate dosages based on the child's age or weight;
    - c. The full name of the child, who is to receive the medication, is printed on the container;
    - d. The school administers the medication for no more than three consecutive days within a fourteen day period, unless under written instructions from a physician.
- B. The school may apply nonprescription topical products or lotions if the following are met:

1. The school shall secure written instructions from the parent or guardian on the “Medication Form”. The form shall be valid for no longer than twelve months.
  2. The school shall follow manufacturers' guidelines regarding application.
  3. When used for skin irritations, such as diaper rash, the topical product shall be applied by the school for no longer than fourteen consecutive days at any one period of use.
- C. When administering medication, food supplements, modified diets, the school shall:
1. Assure that the medication, food supplement, or modified diet is not administered for any period of time beyond the date indicated by the physician, advanced practice nurse certified to prescribe medication, or licensed dentist, or for twelve months whichever comes first.
  2. Designate individuals who will administer prescription and nonprescription medication. Any staff member may apply nonprescription topical products or lotions used as a preventative measure.
  3. Verify each administration or application of medication by documenting it on the Medication Form. Application of nonprescription topical products and lotions used only as a preventative measure does not need to be documented.
  4. Assure that dosages administered by the school do not exceed prescribed dosages or manufacturers' recommended dosages.
  5. Assure that a separate form is used for each medication to be administered.
  6. Assure that completed forms be kept on file at the center for review by the department for at least one year following the administration of the medication, food supplement, or modified diet.
- D. When storing medications the school shall:
1. Assure that all medication and food supplements are given directly to center personnel for immediate safe storage, except that an inhaler or medication may be available to a school child with a special health condition in an emergency in accordance with the school's policy.
  2. Assure that all school personnel are made aware of all school children who have immediate access to personal inhalers and that a “Medication Form” is completed for all school children who have immediate access to personal inhalers.
  3. Refrigerate medication as needed immediately upon arrival at the school and store in a separate container to prevent contamination with foods.
  4. Keep medications out of the reach of children.
  5. Remove all medications from the school when no longer needed or if the label indicates that the medication has expired.

# ACCIDENT & INJURY POLICY

School personnel have the authority and training to provide emergency care to sick or injured students in our care. In case of an emergency, parents or guardians will be notified. Therefore, it is important that the Emergency Contact Information on Gradelink is kept accurate and up-to-date. If the parent or guardian cannot be reached and emergency medical treatment is necessary, the physician listed on the Emergency Contact Information will be notified. School personnel will complete an incident/injury report, when the following events occur:

- illness, accident, or injury which requires first aid treatment
- bump or blow to the head
- emergency transportation
- unusual or unexpected event which jeopardizes the safety of a child or staff member.

\*\*\* Please Note: St. John's Lutheran Preschool is licensed by the Ohio Department of Education (ODE). License and Inspection report is available in the office. To report any concerns, complaints, and/or violations, call (614) 466-0224 or the Department Ombudsperson at (877) 644-6338.

# PRESCHOOL HANDBOOK PARENT AGREEMENT

By signing below, I acknowledge that I have received a copy of the St. John's Lutheran Preschool Handbook. I have read and understand the policies of St. John's Lutheran Preschool Program; I also understand that the withdrawal policy requires 30 days written notice, and; I agree to full payment of registration fees and tuition as stated in the financial commitment section.

Please sign and return this agreement to the school office prior to your child's first day of class.

\_\_\_\_\_  
Name of Preschool Child(ren)

\_\_\_\_ - \_\_\_\_  
Enrolled School Year

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date