

# **PARENT HANDBOOK 2022-2023**



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## **FAIRLAWN LUTHERAN CHURCH & SCHOOL PHILOSOPHY**

### **We Pray, We Play, We Learn**

We believe the most effective influence in a child's life can be realized when the church, home and schoolwork together. We believe that each has an immediate and direct influence on the developing child.

**We Pray-** Fairlawn Lutheran School is an important ministry of the congregation in nurturing children in the Christian faith and reaching out to bring others to Christ. We also consider Fairlawn Lutheran Church & School to be an extension of the home and partners with the parents/guardians.

**We Play-** We believe that play is an important part of the early childhood experience. Through play each child can use their creativity to explore their environment learning how to engage and interact with the world around them.

**We Learn-** We believe that every child can reach his full potential at his own individual pace, in a developmentally appropriate preschool and kindergarten program. This is done by leading activities that encourage each child to grow spiritually, socially, cognitively, physically, and creatively.

### **OUR PURPOSE**

Fairlawn Lutheran School strives to provide quality Christian education for the children of surrounding communities, neighboring Christian churches, and the Fairlawn Lutheran Church congregation. Fairlawn Lutheran School teaches the fundamentals of the Christian faith. This school meets or exceeds the standard for early childhood education required by the State of Ohio.

Our degreed school staff provides a curriculum that encompasses all eight developmental areas: religion, language arts, math, social science, fine and gross motor skills, music and art. We believe that open lines of communication are necessary to ensure the success of our program. We set high standards for cleanliness, friendliness, and professionalism.

### **PICK-UP & DROP-OFF**

A pick-up and drop-off system is implemented for the 3, 4, 5-year-old and Kindergarten classes. Specific numbers will be assigned to identify you with your child, or if car-pooling, it will identify which children you will be taking home. A child shall only be released to person's sixteen years of age or older. We will release the child to no one but the parent or guardian unless notified by the parent, either in person, in writing, by a personal phone call, or BrightWheel Message to the director or teacher as to who will pick up the child. The Director reserves the right to hold onto a child if a harmful or dangerous scenario arises. A photo ID may be requested. A parent or guardian of a child enrolled at Fairlawn Lutheran is always welcome in the building at any time, unless otherwise determined by the Director. Kindly notify the Director or teacher when in the building. After knowledge the parent or guardian is present, unlimited access during operating hours is granted.

### **LICENSING INFORMATION**

The Ohio Department of Jobs and Family Services licenses Fairlawn Lutheran School. The licensing record includes, but not limited to, compliance report forms from ODJFS and evaluation forms from the Summit County Health, Building and Fairlawn Fire Departments that inspected the school. All are available upon request. At the end of the handbook you will find more information regarding our license, please take time to read this additional information.

## **SMOKE FREE**

Fairlawn Lutheran Church & School is a smoke free facility. Smoking is not prohibited in or around the facility, this includes e-cigarettes.

## **SANITATION**

### Hygiene Measures and Procedures

Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.

- Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.

## **SAFETY & SECURITY**

We must all be concerned about the security of our facility and the safety of the children. Fairlawn Lutheran Church & School has an access system to control unwanted traffic in our building. To enter the building:

1. Use the white button located in the upper right doorframe, to gain staff attention.
2. A staff member will call out to you asking you to identify yourself and to state your purpose.
3. Security cameras are in place to further ensure safety.
4. If the staff member does not recognize your name, another staff member will be summoned to make certain that you are admitted. A photo ID may be requested.
5. Once you are identified, the door will be released, allowing you entry if an appointment is scheduled.
6. All church staff will have an updated list of the children enrolled in our program. If a name given is not on our list, access may be denied.
7. In rare cases, sex offenders may enroll their child, but due to the nature of their offense, and the limits placed on them, they will not be allowed in our building for any reason whatsoever.

## **GENERAL INFORMATION**

We offer instruction in: religion, social science, large muscle development, fine motor skills, alphabet and numbers, music, safety, play, creative dramatics, painting, water play, art, cooking, and more. Field trips are also part of our school experience. Community resources are utilized in the classroom whenever possible. We desire to begin and end each day with a prayer or Biblical song. Bible/Jesus Time is 10-15 minutes per class, centering on Old Testament and New Testament stories. The children and staff attend Chapel weekly.

In addition to a degree or certification in an educational or related field, our faculty & staff is trained in first aid, the recognition and prevention of child abuse, the prevention and management of communicable diseases and CPR. Staff also attends in-service trainings on pertinent issues such as child development, behavior modification or curriculum up-dates. The school may be closed on these days. All staff has passed both an FBI and BCII background check.

Any person may report a suspected or witnessed violation by the school to the Ohio Department of Job and Family Services at 1-866-886-3537. All staff members are also mandated reporters of child abuse they witness or suspect. If staff members have suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern. The Child Abuse Hotline phone number is 330-376-1880.

To cover pertinent operational rules and regulations, the Director will provide the parent or guardian with written information about the program and activities of the school. This information will include the school name, address, telephone number and the number in each age category that the school is licensed to serve. The Director will provide the parent or guardian with a class roster – parents/guardians select what information they want to have included if any. The class roster is confidential and may not be shared with others without permission of the parents on the list.

### **SUPERVISION OF STAFF**

The Director supervises the daily operations of the school and is in charge of daily activities. Individual classrooms are staffed with certified and trained teachers carefully selected for their Christian and loving personalities. Teacher and teacher assistants employed by the school are hired only after strict and careful background checks are conducted.

### **STAFF-CHILD RATIO**

The ratio of school staff to children is mandated by ODJFS. Each staff member shall be assigned to a class of children and shall have regularly assigned working hours to provide continuity of care and supervision to children. The State ratios are: 6:1 for Toddlers, 12:1 for 3 year olds, and 14:1 for 4s and 18:1 for 5s and school-agers. We meet the state requirements for staff-child ratio.

### **DAILY SCHEDULES**

The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

#### **A sample full day kindergarten schedule would include:**

8:55-9:10	Arrive, unpack, enter
9:10-9:30	Religion
9:30-10	New sight word
10-10:15	Read-aloud
10:15-10:30	Calendar
10:30-10:45	Phonics/Handwriting
10:45-11	Snack
11-11:15	Free play
11:15-12	Math
12-12:15	Math game
12:15-1:30	Lunch/Recess
1:30-2:15	Special! M-Music, T&Th-Fitness, W-Art, F- Assmt by individual conference w/tchr
2:15-2:45	Reading
2:45-3:00	Cleanup! Additional game time!

### A sample ½ day schedule would include:

9:00-9:10	Arrival
9:10-10:30	Learning Centers- sensory, science, construction, art, music, dramatic play, math, etc.
10:30-10:45	Opening circle- Jesus Time, weather, stories, songs and finger plays
10:45-11:05	Large/Gross Motor- indoor or outdoor
11:05-11:15	Potty Break, wash hands
11:15-11:30	Snack time
11:30-11:45	Free Play
11:45-11:55	Closing Circle
11:55	Line up for car line
11:55-12:00	Dismissal

### DAYS AND TIMES

**2-Year-Old Parent-Child Class:** Meets once a week from 9:00-10:30 am  
Class size is limited to 10 children with a teacher. Guardian must stay

**3 Year Olds:** Meets twice a week from 9:00-12:00 pm  
Class size is limited to 14 children with a teacher and teacher assistant.

**4 Year Olds:** Meets three or four days a week from 9:00-12:00 pm  
Class size is limited to 14 children with a teacher and teacher assistant.

**5 Year Olds:** Meets five days a week from 9:00-12:00 pm  
Class size is limited to 14 children with a teacher and teacher assistant.

**Kindergarten:** Meets M-F from 9-3:00.  
Class size is limited to 18 children with one teacher.

### SCHOOL YEAR AND CALENDAR

The preschool year will run from **September to May**. The Kindergarten year will run from August to May. We are typically closed for no more than two days in the fall and/or one day in spring for teacher workshops & professional development. There are no classes for children on Parent/Guardian-Teacher conference days in November and March, Thanksgiving break, and Christmas break, Martin Luther King, Jr. Birthday, President's Day, Spring Break, Easter Break and Memorial Day for Kindergarten. The school is open beginning at 9:00 am and closing at the end of your child's class Monday through Friday unless otherwise noted.

### CHAPEL

The children and staff attend weekly Chapel with our Senior & Associate Pastors, Faculty & Staff or Director of School Ministries. This is held in the Fairlawn Lutheran Sanctuary. Chapel involves prayers, songs, and a Bible story. Parent/Guardians and siblings are invited to join us for Chapel. This is held in the Fairlawn Lutheran Sanctuary. Chapel involves prayers, songs, and a Bible story. The Director reserves the right to keep all children safe, and may turn away visitors.

### LUNCH BUNCH & ENRICHMENT

In addition, the school offers a lunch bunch program. This program is available Monday through Thursday from 12:00-1:15pm for am classes. Both programs are open to children who are enrolled, excluding the 2 Year-Old Parent Child classes. **Parents must sign up in advance by the 15<sup>th</sup> of the month** for the next month (Sign up for September in August). Children must be on a set weekly schedule that is the same each week. **NO DROP INS.** Children attending during the hours of 12:00 and 1:15 shall **pack a lunch from home following our**

**nutrition guidelines on page 11.** Our school will offer an afternoon enrichment program from 1:15-2:45 daily, unless otherwise noted. . **Parents must sign up in advance by the 15<sup>th</sup> of the month** for the next month (Sign up for September in August). During the enrichment session, a short “rest time” will be provided. Children will be provided with their own mat to lie on. Quiet music, a story, or a restful video will be played. Children are not forced to sleep but rather to “rest”. If necessary, quiet activities like looking at books will be available. Lunch Bunch Pick Up is at the Lower door at 1:15 pm. Enrichment Pick Up is at the Upper doors at 2:45pm.

### **Enrollment Procedure**

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a tour, and the child(ren) can accompany the parents. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Fairlawn Lutheran School and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, a copy of our Parent Handbook can be found on our website at <https://www.fairlawnlutheranschool.org/formspubs.html>

Complete registration forms online and mail a check for the registration fee to Fairlawn Lutheran Church & School made payable Fairlawn Lutheran School. The state required Child's Medical Statement and Health and Enrollment Form are due in August. The registration fee covers a variety of expenses including some special program features. The registration fee is non-refundable and not applied to tuition in any way. Cancellation of a class may occur due to lack of enrollment. If this should happen and there is not another class for the child, the registration fee would be refunded.

### **ENROLLMENT AGE**

Enrollment ages vary and are based on class. Contact the Director for details.

### **IMMUNIZATION POLICY**

Students enrolled in Fairlawn Lutheran School must submit a Child Medical Statement Form with a list of up to date or in-process with the following immunizations: 1. Chicken pox. 2. Diphtheria. 3. Haemophilus influenzae type b. 4. Hepatitis A. 5. Hepatitis B. 6. Influenza (if seasonal vaccine is available). 7. Measles. 8. Mumps. 9. Pertussis. 10. Pneumococcal disease. 11. Poliomyelitis. 12. Rotavirus. 13. Rubella. 14. Tetanus.

If a child has not been immunized from any of the previous stated immunizations a Child Medical Statement Form still needs to be completed. If a communicable disease listed is reported in the Center, that child will not be allowed to attend school until outbreak is over. Tuition will still be required to be paid.

**ODJFS rule requires** that each child submit an up-to-date immunization record and a signed doctor's health form before preschool begins in September and within one year of the previous visit. This form must be updated when one-year time limit is expired.

### **TOILET TRAINING POLICY**

Fairlawn Lutheran Church & School requires all children enrolled in school (excluding 2-year-old Parent-Child class) to be “toilet-trained” (see following definition) when school begins. Children must wear fabric underwear to school. “Pull-ups” or any disposable products are **unacceptable**. In the event that a registered child has not accomplished toilet training by the beginning of class, a position will be held for that child up to 2 months at a reduced tuition rate of 50%. If a child has not accomplished toilet training after 2 months, a position will no longer be held for the child, but will be placed at the top of the waiting list. As soon as an opening arises, the family will be offered a position provided the child is now toilet trained. There may be case by case basis on which the school ministry board makes an exception. “Toilet trained” by definition is, “The learned process to control elimination of urine and stool.” It implies that the child is capable of:

1. Lowering and raising of pants/slacks/tights and underwear without assistance.
2. Cleaning themselves without assistance.
3. Holding urine, and urinating several times a day.
4. Telling others that it is time to go to the bathroom.

### **TUITION 2022-23**

- 1 Day per Week Class = \$45/month for each of 9 months
- 2 Day per Week Class = \$145/month for each of 9 months
- 3 Day per Week Class = \$175/month for each of 9 months
- 4 Day per Week Class = \$215/month for each of 9 months
- 5 ½ Day per Week Class = \$235/month for each of 9 months
- 5 Full Day per Week Class = \$450/month for each of 9 months
- Full Day Kindergarten = \$480/month for each of 10 months

*Sibling Discount: Families with more than one child enrolled at Fairlawn Lutheran School pay full tuition on the first (oldest) enrolled child, then receive a 20% discount per month on all other children.*

### **NON-REFUNDABLE YEARLY REGISTRATION FEES 2020-21**

- \$60 per child for 2's classes
- \$100 per child for threes, fours, and fives classes
- \$165 per child for full-day Kindergarten

*Sibling Discount: Families with more than one child enrolled at Fairlawn Lutheran School pay full registration fee on the first (oldest) enrolled child, then receive a \$10 registration fee discount on all other children.*

The monthly tuition is a school year rate divided by 9 months for preschool and 10 months for kindergarten. The first month's tuition for all classes is due before the start of class. This ensures your child's enrollment in our school. A second child enrolled from the same family, within the same school year, will receive a 20% discount off the youngest child's tuition. There will be **no** refunds for absences due to illness, vacations, or canceled days due to weather conditions or emergency situations such as loss of power, heat, water, or emergency cleaning; tuition is non-refundable.

Tuition is **due the first class day of each month beginning in Aug./Sept.** All tuition payments must be made through the BrightWheel website or app. Invoices will be emailed monthly. Parents have the choice to pay by credit card with a 2.9% per transaction service fee or by ACH with a \$.60 per transaction service fee. If you need to make cash payment, please contact the director to make arrangements. Prompt payment of tuition is encouraged and most appreciated.

### **SUPPLY FEE**

A supply fee of \$30 per child is due by August 15. This will be in place of child bring in classroom supplies. It will ensure that each child has the same materials that is required for the class. In this fee it includes but not limited to supplies such as, playdoh, markers, glue, dot markers, paper towels, disinfecting wipes, and tissues.

### **LATE PAYMENT POLICY/PENALTY FOR TUITION**

If tuition is late, a written notice will go home the next school day. If payment is still not received by the following school day, a \$10 fee will be assessed for that month. If a family will be away when the monthly tuition is due, the payment is to be made before leaving for a vacation/business trip, etc.

## **RETURNED CHECK POLICY**

A \$25 returned check fee is imposed whenever a check has been returned in your name. This fee is to be paid the next school day upon notification. If a second check from the same family is returned for insufficient funds, checks will no longer be accepted from that family. Only cash or cashier's checks will be accepted.

## **TAX EXEMPT INFORMATION**

Tax statements with our tax exempt number can be found under your account information through the BrightWheel app or website.

## **WEATHER ADVISORY INFORMATION**

Should it be necessary for Fairlawn Lutheran School to cancel classes during operating hours due to severe weather or other unforeseen circumstances, parents/guardians will be called to pick up their children or notified through the BrightWheel App. Emergency locations are either the Fairlawn Library or Summit Mall. In the event that school is closed prior to drop off, our school name will appear on the following stations. On these occasions, regular payment is expected. We intend to stay open for wind chill. Closing information will also be listed at both [www.wkyc.com](http://www.wkyc.com) and [www.wtam.com](http://www.wtam.com)

**Television Stations:** WKYC-TV, Channel 3; WVPX-TV, Channel 23; WOIO-TV, Channel 19; WUAB-TV, Channel 43; WVIZ-TV, Channel 25

## **NOTICE OF NON-DISCRIMINATION**

Fairlawn Lutheran Church & School admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, or national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs. Fairlawn Lutheran Church & School will not discriminate on the basis of race, color, religion, or ethnic origin in the hiring of its certified or non-certified personnel. A space for nursing mothers is provided on the second floor in the church nursery.

## **ABSENCE POLICY**

Fairlawn Lutheran Church & School expects all children enrolled in school to attend all classes. Attendance is taken each day and recorded. Timely payment of full tuition fees (due the first day of school each month) ensures the child's position in school regardless of attendance (i.e. illness, vacation, etc.) Parents/guardians are encouraged to discuss individual needs of their child with the classroom teacher and/or the director. The school ministry board of education may consider special circumstances regarding the absence policy.

School age students that are absent with or without a legitimate excuse for 38 or more hours in one school month, or 65 or more school hours in a school year will be brought to the attention of the Fairlawn Lutheran School Ministry Board. Students may be held back for excessive absences. Each case will be dealt with on an individual basis with teacher and parent input.

In the event your child will be absent, please call the school number: 330-864-7724, and leave your child's name, class and reason for the absence on the school voicemail or send a message through the BrightWheel app. This allows us to keep a handle on the various illnesses going around and allows us to answer any parental questions regarding an illness appearing in the classroom. Students scheduled to arrive from other buildings or programs who do not arrive and were not previously called off, shall have the administrator or the administrator's representative call the family to locate the student.



## **DROP OFF AND PICK UP PROCEDURE**

Students can be dropped off and picked up through the car line. Parents are welcome to walk their child into the building.

3A, 3B, 4A, and 4B classes will be dropped off and picked up at the school entrance. 4C, 5A, 5B, and Kindergarten classes will be dropped off and picked up at the main church doors. If you have siblings, please use the younger child's door for drop off. A diagram is available on the website. If you arrive late, please bring your child to the door lower school entrance.

Carline Drop Off is 8:55-9:05 am    Carline Pick Up is 11:55-12:05am

## **STUDENT RECORDS**

Students' records are open only to the particular child's teacher, the director, an authorized representative of ODJFS, and the child's parent or legal guardian.

## **SUPERVISION POLICY**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventable measures. At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

## **PARENT/GUARDIAN PARTICIPATION/RESPONSIBILITIES POLICY**

We are committed to working with families. We strongly encourage parents to participate in most aspects of their child's program. Our main focus is your child. We publish a monthly newsletter and distribute weekly news to keep parent/guardians informed of activities in the school. Parent/Guardians are responsible for reading the monthly emailed newsletter, the weekly news through the BrightWheel App *daily* for happenings in school. On the recommendation of ODJFS we will not be having volunteers in the building. This may change as the year progresses and guidance from ODJFS changes.

Parent/Guardians are strongly encouraged to communicate problems or *concerns related to our program* to the teacher and/or Director. An appointment will be arranged at the earliest possible time to discuss the matter. An appointment must be made if you would like to have a face-to-face conversation with your child's teacher or director. To be respectful of everyone's time, Staff will not have discussions in the car line.

Fairlawn Lutheran School will do its best for Parent/Guardians who would like to participate in a variety of activities offered by the school. Some examples are: holiday class parties, fund raising projects, conferences, field trips/in-house, special day activities. This participation may not happen in the building but we will do our best to keep everyone connected. Mothers, fathers as well as grandparents are invited to participate in our program. Parent/Guardians are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. If a private area is required for breastfeeding or pumping while at the school, please ask the Director and they will direct you to an area. The Director reserves the right to keep all children safe, and may turn away visitors. It is the responsibility of the parent/guardian to:

1. Bring your child to school on time.
2. Pick-up your child after class on time.
3. Supervise their child before and after drop off/pick up.
4. Notify the office if your child will be absent, arriving late or leaving early.
5. Notify the classroom teacher, in writing, if your child is going home with another family.
6. Provide your child with sufficient sleep and food before class.
7. Keep your child home if he/she is ill. See Management of Illness Policy.

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note or leaving a voicemail giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they can bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release the child to anyone, including parents who appear under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

If there are custody and/or legal issues involved with your child, you must provide the school with court papers indicating who has permission to pick up the child. Staff will release students only to those persons listed on the legal documents. If legal documents are not provided to the school, each parent will receive equal access to pick up the child. If a parent/guardian arrives for pick up that is not according to the agreement on file, the police may be called to discuss the matter at that time if necessary. Staff will follow the instructions of the police officer on whether or not the student shall be released.

### **CHILD PROTECTION POLICY**

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all children, youth, and volunteers who participate in school sponsored activities.

1. Adults who have been convicted of either child sexual abuse or physical abuse **cannot** volunteer service in **any** school sponsored activity or program for children or youth.
2. All adult volunteers working with children or youth are required to have a child enrolled in Fairlawn Lutheran School or be members of Fairlawn Lutheran Church for a minimum of six months.
3. All adult volunteers should observe the two adult rule. This requires that adults are never alone with children or youth without another adult.
4. Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to the School Director.

### **GRIEVANCE POLICY**

It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's development openly and honestly with your child's **teacher**. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. If you have any problem or concern about our operation or your child's progress, please contact your child's **teacher first**. If the problem or concern is not resolved to your satisfaction, please contact the Director. If you still have concern after discussion with the Director, the School Ministry Team will get involved to resolve the issue. Your concern is our concern. *Matthew 18 states Jesus' directive for resolving issues. Parents are asked to review the following guidelines when addressing a problem or concern.*

1. Avoid gossip and rumor.
2. If it does not concern you, do not become involved.
3. Put the best construction on everything.
4. What does Scripture say?
5. What is Christ-like behavior?

Parent/guardians who wish to train up their children in the way they should go must first go that way themselves. You have to help in teaching your child faith and forgiveness, one way to do this is through example and modeling.

## CONFERENCES AND EVALUATION

Twice a year the school offers parent/guardian-teacher conferences, in November and March, to discuss your child's behavior, progress, social and physical needs. If an in-person conference cannot be scheduled, a telephone conference may be substituted. Progress reports are taken home in November, March and May. Students who will be entering kindergarten the following year and will be attending school in Summit County will also have a TSS skill summary completed. This can be shared with the child's kindergarten teacher. Fairlawn Lutheran does not conduct formal assessments or report child level data to ODJFS.

## SNACK/NUTRITION

Each month an assigned snack schedule is sent home. Each child is assigned at least twice during the year to bring an unopened prepackaged snack with list of ingredients for the whole class the full week. One class Cooking Day is assigned per month; young 5s has weekly cooking. Younger children are served portions according to their needs and additional helpings are offered. ***No candy, gum, peanuts, potato chips, popcorn, cupcakes and the like may be served for the daily snack.*** The parent/guardian is responsible for notifying the Director and teacher of any food allergies. Parent/Guardians are requested **not** to bring any food to school for their child to eat unless a special diet is required. Written instruction and permission for special diets must be placed in the child's admission file. In the event a child forgets to bring a snack on the assigned day, a written reminder will go home asking for a prepackaged replacement snack for the school snack cupboard. The children must have proper nutritional balance for all lunch bunch meals. If the children do not, they will be served a snack from the school reserves. The replacement snack is due the next school day.

*Lunch Bunch and Kindergarten must bring a packed lunch. This meal must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6-year-old) protein (1 ½ oz.), grain (1/2 slice bread or ¼ cup of pasta, etc.), and two foods from fruit/vegetable group (1/2 cup). All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the classroom, be sure to include ice packs in your child's lunch if foods need to be kept cold. All food must be labeled with date. If lunch does not meet the nutritional requirements, then the school will do its best to provide the missing food(s) from the reserve that is on hand. Round foods (grapes, olives, cherry tomatoes, hot dogs) that can become lodged in the throat and cause choking MUST be cut lengthwise into smaller "un-round" shapes to reduce the choking risk.*

## FOOD ALLERGIES

More and more children are experiencing food allergies. Packaging is not always clear identifying ingredients in the food. A variety of food is made with machinery that may expose a child to an allergic reaction. Special treats shared among the children may also expose an allergic child to harm. Therefore, for safety reasons, enrolled children, with food allergies, will supply their own daily snack with parental/guardian supervision. Parent/Guardians of children with allergies are also encouraged to participate in the monthly snack rotation. This is an excellent opportunity for your child to feel part of the group like his/her peers and a way to introduce their classmates to foods that do not harm them. A written medical/health plan must be on file for children with food allergies.

## HAND WASHING

Hand washing shall be in accordance with Health Department guidelines. All children will wash their hands with soap and running water upon entering the classroom, after each trip to the bathroom, after any contact with bodily secretions, after handling animals, before preparing or eating food, after use of sand or water play, when returning from large motor activities and before leaving the center at the end of the day. The use of hand sanitizer does not eliminate the need for proper hand washing. Hand sanitizer may be used when a sink with soap is not readily available. Permission slips are required for use of hand sanitizer.

## MANAGEMENT OF ILLNESS

Fairlawn Lutheran Church & School provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active.

We observe all children as they enter our program to quickly assess their general health. We ask that you not bring a sick child to the center – he/she will be sent home. Please plan ahead and have a backup care plan in place if you are not able to take time off from work/school. A child with any of the following symptoms will be immediately isolated and discharged to the parent/guardian or emergency contact:

- Temperatures of 100 degrees F-in combination with any other signs of illness.
- Diarrhea (more than three abnormally loose stool within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in school activities, the parent/guardian will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. The most current CDC guidelines for symptoms and quarantine will be used for guidance with ODJFS rules.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 15 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Ohio Jobs and Family Services, Summit County Health Department and our parents.

Parent/guardians will be notified by BrightWheel if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever without medication and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

## MEDICATION

Prescription medication: The parent/guardian must complete an "Administration of Medication" form sign and date it. This form will be kept on file. A form is required for each medication. 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. The prescription label also serves as written instructions as long as the

following are met: the label contains the child's full name, a current date (within the last 12 months), the exact dosage to be given and the means of administration. The prescription label must be attached and in the original container. The medication instructions on the container and parent instructions should agree on the time and dosage of medication. In the event of a discrepancy, medication will be administered by the instructions on the container. We suggest getting the prescription in two containers, one to be left at school and the other at home. Medications will be stored in a designated location inaccessible to children. The school will not administer the first dose of any new medication; that must be done with the parents/guardians to watch for an adverse reaction.

Non-Prescription medication: The school will **not** administer aspirin, fever reducing, cough or cold medications. The school will **not** administer topical products, lotions or sprays, including sunscreen.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Director for more details.

School age children may NOT carry their own medications or ointments. Please refer to the guidelines above.

### **AMERICANS WITH DISABILITIES ACT**

Our school is committed to providing equal educational opportunities to qualified individuals with disabilities. This may include providing reasonable accommodations where appropriate for an otherwise qualified student to participate in their early education. It is the parent's responsibility to notify the director of the need for accommodations, which includes administering medication or caring for children with disabilities. Upon doing so, the director will meet with the parent to discuss reasonable accommodations they believe may be necessary or the functional limitations caused by the disability.

The school will not exclude children with disabilities from the program unless their presence would pose a direct threat to the health or safety of others, themselves, or require accommodations that are not deemed reasonable.

### **BEHAVIOR MANAGEMENT**

A definition of discipline: "The adjustment of unacceptable behavior to acceptable behavior according to our individual standards and measures." A program of discipline must teach self-discipline. The children will learn appropriate behavior so they can learn to be self-disciplined. Children must know what the standards are in the classroom. The children will learn the standards held in the classroom. Children cannot be expected to know the standards by transference, by reputation, or by trial-and-error experiences. The adjustment of behavior must fit the occasion and the environment. The children will learn appropriate behaviors for the classroom, Chapel, hallway, bathroom, gym area, playground and field trips.

Our school emphasizes the use of behavior modification or behavior management as the means of discipline within a Christian setting. School staff and parent/guardians model the teachings of Christ for the children. The staff employs the continuous use of positive reinforcement with fair and consistent rules. In using this procedure, the children are praised and reinforced for their appropriate behavior. In this sense, the children learn they earn praise, attention and reward for socially acceptable behavior. The staff will document and advise the Director of any issues in the classroom.

Our program is paced with activities that will hold a child's interest. The classroom is conducive to learning and the educational process entitled by all children. We are dedicated to promoting a positive self-image in every child. When discipline measures are necessary, our procedure is a process of steps. Please note: Depending on the severity of the situation, some steps may be eliminated.

1. Redirection. The child is directed to another activity or play area. Convey to the child the behavior is unacceptable...not the child or his feelings.
2. Talk with the child about the situation and state alternatives. Use fair and consistent rules. The teacher will notify the parent/guardian at pick-up time of this step. The teacher will document parent notification and place it in the child's file.
3. Again...talk with the child about the situation and state the alternatives. Repeat fair and consistent rules. The teacher will notify the parent/guardian in the evening with a telephone call. The teacher will document the conversation and place it in the child's file.
4. The child or children involved will be removed for a designated amount of time and placed where he/they can sit and watch children who are playing or working appropriately. The parent/guardian will receive a behavior management report indicating this step was taken. At times, it may be necessary for a staff member to walk in the hall with a child, or to sit with him privately. The child shall be within sight and hearing of an adult in a safe, lighted, well-ventilated space at all times. The child will not sit for exceed the number of minutes to their age.
5. At the Director/teacher's discretion, a parent/guardian may be called to pick up a child from school in the event the child's behavior interferes with the learning process of the other children. We will begin anew the next school day.
6. A face-to-face parent/guardian conference is necessary. A charting system may be established. The specific behavior to be changed is identified. For example: "I will keep my two hands to myself and not touch another child." If the child accomplishes this during class time, a sticker is placed on the chart and sent home. After accumulating a designated number of stickers, a special reward is given. It may be a toy borrowed from the classroom, a special lunch with the teacher, a special time with a parent one-on-one. The parent or guardian and the teacher agree upon the reward. This will continue for a period of days and then be extended to longer periods of time. The teacher will inform the Director when a child is being "charted" or when a parent/guardian-teacher conference is needed. The teacher will keep the Director informed of the child's progress. The teacher may request the Director attend the parent/guardian conference.
7. Within three business days, a letter summarizing the face-to-face conference will be given to the parent/guardian with a copy placed in the child's file. Depending on the incident or behavior, charting may continue as deemed necessary.
8. Expulsion is rare and only necessary if an aggressive child could harm self, other children or staff. The Director and board of education will make the final decision.
9. Other children are not permitted to discipline classmates. Corporal punishment of any form is not permitted at school, on church property or at school functions. Children will not be humiliated or subjected to profane language or other negative abuse. No physical restraints shall be used to confine a child. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
10. An entire group of children will not be punished due to the unacceptable behavior of a few.
11. Typically, a child may be restricted from one class activity per incident.

12. Discipline will not be imposed on a child for failure to eat or for toileting accidents.
13. Discipline measures do not include withholding food, or toilet use.
14. The discipline techniques used are not meant to humiliate, shame or frighten a child, but to lovingly redirect an emotional outburst, and to give him a chance to compose himself with dignity.
15. Our goal is to teach appropriate ways to handle our emotions, and to learn self-discipline.

### **EXCLUSION POLICY**

Fairlawn Lutheran Church & School reserves the right to dismiss any child due to a severe communicable disease. We may also be unable to enroll a child whose condition requires special equipment or medical care that the school cannot provide. Fairlawn Lutheran Church & School cannot enroll a child whose parent refuses transportation by EMS in the case of a severe illness or injury.

As directed by the Ohio Department of Jobs and Family Services, we also have the right to dismiss any child who displays severely aggressive behavior that could be harmful to himself, other children or staff. The Director and the school board of education will make the final decision, case-by-case, as the need arises.

### **DRESS CODE**

Children should attend school in casual play clothes that will not worry the parent or child in the event the clothes become messy. Additional clothing: hats, gloves, mittens, boots, and book bags should be clearly marked on the **inside** with your child's complete name. **SOCKS and tennis shoes must be worn at all times. Children not wearing tennis shoes will not be allowed on the playground equipment. NO FLIP FLOPS, JELLIES, BACKLESS SHOES, OR SANDALS OF ANY KIND.**

### **OUTSIDE PLAY/RECESS**

Fresh air and exercise are important in every child's development. The children at our school go outside for scheduled recesses whenever the weather permits. We follow ODJFS outside temperature guidelines of 25/90 degrees F as the basic guideline; the wind chill must be above 25. This means even in winter, your child should come ready for snow play: boots, mittens, coats, hats, snow pants, etc. If your child is well enough to come to school, then your child is well enough to go outside.

If your child has a medical reason for not going outside, the school will be happy to comply with a parent/guardian's request when presented with the physician's written instructions. Consideration is also given to humidity, ozone levels, pollen count, lightening, rain or ice. We will not play outside if any of the above elements has been determined to be at dangerous levels as reported by the National Weather Service.

### **SHOW AND TELL/FRIEND OF THE WEEK**

The children practice oral speaking skills, audience skills and listening skills when participating in Show and Tell and various activities like it. They also become comfortable speaking in front of a group. Children may bring toys, books, family pictures and any other items of interest to talk about. Pets may visit the classroom if the parent will bring them and they have up to date immunizations. Notify the teacher in advance, please. The parent/guardian will be responsible for the conduct of the pet. Daily we model the teachings of Jesus Christ, therefore toy guns, light sabers, swords, bow and arrows, or any other weapon used for fighting or warfare may **not** be used. Consequently, any item depicting blood, gore, guts or horror may **not** be used. We are consistent, persistent, and insistent regarding this policy. Should a child forget an item on his/her designated day, the child will have an opportunity to speak about a pet, family members, favorite TV show, etc.

## CLASS INVITATIONS

*The feelings of all enrolled children have high priority in our school.* The children talk to one another in large and small group activity time. They know who is invited to play together, who is invited or not invited to birthday parties, etc. This school has a policy of **full inclusion**. Invitations are to be given to all the children in the class or all the boys or all the girls in the class. Whether they attend or not is the parent/guardian's decision. However, it is courteous to invite all and not exclude others. If you do not wish to invite all the children in your child's class, you may not pass them through us; you'll have to mail them.

## NAPPING and RESTING

Please ensure your child gets a proper night's sleep before class. Due to the part time classes, we do not offer a nap or a rest time during regular class time. A "rest" time is offered during Enrichment.

## FIELD TRIPS and IN-HOUSE PROGRAMS

Monthly field trips and in-school programs may be planned, to help supplement the curriculum. Some of these events are free; others charge a fee per child. In some cases, siblings and parent/guardians may also be charged a fee. Occasionally, an activity requires a "flat fee" charge. This means all children in the class are charged the fee whether they attend or not. Children are encouraged to attend all field trips and participate in all in-house programs. In the event a child is absent, the fee may or may not be returned depending upon the event planned. There are no water activities/swimming field trips.

All classes will meet and dismiss from the field trip unless it's a chapel day. Every child must have a permission slip signed by a parent or guardian. Each enrolled child on the field trip will wear an identifying school nametag/shirts. During the course of field trips, each staff member will have specific children that they are responsible for supervising, a count will be taken to assure that all of the children have arrived safely and marked on a separate attendance sheet. Parents are responsible for assisting in supervising their child or the children they are assigned too.

Some parent/guardians volunteer to drive for our field trips. Seat belts will be utilized, and no more than one child may be strapped in each seat belt. Children may not ride in the front seat. Children shall not be permitted to stand in a moving vehicle, or sit on the floor. Children required to be restrained in a child safety seat shall be restrained in accordance with Ohio law.

The driver shall see that each child boards and exits the vehicle from the **curb**side of the street and out of the path of **moving** vehicles. The driver shall conduct a check of the vehicle at each destination to ensure that no children have been left in the vehicle. Smoking shall be prohibited in all vehicles when occupied by children.

Volunteer driver requirements: The driver for all field trips shall be at least eighteen years old, hold a currently **valid** driver's license appropriate for the vehicle driven in accordance with Ohio law, and not be under the influence of any substance which could impair driving abilities.

Vehicle safety: Any vehicle used to transport children on field trips shall be always maintained in a clean and mechanically safe condition. The driver shall provide proof of current insurance.

## WATER ACTIVITIES and SWIMMING

All water activities on site or off site will not be over 12 inches of water per state rule. If the center were to participate in an activity over 18 inches of water, Parent Permission will be obtained, and all rules listed in Rule 5101:2-12-24 will be followed.



## ACCIDENTS/EMERGENCIES

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff should follow written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic weather and lock down drills. Should we need to evacuate due to fire, or loss of power, heat, or water to the center, our emergency destination will be across the street at the Fairlawn/Bath Library, at Summit Mall, or St. Eds. Should there be severe weather conditions, our emergency destination is the music room; just outside the inside preschool double doors for preschoolers; the boiler room hallway for Kindergarten. A sign will be posted on the preschool entrance door indicating that we have evacuated and the location where you can pick up your child. Parent/Guardians will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parent/guardians as the situation allows. An incident report would also be provided to the parent/guardians.

There is always at least one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If injury/illness would be more serious, first aid would be administered and the parent/guardians would be contacted immediately to assist in deciding the appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parent/guardians will be notified, and a staff member may accompany the child to the hospital with all the health records. Staff may not transport children in their vehicle. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

**Fairlawn Lutheran School will NOT accept children whose parents refuse to grant consent for transportation for emergency medical treatment.**

## CENTER PARENT INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating

the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V. Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312)886-2359 (VOICE)

(312)-353-5693 (TDD)

(312)886-1807 (FAX)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37<sup>th</sup> Floor

Columbus, OH 443215-3414

(614)644-2703 (VOICE)

1-866-277-6353 (TOLL FREE)

(614) 752-6381 (FAX)

1-866-221-67000 (TTY) or (614)-995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>