

# RISEN CHRIST LUTHERAN PRESCHOOL

41 E. Possum Road  
Springfield, OH 45502  
(937)323-3688  
[www.risenchristschool.net](http://www.risenchristschool.net)



## PARENT/STUDENT HANDBOOK

2022 – 2023



## TABLE OF CONTENTS

Table of Contents .....	1
Statement on the Sanctity of Human Life.....	2
Welcome .....	3
Mission/ Purpose/ Vision .....	3
License.....	3
Enrollment/Admission Policy.....	3
Nondiscriminatory Policy .....	4
Registration and State Required Medical Records .....	4
Hours and Days of Operation.....	4
Calendar Year .....	4
Staff-Child Ratio, Class Size .....	4-5
Daily Schedule .....	5
Curriculum.....	5
Activities .....	5
Tuition Policy and Procedure .....	5-6
Supervision Policy.....	6
Arrival and Dismissal .....	6
Parking Lot.....	6
Staff Courtesy.....	6
Attendance .....	7
Release of a Child .....	7
Custody Agreements .....	7
Child Abuse Reporting .....	7
Guidance Policy .....	7-8
Snacks and Parties.....	8-9
Safety Policies .....	9-11
Management of Illness.....	11-12
Medical Statement of Immunization .....	12-13
Immunizations Required/HealthChek Services .....	13-14
Administration of Medication .....	14
Outdoor Play .....	15
Parent Involvement/Visitation .....	15
School Day Visitors Policy.....	15-16
Dress.....	16
Toilet Training Policy.....	16
Sanitary/Indoor Policy .....	16
Transportation .....	16
Emergency Numbers.....	17
Contact Information .....	17
Transfer of Records .....	17
Disenrollment Policy .....	17-19
Additional Policies .....	19
Center Parent Information Required by Ohio Administrative Code .....	19-20
Receipt of Handbook .....	21

## **Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

## **WELCOME**

Thank you for choosing Risen Christ Lutheran Preschool for your child's early education experience. We are committed to providing your child with the best possible learning environment. As people of God, we respect the uniqueness of each child and individual learning styles. We are interested in your child's total development. The following information will help acquaint you with our procedures and policies.

## **MISSION**

We support the belief that children are the precious gift from GOD. Our mission is to provide, together with families, a high quality education for the whole child within a loving, Christ-centered environment.

## **PURPOSE**

Risen Christ Lutheran School is an integral part of the total ministry of Risen Christ Lutheran Church of Springfield, which is a member congregation of the Lutheran Church-Missouri Synod. The School includes Preschool, Pre-K, Kindergarten, and 1st through 6th Grade. The purpose of Risen Christ Lutheran School is to assist and support parents in their God-given vocation of raising children in the nurture and discipline of the Lord (Ephesians 6:4). Children are gifts from God. Christian parents' desire that their children grow up knowing and believing in their Lord and Savior Jesus Christ and that they learn to live as faithful, responsible, God-fearing citizens in the world in which God has placed them. It is the goal of the School to do all it can in the fields of education and Lutheran catechesis to assist parents in their God-given calling of academic development and spiritual growth. Our School strives to develop the whole child which includes physical and mental development, creative play, creative thinking and socialization, while stressing excellence in the basic fundamentals of elementary education, language arts, mathematics, history, science and the fine arts. We are committed to the Christian faith as taught in the Word of God and confessed in the historic Confessions of the Lutheran Church. Parents who desire a strong partner in the vocation will find an important ally in Risen Christ Lutheran Church and School.

## **VISION**

The vision of Risen Christ Lutheran School is that each student will possess a life-long love of learning, a deep love for God and a habit of prayer, a strong sense of responsibility and integrity, a respect for inherent value of every person, a curious mind open to new ideas and a love and respect for life.

## **LICENSE**

At the end of the handbook you will find an attachment about licensing. Please take time to read the attachment, "Center Parent Information Required by Ohio Administrative Code," at the end of the Handbook about licensing and other information.

## **ENROLLMENT/ADMISSION POLICY**

A child is considered enrolled only after the non-refundable \$100.00 registration fee has been received, the administrator confirms availability of space, and the required paperwork is received and reviewed by the administrator. This includes basic enrollment and health information. Any change to this information must be communicated to the lead teacher immediately so that current information is on file at all times. This is for the safety of your child.

## **NONDISCRIMINATORY POLICY**

Risen Christ Lutheran Preschool admits students of any race, color, religion, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Risen Christ Lutheran Preschool also does not discriminate against children with disabilities on the basis of disability. We will make reasonable modifications for students after an individualized assessment. Students that are a direct threat to the health and safety to others or would fundamentally alter the preschool program will not be admitted. If medication is required, proper medical forms will be filled out and signed by a doctor and training will be provided for preschool staff. Parents will need to inform staff of any changes (expiration, dosage, etc.).

### **\*\* IMPORTANT INFORMATION \*\***

#### **REGISTRATION AND STATE REQUIRED MEDICAL RECORDS**

We are a state-licensed facility and must comply with state regulations. **We need to have the registration form filled out entirely by the first day of school. We also have to have the medical form filled in and signed and dated by your doctor as soon as possible. As per the state, your child will not be able to come back if your medical form is not in our files within 30 days of the start of preschool.** If your medical form expires during the school year, you will need to schedule an exam two (2) months prior to the expiration. You will receive a letter to remind you when the expiration occurs. (Medical forms are good for one year from the date indicated on the form.)

## **HOURS AND DAYS OF OPERATION**

- 3-year-olds (generally two years prior to the entrance to kindergarten):
  - Morning Class: Mon/Wed/Fri 8:30 AM - 11:30 AM
  - Afternoon Class: Mon/Wed/Fri 12:30 PM – 3:30 PM (When Available)
- 4-year-olds (generally one year prior to the entrance to kindergarten):
  - Morning Class: Monday-Friday 8:30 AM - 11:30 AM
  - Afternoon Class: Monday-Friday 12:30 PM –3:30 PM

## **CALENDAR YEAR**

Risen Christ Lutheran Preschool follows the Risen Christ School year calendar. For weather emergencies, such as snow days, information for Risen Christ School will be available on TV Channel WDTN or WHIO, Radio Stations 1290 (WHIO-AM) or 99.1 (WHKO-FM), Websites 1290whio.com, whio.com, K99online.com, Daytonspoint.com, 953zlr.com, wdtn.com.

Risen Christ Lutheran School, which includes the Preschool, also uses the **SmartSend** system for inclement weather and other notifications. **SmartSend** is an automated telephone messaging system that delivers school messages to all Risen Christ families within a few minutes. We ask each family to list up to two (2) contact numbers as a part of this service.

If there is a **delay**, the morning classes will meet from **10:30 AM to 12:30 PM** and afternoon classes will meet from **1:30 PM to 3:30 PM**.

## **STAFF-CHILD RATIO, CLASS SIZE**

Pre-kindergarten classes at Risen Christ are limited to 15 children with one teacher and one aide. Three-year-old classes are limited to 12 children with one teacher. Visitation of other

children 5 and under is not allowed due to the State mandated ratio of 1:14 for Pre-kindergarten classes and 1:12 for 3-year-old classes.

**DAILY SCHEDULE \* (All Classes)** (\*Schedule is subject to change.)

A.M./P.M.	
8:30/12:30	Welcome Activity at Tables
8:50/12:50	Bible
9:10/1:10	Big Experience 1*
9:40/1:40	Snack
10:00/2:00	Big Experience 2*
10:25/2:25	Recess/Gross Motor
10:50/2:50	Centers/Big Experience 3*
11:25/3:25	Dismissal

\*Subject matter varies depending on the current theme

MWF Special Days:

Alternating Mondays: Bookmobile

Wednesdays: Chapel

Fridays: Library

TH Special Days:

Tuesdays: Library

Thursdays: Chapel

**CURRICULUM**

We will be using Storytime: A 52-Week Bible Storytime for Families; and the Big Day for PreK curriculum for Language Arts, Math, Science and Social Studies. Parents are invited and encouraged to view the curriculum at any time.

All areas of study and curriculum are required of every Risen Christ student. This includes but is not limited to chapel gatherings; Christian religion class and Bible study. Areas of study and curriculum are aligned with the vision and goals of Risen Christ Lutheran Preschool.

1. A life-long love of learning.
2. A deep love for God and a habit of prayer.
3. A strong sense of responsibility and integrity.
4. A respect for the inherent value of every person.
5. A curious mind open to new ideas and a love and respect for life.

**ACTIVITIES**

Bible stories, songs, playtime, language arts (may be story time, puppets, fingerplays, etc.), math, exercise, group time (sharing experiences), bathroom and snack, music, art, science, and group games.

**TUITION POLICY AND PROCEDURE**

The monthly tuition for the 5 day-a-week, 4/5-year-old program, is \$275.00. The monthly tuition for the 3 day-a-week, 3-4 year-old program, is \$165.00. Tuition is due by the first class day of the month. The monthly tuition is non-refundable. No adjustments can be made for vacations or sickness as we save space for your child and our operating costs continue. **A late**

**charge of one dollar (\$1.00) a calendar day will be added to the monthly tuition when payment is not made.** If payment is not received by the 15th day of the month, you will be asked to withdraw your child. Please place your payment in the locked tuition box provided outside the School Office. Checks should be made payable to Risen Christ Lutheran School. Receipts will be issued for cash payments only and returned to the student mailbox (cubby). The Preschool tax exempt number is available upon request.

Any bank charges incurred for a returned check must be paid by cash, together with the original amount due, by the party involved. After two (2) returned checks, cash will be required for further payments.

### **SUPERVISION POLICY**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff members are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. ALL CHILDREN WILL BE SUPERVISED AT ALL TIMES.

### **ARRIVAL AND DISMISSAL**

According to licensing regulations, drivers MUST ACCOMPANY the child into and out of the building to help hang their coats and see the children into and out of their classroom. Children may not be dropped off at the entrance, or sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pickup parents are asked to make contact with their child's staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child both before and after sign in. Please note that there is a **"Walking Feet Only"** policy in the school, that includes in the drop-off and pick-up area. Persons who pick up children are asked to wait in the entryway at the end of the school day until the teacher dismisses the children.

### **PARKING LOT**

Please do not leave children unsupervised in a car. Do not park in restricted areas, and exercise caution when entering and exiting the building. Please make sure that children are securely placed in their booster seats upon entering and exiting the school parking lot.

### **STAFF COURTESY      **\*\* PLEASE BE PROMPT\*\*****

Please bring your child to the classroom as close to 8:30 as possible for the morning session and 12:30 for the afternoon session. We know children are eager to arrive early; however, teachers are busy preparing the classroom prior to their arrival. Therefore, we ask that you do not bring your child before 8:25 in the morning and 12:25 in the afternoon. There will be a sign-in sheet for you to sign as you arrive with your child. We dismiss at 11:30 in the morning and 3:30 in the afternoon. **Please be prompt in picking up your child.** Once children are dismissed, the teachers are either preparing for their next class to arrive, or are getting the classroom ready for the next school day. We understand that delays can happen, but please do not let them become a habit. If you are delayed due to circumstances beyond your control, please let us know. You may either call the school, or message your child's teacher through Remind.com. Children who have not been picked up within 15 minutes of dismissal will be sent to Extended Care. Extended Care fees will apply. Children often become anxious when they are left to wait; please contact the school so we may provide your child with an explanation. Thank you for your cooperation.

## **ATTENDANCE**

We encourage all parents to establish regular habits of attendance for their child when health permits. Continuity in teaching a child is most important. The matter of a child's health we leave to the discretion of parents, but we request that the child's teacher be informed of any illness and the reason for the child's absence. Many contagious diseases start with symptoms similar to those of a common cold. Parents are advised to keep their child home if he/she seems to have a cold, fever, or show symptoms of other illnesses. In cases of absence, the parents should report the reason to the teacher prior to the start of the session. If a child becomes ill at school, the parents will be notified and asked to come for him/her. The teacher should know whom to call in case no parent is at home during the regular session. Make sure this information gets on the enrollment form, and also, *keep the teacher up-to-date on any changes that occur* in the matter. Please inform the school of any address and/or phone number changes. It is very important that we know this information.

## **RELEASE OF A CHILD**

Staff will release children only to persons on the release form provided by the parent. Please complete the form listing all authorized persons entitled to pick your child up from school. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary. This is for your child's safety.

## **CUSTODY AGREEMENTS**

If there are any custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick up your child. The preschool may not deny a parent access to their child without proper documentation.

## **CHILD ABUSE REPORTING**

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's service agency. The safety of the children is always our first concern.

## **GUIDANCE POLICY**

Our staff believes that helping children learn self-regulation is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect their teachers and friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and positive redirection will be used. We believe that children can learn through redirection, positive reinforcement and instruction. In preschool, positive reinforcement is emphasized by using a preschool version of the widely-used behavior "clip chart". For specifics, please refer to the handout that will be distributed at orientation. A child may be asked to sit for a short period of time (one minute per year of age) to give the child a chance to regain control if they are having a difficult time. When a child exhibits the making of poor choices, the teacher will use the following developmentally appropriate steps as a guideline:

1. Teacher will set clear limits and consequences.
2. The teacher will evaluate the situation.
2. Teacher will re-direct the situation to an appropriate activity.
3. Teacher will give a warning.
4. The teacher will show positive alternatives and model the desired behavior.
5. Staff will reinforce appropriate behavior.
6. The child will be encouraged to control their own behavior, cooperate with others, and solve problems by talking.
7. Separation from the situation, if used, shall last no longer than one minute per each year of the child's age. Upon the child's return to the activity, the teacher shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the Child may regain self-control.
9. If behavior continues, a parent/teacher conference will be scheduled.
10. Possible professional consultation may be suggested.
11. The child will be withdrawn from the school.
12. CORPORAL PUNISHMENT WILL NEVER BE USED.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If a child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with parents and would be consistent with all previously stated guidance policies.

The policies and procedures outlined in the Student Handbook have been read by, and apply to, the staff as well as the families.

### **SNACKS AND PARTIES**

A snack will be served daily. Classroom snacks are parent-provided. Children will take turns being "snack helper." Parents will be asked to provide snacks for the week that their child is the snack helper. A note will go home the week prior, stating the days a snack will be needed, and any food allergies to be aware of. Snacks for the entire week can either be brought in all together at the beginning of the week, or on individual school days. We ask that snacks be as healthy as possible; please no candy, cupcakes or cookies for regular snack days. Please provide snacks that are ready to eat and require no preparation by staff. Snacks may be related to the weekly theme, or the alphabet letter, shape or color being focused on. We cannot have peanuts, tree nuts, or products containing them in any of our classrooms during regular class times. When you bring snack, please bring package ingredient labels or list of ingredients for baked goods. If it is your snack day and your child is ill and not in school, you do not need to make a special trip to school with the snack. Just give the preschool or church a call to advise them.

**The preschool understands that some children have special dietary restrictions. Parents of these children must submit required forms, meet with staff by the first day of school, and develop a snack plan for the child. We cannot have peanuts, tree nuts, or products containing them in any of our classrooms during regular class time.**

If your child has food allergies that preclude them from eating the parent-provided snacks more often than not, for your child's safety, you will be asked to provide your child's snack.

Birthday treats are acceptable and enjoyable for all. All party food should be arranged with the child's teacher prior to bringing them to school. We ask that birthday treats be arranged at least a week in advance so that snack helpers can be made aware that a snack will not be needed on the day the birthday treat is brought in. Please make sure enough treats are prepared for all the children in the classroom.

Nutritious snack ideas include, but are not limited to:

- ✓ Fresh vegetables (celery, carrots, cucumbers, etc.)
- ✓ Fresh fruit (strawberries and grapes must be cut in half)
- ✓ Cheese slices and crackers
- ✓ Raisins or other dried fruit
- ✓ Pretzels
- ✓ Popcorn
- ✓ Graham crackers
- ✓ Applesauce
- ✓ Pumpkin bread/Banana bread/Muffins
- ✓ Crackers (cheezits, goldfish crackers, etc.)
- ✓ Yogurt
- ❖ No peanuts, tree nuts, or products containing them, please.

## **SAFETY POLICIES**

- a) Emergency Transportation Authorization must be completed, signed, and returned to the school. In case of an emergency and/or accident, the school will follow the posted medical and dental emergency plan and complete an incident report form. The school will administer first aid, summon emergency transportation, and contact parents if that permission has been given. If the parents have not given permission for emergency transportation, the parents will be contacted to come immediately and handle the emergency.
- b) When an accident or injury occurs, the school completes an incident report and gives a copy of the report to the person picking up the child the day of the injury and a copy will be kept on file at the school. In the event of a serious incident an incident report will be completed and filed with the state (OCQLS) by the end of the following business day (24 hrs.) if any of the following occurs:
  - 1) Child has an illness/accident or injury, which requires first aid
  - 2) Child receives a bump or blow to the head
  - 3) Child has to be transported by emergency squad – incident report available within 24-hrs.
  - 4) Child's safety is jeopardized by any unusual/unexpected event
- c) No child shall ever be left alone or unsupervised.
- d) Our policy governing arrival and departure of children to assure that a preschool teacher is aware of each child's presence at the school is: at arrival the person bringing the child must bring the child to the classroom door. For departure, the person picking up the child must pick up the child at the classroom door.
- e) There is immediate access at all times to a working telephone in the building.
- f) Our staff is trained in First Aid / Communicable Disease and CPR. In the case of a minor accident or injury staff will administer basic first aid. If the injury / illness is more serious, first aid will be administered and the parents contacted immediately to assist in deciding an appropriate course of action. If the injury/ illness is life threatening, the EMS will be contacted, parents will be notified, and a

staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

- g) In case of accidents or emergencies, the following procedures will be followed. An Emergency Fire Evacuation Plan and Emergency Weather Alert Plan is posted in each room stating action to be taken and staff responsibilities and it is followed if necessary. The Emergency Evacuation site is the storage building near the main building.
- 1) In case of a DENTAL EMERGENCY, stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the Dental First Aid Chart which should be posted in each room. Follow instructions indicated, notify the parents and write an incident report. Remember if blood is involved, use vinyl or non-latex gloves and sanitize afterwards following the standard precautions.
  - 2) In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram or route to your classroom's "safe place." (Your local fire department or Emergency Management service should be able to help you determine the "safe" location ahead of time.)
  - 3) FIRE: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place which is the storage shed, account for all children and notify administrator or staff in charge whether all children are present or if any are missing. Do not return to classroom until the all clear is sounded. The administrator or designee should be responsible for contacting the fire department or 911 if system is not automatic.
  - 4) WEATHER ALERT: Take attendance roster, secure the classroom, lead children to the designated "safe place" which is hallway, heads facing bathroom wall, account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Notify administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.
  - 5) EMERGENCY EVACUATION (bomb threat, gas leak, etc.): Take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is the storage building. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to your secondary evacuation location (which should be further away from your center in case the area around your facility also must be evacuated). The secondary location is RiverSong Church (directly south of Preschool). Always follow instructions of the emergency personnel on site. Parents should be notified as soon as possible. Continue to complete name to face attendance check offs on a regular basis to assure children are not lost. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.
  - 6) THREAT OF VIOLENCE: Secure children in the safest location in the building or outside. Take attendance roster, contact 911/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, and complete an incident report for parents.
  - 7) LOSS OF POWER, WATER & HEAT: Contact utility companies to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. If in doubt contact your licensing specialist or your local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.
  - 8) IN THE EVENT OF SERIOUS INCIDENT, INJURY OR ILLNESS: Stay with injured/ill child at all times, summon additional help if needed to supervise rest of children. Quickly complete an assessment: Appearance, Breathing, and Circulation. Summon a staff member trained in First Aid/Communicable Disease if you are not trained, determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child, contact parents. Provide basic first aid until EMS or parent arrives. Complete an incident report for parents. If child is ill, isolate away from other children, reference the ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for child's parent, sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precautions for cleanup.

**If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and report submitted within 3 days.**

- 9) SUPERVISION: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. Staff shall stay with children until the parent arrives.
- 10) If an unauthorized person enters the building, the office will be notified and the classroom door locked. If necessary, law enforcement officers will be notified.
- h) A Field Trip Safety Plan, as stated below, is followed for all field trips.
  - 1) A first aid kit, which meets the requirements, shall be available for all field trips.
  - 2) A person trained in first aid who meets the requirements will be available on every trip.
  - 3) If for some reason a child is not accompanied by their parent on the field trip they will have identification attached to them containing the school's name, address, and phone number to contact in the event the child becomes lost.
  - 4) An attendance sheet for the field trip will be marked at the beginning of the field trip.
  - 5) A count of the children will be taken when arriving at the destination, periodically during the field trip, upon departure, and upon the return to the school.
  - 6) During the field trip, each staff member will have specific children that they are responsible for supervising.
  - 7) An emergency transportation authorization form and health record will be taken on all trips.
  - 8) Written permission is needed from the parent for each child that attends the field trip. This permission slip includes the child's name, destination, signature, and date the parent signed, and the date of the field trip.
  - 9) Parents will transport their own child on the field trips, along with the teachers. There shall be no more than 6 students for one adult. If enough parents are not secured to transport the children, the trip will be cancelled.
  - 10) Parents are responsible for the safety of their child during both transportation and the duration of the field trip. Parents must provide a child safety seat for children less than 4 years old or 40 pounds; a booster seat for children less than 8 years old unless they are at least 4 feet 9 inches tall.
  - 11) We prefer only immediate family members to join us.
  - 12) No smoking will be permitted around the children.
- i) Our center has a fire drill at varying times each month. A record of fire drills is available at the school.
- j) Use of spray aerosols shall be prohibited when children are in attendance at the school.
- k) Children with handicap or health conditions will complete form 5101:2-12-52.
- l) Daily attendance for each class must be kept by the person responsible for that class. Attendance records shall remain with the class at all times throughout the day. The responsible person will record arrival and departure of each child.

## **MANAGEMENT OF ILLNESS**

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

We observe all children as they enter the classroom to quickly assess their general health. We ask that you not bring a sick child to school; they will be sent home. A child with any of the following symptoms will be immediately isolated and discharged to a parent or emergency contact:

1. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
2. Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of one hundred degrees (100) Fahrenheit taken by auxiliary temperature
7. Untreated infected skin patch(es)
8. Unusually dark urine and/or gray or white stool
9. Stiff neck
10. Unusual spots or rashes
11. Sore throat or difficulty in swallowing
12. Vomiting
13. Evidence of lice, scabies, or other parasitic infection

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities the parent will be called to pick them up. Anytime a child is isolated they will be kept within sight and hearing of a staff member. If needed a cot will be made available – and disinfected before future use.

A sign will notify parents by the front door if their children have been exposed to a communicable illness. Children will be readmitted to school after 24 hours of being free of fever and symptoms without the aid of medication. If they are not symptom free a doctor's note is required stating that the child is not contagious.

If the parents or designated persons cannot be reached, and the child's temperature rises to 103 degrees, or vomiting or diarrhea becomes frequent, the life squad will be summoned. The child will be isolated and constantly monitored by a staff person. A child may return to the program after 24 hours if no signs of communicable disease are present when checked by a staff member or sooner than 24 hours with a note signed by a licensed physician.

A mildly ill child, one who has a low-grade temperature (at teacher's discretion), a stuffy or running nose, or a child who has returned following an illness will be expected to follow the regular routine. Staff members will need a Medication Form, signed and dated by a physician, before they can administer any emergency medication. Parents will be required to administer all non-emergency medication to their child.

A teacher who displays any of the above symptoms of communicable disease will not be permitted in the program. A teacher may return after 12 hours if no signs of communicable disease are present. If a teacher is absent, a substitute will be called to replace her.

### **MEDICAL STATEMENT OF IMMUNIZATION**

A physician signed medical statement (JFS 01305) for each student must be received no later than thirty days after enrollment. The date of last physical must be within the past 13 months. The form must indicate that the student has been immunized against or is in the process of being immunized against all of the following diseases:

1. Chicken pox
2. Diphtheria
3. Haemophilus influenzae type b
4. Hepatitis A and Hepatitis B

5. Influenza
6. Measles, Mumps and Rubella
7. Pertussis
8. Pneumococcal disease
9. Poliomyelitis
10. Rotavirus
11. Tetanus

### **IMMUNIZATIONS REQUIRED**

DTaP/DTP/DT	(Diphtheria, Tetanus, Pertussis)
Tdap/Td	4 doses of DTaP, DTP, or DT or any combination.
POLIO	3 doses of OPV or IPV or any combination of OPV or IPV.
MMR	(Measles, Mumps, Rubella) 1 dose of MMR administered on or after the first birthday.
Hib	(Haemophilus Influenzae Type b) 3 or 4 doses depending on the vaccine type, the age when the child began the 1 <sup>st</sup> dose and the last dose must be after 12 months <b>or</b> 1 dose if given on or after 15 months of age.
HEP B	(Hepatitis B) 3 doses of Hepatitis B
Varicella	(Chickenpox) None

A child is not required to be immunized against a disease if any of the following is the case:

- Immunization against the disease is medically contraindicated for the child.
- The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.
- Immunization against the disease is not medically appropriate for the child's age.
- In the case of influenza, a child is not required to be immunized against the disease if The seasonal vaccine is not available.

The medical statement shall include the following information:

- The dates that a child received immunizations against each of the diseases specified above.
- Whether a child is subject to any of the exceptions specified above.
- The medical statement shall include a component where a parent or guardian may indicate that they have declined to have the child immunized.

Each student must have a signed Emergency Transportation Authorization on file by the first day of school. Risen Christ will not provide preschool or child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

Risen Christ conducts formal assessments on enrolled children. Child level data is reported to parents or guardians. Child level data is not reported to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

### **HEALTHCHEK SERVICES FOR CHILDREN YOUNGER THAN AGE 21**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Additional information may be found at:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

## **ADMINISTRATION OF MEDICATION**

Precautions must be taken if your child should need to take medication during school hours. There is a form available in the office upon request. This form must be filled out and followed in order to administer medication.

Our school will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the director each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or book bag. All medication must be in their original container and will be administered in accordance with instructions on the label.

**Prescription Medications:** Must be in their original container, with full prescription label attached and administered in accordance with instructions on the label.

**Over the Counter Medications:** Must also be administered in accordance to label instructions. If parents request any different dosages/uses, a physician must provide written instructions on the Request for Medication form. Most over the counter medication will require box two on the Request for the Administration of Medication to be filled out by the child's physician. Over the counter medications will not be administered for more than 3 days without instructions from a physician.

## **OUTDOOR PLAY**

Research has shown that children stay healthier when they have daily outdoor play. Based on this and state requirements, outdoor play will be included on a daily basis, weather permitting. Conditions that might prevent outdoor play would be weather or safety issues. If the children cannot play outdoors we will provide large muscle activities in the classroom or fellowship hall. Please send your child to school dressed appropriately for the weather.

### **PARENT INVOLVEMENT/VISITATION**

Parents are encouraged to participate whenever possible in school activities. Parents have unlimited access to all areas of the building used for child care, during hours of operation.

Success as a preschool classroom depends on cooperation between parents and the teacher. Parents are encouraged and expected to keep informed of school activities by reading newsletters, flyers, emails and texts from the teacher, by communicating with the teacher upon arrival and dismissal each school day, and attending parent-teacher conferences. Parents are encouraged to be a part of their child's school experience by attending and/or helping with parties and programs offered throughout the school year.

Parents are welcome to visit the classroom anytime their child is in attendance. It is requested that you make arrangements for longer visits with the teacher as we try to have no more than one parent at a time due to limited space.

Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. If you have concerns, the lead teacher will be glad to arrange a conference at a mutually convenient time. The lead teacher is available for contact Monday - Friday 8:30 a.m. - 9:00 a.m.; 11:30 a.m. - 11:45 a.m.; 12:15 p.m. - 12:30 p.m.; 3:00 p.m. - 3:30 p.m.

If parents have concerns or questions at any time it is recommended that the following chain of command be used until an answer/solution is found:

1. Child's lead teacher—Alivia Ragan: arucker@risenchristschool.com; (937)323-3688 X 16
2. School Administrator – Becky Reid: breid@risenchristschool.com; (937)323-3688 X16  
Personal Cell: 937-831-0822
3. School Board Chairman-Jim Brueggeman

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Please feel free to bring concerns up when they occur. Often these concerns can be addressed when they are little problems, before they grow into bigger ones. Our staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

### **SCHOOL DAY VISITORS POLICY**

In order to be in compliance with the requirements of Legislative House Bill 422, visitors and volunteers, including church members, must sign in at the office and wear a visitor's or member's badge during school hours.

“Visitors” include all persons entering the building during regular school hours who are not employed by the church or school. Volunteers, even those who volunteer on a regular or scheduled basis, must sign in and wear a visitor’s or member’s badge.

The Risen Christ staff will follow the Visitors Policy to insure the safety of our staff and students.

## **DRESS**

We leave the matter of proper dress to the good judgment of our parents. We encourage wearing shorts or leggings under skirts and dresses to allow comfortable play. Jewelry and clothing with pictures or words that display violence or disrespect are not permitted.

In preschool, it is wise for children to wear comfortable play clothing every day. Shorts are permitted in hot weather. Due to the physical activity in which they are involved, children should wear tennis or soft-sole shoes that don’t slip, for comfort and safety. **Please, NO open-toed shoes, flip flops or slip on shoes.** Velcro closures are preferred until children can tie shoes unassisted.

A change of clothing will need to be kept in your child’s full-sized backpack in the event that an accident occurs during the school day. Please replace clothing as needed as it is used, or as the seasons change. All personal belongings should be labeled.

If accessories, such as jewelry, headbands, or hair ties, are worn to school, please encourage your child to keep them on for the duration of the school day. Teachers cannot be held responsible to keep track of loose articles. Please, no wearing of hats or hoods in the classroom.

When winter weather or rain requires outdoor boots, please bring a change of appropriate indoor shoes for your child to change into before sending your child into the classroom. Outdoor boots are not preferred footwear in the classroom.

## **TOILET TRAINING POLICY**

According to a state mandate governing our classroom setup, no child may come to school in diapers (Ref. 5101:2-12-37). Children must be in underwear; no pull-ups, please.

## **SANITARY/INDOOR POLICY**

Parents, we ask that you teach your child to be fully self-sufficient in the bathroom. They will need to be able to handle their clothing, get themselves onto and off of the toilet, flush the toilet after use and also wash their hands following toileting. While at preschool, the staff will monitor the children to be sure that proper toileting and hand washing procedures are followed as mandated by state regulation.

## **TRANSPORTATION**

We do not provide transportation. However, if a car pool is desired, we will post names and phone numbers of those interested in the hallway.

## **EMERGENCY NUMBERS**

If you should need to contact the teacher during school hours, call the school at 323-3688 X16. If you should need to speak to the lead teacher, she is available for contact Monday - Friday 8:30 a.m. - 9:00 a.m.; 11:30 a.m. - 11:45 a.m.; 12:15 p.m. - 12:30 p.m.; 3:00 p.m. - 3:30 p.m. In case of an emergency, Mrs. Reid can be reached at 937-323-3688 X16 or 937-831-0822 from 6:00 A.M.-11:00 P.M.

## **CONTACT INFORMATION**

The school will prepare a contact directory for each child's class. You have the option of omitting your name and phone number from the directory. Each student will receive a class directory, additional are available to you upon request.

## **TRANSFER OF RECORDS**

Risen Christ Lutheran Preschool will transfer children's school records with written consent from the child's family. Records will be transferred within one week from receiving the written request.

## **DISENROLLMENT POLICY (Continued on next page.)**

Risen Christ Lutheran Preschool is centered on the children for whom we care. We seek to provide a program that is designed to support children's growth and to challenge them to learn, each as an individual with a unique learning style and way of responding to the world. We seek a solid partnership with our families as a basis for their children's success within our program. Because Risen Christ Preschool uses a child-centered/family approach that seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's disenrollment from the preschool.

The following are some reasons why we would have to dis-enroll a child or family from the preschool. Some examples of such instances include:

### Child's Actions:

- Child unable to adjust to the program after a reasonable amount of time.
- Ongoing physical or verbal abuse to staff or other children.
- Ongoing uncontrollable tantrums/angry outbursts.
- Excessive biting.

### Parental Actions:

- A parent/guardian fails to abide by school policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program.
- A parent/guardian is physically or verbally abusive or intimidating to preschool staff, children, or anyone else at the school.
- Potentially dangerous behavior by a parent or child.

### Working Towards a Positive Solution

The decision to dis-enroll a child from a Risen Christ Lutheran Preschool is a difficult one for both the preschool and the family. In all cases, our goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Preschool personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The Preschool will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment. If the child's behavior is problematic, a review of that behavior, which will include input from both preschool teachers and the administrator, will be created so that checks and balances are used to analyze the problem.

As the school develops strategies to address a child's particular problem, a variety of options should be considered, including:

- changes to the physical environment
- the daily structure of activities
- consistency
- transition times
- redirection

Similarly, teachers' expectations, homebase management skills, and intervention techniques should be evaluated and changed to adapt to the particular circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding methods of improving behavior will be provided to the family, if available.

Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve them (and their relative success) and the possibility of disenrollment if the behaviors are not resolved. It is the school's ultimate goal to provide the parents sufficient time to take the necessary corrective action to allow the child to remain in the program and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the homebase environment. In some cases, it may be appropriate for the child to be assessed by the local school district child study team.

Ultimately, Risen Christ personnel will attempt a number of approaches before making the final decision to suspend or dis-enroll a child from the program.

### Disenrollment Process

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the school's decision to dis-enroll. A follow-up letter will be provided which will include, if applicable:

- the reasons for the disenrollment or suspension;
- the date of the disenrollment or length of the suspension, which affords the parent sufficient time to seek alternative care, (up to, but no longer than, two weeks, depending on safety risks presented);
- the expected behavioral changes required in order for the child or parent to return or to resume or continue enrollment at the Risen Christ.

The Center will not dis-enroll a child based solely on any of the following:

- making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- reporting abuse or neglect occurring at the center.

- questioning the center regarding policies and procedures.

If the center elects to dis-enroll a child, the Center will maintain on file a record of the circumstances, parental notification, and corrective action taken.

### **ADDITIONAL POLICIES**

**Toys:** In general, please do not send in toys from home, except for show-n-tell days.

**Invitations:** If your child is hosting a party and are not including the entire class – please use the U.S. mail. If you ARE including the entire class, you may place invitations in the children's cubbies.

**Party Favors:** If you are sending favors to school for a birthday or holiday, please give them to the teacher – do not place them in children's cubbies.

**Separation Anxiety:** If your child is upset when you leave – we honestly do understand. After the first few days we feel it is best for you to make a loving departure, with mention of your return, and at least depart the immediate area. It is upsetting for other children to see classmate's parents lingering, but not theirs. Setting a consistent drop off routine helps lessen children's anxiety, as they know what to expect. You are welcome to sit in your car, or in the entryway area once classroom doors are closed so that you are not in your child's line of sight.

**Ohio Department of Job and Family Services  
Center Parent Information  
Appendix C to rule 5101:2-12-07**

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 law and 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 the 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 Ohio Department of Job and Family Services.

It is unlawful for the facility 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.

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>

APPENDIX p(178757) pa(317059) d(684912) ra(530539)

## **RECEIPT OF PRESCHOOL HANDBOOK**

**I acknowledge** that I have received a copy of the Risen Christ Lutheran Preschool Handbook and I understand that I am responsible for reading the contents and policies described within it.

**I also acknowledge** that I have been advised that the medical, dental and general emergency plans are posted in the classroom.

**I agree** to abide by the policies and procedures contained herein which include:

- \_\_\_ providing the medical information **within 30 days** of the beginning of classes as mandated by the State;
- \_\_\_ making tuition payments by the first class day of each month;
- \_\_\_ paying a \$1.00 a day late fee unless I have made other arrangements with the Director of Records in the school office.

If I have questions regarding the content or interpretation of this handbook, I will bring them to the attention of the Teacher or the Principal.

**Please initial on the above lines and sign below.**

Name \_\_\_\_\_

Date \_\_\_\_\_