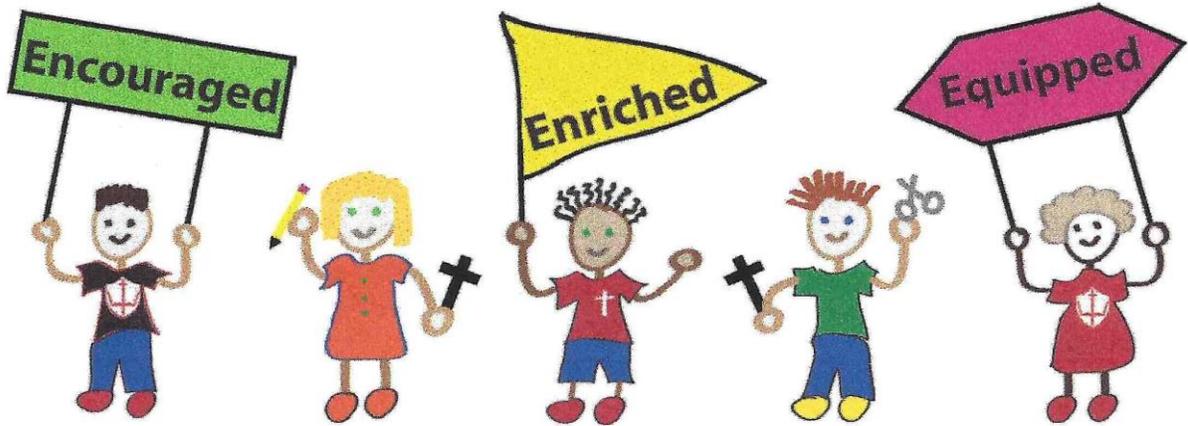


# St. Paul Early Childhood Center

Affiliate of St. John's Lutheran School



## Preschool Student Handbook

2017-2018

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*Darlene Becker, Preschool Director*

“Train a child in the way he should go and when he is old he will not turn from it.” Proverbs 22:6

## **Welcome**

Welcome to the new school year at St. Paul Early Childhood Center. We look forward to serving your family and appreciate you sharing your child's precious preschool time with us. This handbook contains information that will be important to you and your child. Please read it carefully and feel free to contact any staff member with questions.

## **Mission Statement**

St. Paul Early Childhood Center will provide stimulus for growth and development of the whole child in a child-centered Christian environment.

## **Philosophy**

St. Paul Early Childhood Center adheres to the philosophy of educating the "whole child" soul, mind, and body. The goal is to provide the children with the opportunity to grow and learn at their own rate and in their own way.

We believe in the academic/developmental approach of educating the child. The developmental approach is based on the assumption that a child's growth is sequential in nature and an orderly process involving spiritual, physical, emotional, social, language and cognitive growth, but that each child is a unique individual.

Being developmentally appropriate with a 3-5 year old child involves learning through "play" and "hands-on activities." Children are introduced to growth concepts and encouraged to try out their ideas with emphasis on the process rather than the product. They are given opportunities to interact with other children and adults in both large and small group settings, as well as on an individual basis to enhance their communication skills and social growth. Small group instruction will be planned with specific growth goals in mind.

The classroom climate is relaxed, inviting and warm so the needs of each child can be met. The children are guided positively so that they can become responsible and caring individuals who are self-motivated, social and self-controlled.

## **Vision Statement**

The vision of St. Paul Early Childhood Center, as an outreach arm of St. Paul Lutheran Church, is to help broaden our ministry's mission of providing a Christ-centered opportunity of spiritual growth and academic growth for each child, based on God's command to care for his children. This would be accomplished through a variety of programs which include developmentally appropriate practices that are supported by the current Ohio's Early Learning and Development Standards. Our goal is to be recognized in the community as a preschool with an outstanding program and staff.

## **Staff goals**

- Provide a happy, successful “early school” experience for the young child in a warm, friendly and loving atmosphere
- Provide age appropriate materials and equipment so all children may find success in their day
- Provide age appropriate materials and equipment so when confronting a new concept or goal the child may find achievement
- Structure the day with choices, active and non-active times so the child will feel comfortable and not stressed
- Fulfill the needs of the child to feel safe in preschool and secure in expectations and routine
- Provide varied themes and materials so all children may find activities that foster a love of learning
- Nurture each child so he/she feels good about him/herself
- Foster security with adults outside of their own family
- Share God’s Word, the Bible
- Provide an academic and developmentally appropriate environment and guide each child toward the following goals

## **Goals for the preschool child will be to:**

- Know the love of Jesus and see God’s love in the world
- Develop a love for learning
- Learn to cooperate with friends and teachers
- Develop self-reliance and independence
- Follow directions
- Grow in small and large muscle skills
- Develop conceptual foundations in math, language arts (reading readiness), science and social science

## STATE OF OHIO AND SCHOOL POLICIES

### PARENT CONFERENCES AND INVOLVEMENT

Parent conferences are held on designated class day(s) in the fall and spring. Fall Conferences are informal and focused on answering your questions and discussing adjustment to school. At spring conference, we discuss growth through the year and again answer any questions you may have. If you would like to request a conference before this time, we will be glad to meet with you. Before or after school conferences must be pre-arranged. If a question cannot be answered in 1-2 minutes, please set up a conference with the teacher. Clean-up and preparation time is valuable to the teacher and questions concerning the child are best answered without the child present. Please plan on taking your child to the classroom door or drop off as close to the scheduled class time as is feasible.

Parents are welcome at any time. We encourage parents to visit and volunteer in the classroom or share special talents with us after Christmas break. (Separation at the start of the child's school experience is a big step for most preschool children. If a parent lingers or stops in to visit during the weeks of adjustment to school, the child shows anxiety. They will wonder on future days if mom or dad will stop in or stay for a while). Throughout the year, there are materials to be cut, pasted, or assembled. If you would like to do some of this at home, please don't hesitate to ask the teacher. For any unscheduled visits, please notify the Director.

Rosters of names and telephone numbers of parents or guardians of children attending the school are available **upon request**. Any parent not wanting this information included on the school roster should indicate this on the Child Enrollment Information form. This list is strictly for your convenience as a preschool parent or employee. **It may not be used by parents, staff or any other persons for solicitation or as a source of names for any other promotional activities.** Thank you for your cooperation.

### ARRIVAL AND DISMISSAL

We ask that your children arrive close to the scheduled class starting time, and be picked up promptly at dismissal time. Upon arrival, the children should be taken to the classroom door or bell tower drop-off where they will be greeted by a teacher. We ask that parents do not linger in the hallway as this often causes anxiety in the child. Also, we have found that it is upsetting to children if, at dismissal time, they see everyone leaving and their parents or caregivers aren't there, so we ask that you be as prompt as possible. We understand that emergencies do happen; please just call the school in this circumstance.

We also have a drop-off and pick-up system in place if you prefer not to come into the building. Your child may be dropped off or picked up daily at the bell tower. Please line up your cars starting under the bell tower (extreme left as you face the facility) and proceed to line up cars parallel and close to the grassy area of the building grounds. The children will be lined up in the narthex of the church and when a driver arrives under the bell tower, the students will be released to their cars by a teacher. We hope this keeps children safe and dry in all types of elements Ohio sends our way.

Our school is connected to the church so there may be conflicts for parking when there is a funeral. In this event, please park wherever you find room and escort your child quietly to and from the classroom. As you walk to and from the classroom, your child **must** be with you at all times. This helps ensure the safety of the children and others in the church and school hallways.

**Riding toys are off limits due to liability and above all the safety of the children.** We encourage you to visit and let your children play in the grassy areas around the school or the shelter house area. **Allowing children to play on the parking lot is not safe.**

If you are not able to pick up your child on any given day, you must send a note indicating the date and who will pick up your child. If that person is not on the pick-up authorization slip, the pick-up person needs to be added **by the parent prior** to the arranged pick-up date. If in an emergency situation someone other than those authorized by you will be picking up your child, please notify us. We are unable to release a child from the school to any person without prior approval of the custodial parent or guardian. People on your list may be asked for identification if teachers have not met them before.

## **DISCIPLINE POLICY**

It is the belief of St. Paul Early Childhood Center that children learn by example and through positive reinforcement of acceptable behavior. The staff will provide a variety of interesting activities from which the child may choose. A child who feels successful at what he is doing is a motivated, happy child. Teachers' expectations will be guided by what is developmentally appropriate. A 3 year-old will not be expected to behave like a 5 year-old. If, however, a child has difficulty sharing with another child or remembering a rule, the teacher may:

Talk to the child about his/her feelings and how his/her actions affect others.  
Show the child an acceptable way to demonstrate feelings.  
Ask the child if his/her action is helping or hurting.  
Remove the child to a chair within the room or remove the child from the group briefly. (A staff member will return the child to the group as soon as possible.)

Jesus and His love for others are always the example for behavior of students and staff. Love, kindness, patience, and helpfulness are all qualities the preschool strives to demonstrate in all of their interactions.

In specific instances, a child's behavior may endanger the emotional and/or physical safety of students or staff members of our school. While we will try to help each child be successful in our program, we do not have the staffing qualifications to handle severe behavior problems. If this is the case, some possible courses of action may include:

- Holding a parent conference with the director and teacher to make an individualized plan for that student.
- Working closely with the child’s physician or other professionals.
- Working with the local school districts’ preschool evaluation systems.
- Helping parents investigate options of other services or programs that may be helpful.

St. Paul Early Childhood Center reserves the right to take immediate action including the removal of a student if deemed necessary by the director and teachers. St. Paul Early Childhood Center does not allow corporal punishment.

**Following are the Ohio Department of Education Rules for Behavior Management Discipline:**

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The preschool’s actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- b. No discipline shall be delegated to any other child.
- c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- e. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
- f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- g. Techniques of discipline shall not humiliate, shame or frighten a child.
- h. Discipline shall not include withholding food, rest or toilet use.
- i. Separation, when used as discipline, shall be brief in duration and appropriate to the child’s age and development ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

- j. The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- k. The parent of a child enrolled in the preschool shall receive their written discipline policy.
- l. All preschool staff members shall receive a copy of the preschool's discipline policy for review upon employment.

*The Ohio Department of Education requires that this information be shared with parents by the first day of school.*

## **Tuition Payment**

Preschool tuition is due at the first day of the month. If you are not paying in full, we require monthly payments using a coupon book (will be supplied). An annual processing fee of \$25 will be due at orientation. Any payment falling a month behind without any communication to the director is grounds for immediate dismissal.

## **GENERAL INFORMATION**

### **Dressing for School**

Children should wear play clothes to preschool. We have many "hands-on" projects with paint, glue, and play dough. Even though the children wear paint smocks, accidents can and do happen. We also climb, jump, and run during our big muscle time, and play clothes and rubber soled shoes are safer. Open-toed shoes/sandals are discouraged because they can be a danger when running and playing (especially in mulch). **Raised-heeled shoes and flip-flops are never appropriate preschool wear.** We do play outdoors frequently, so please dress your child appropriately. If the day is very sunny, please apply sunscreen before the child comes to school. Label all outer wear and book bags. While we use washable paints and materials, not all fibers lend themselves to releasing the paints from the fabric. We cannot guarantee that your child's clothing or shoes will remain stain free.

Please always have a change of clothes including underwear and socks in a zip lock bag so it is available if needed. This **complete** change of clothes should remain in your child's book bag at all times. Remember to change these as the seasons change (ex.: no shorts for winter season).

St. Paul Early Childhood Center does not have appropriate facilities for diapering of students. Due to licensing regulations, pull-ups are not acceptable.

### **Book bags**

Your child should bring a large book bag. This will be helpful to carry projects, books, or papers home each day. Your child will have a designated area to place the book bag inside the classroom. They will place school projects, teacher notes, newsletters etc. directly in their book

bag or in the folder provided. **Please label any book bags, coats, mittens, or anything from home with your child's name.**

### **Show and Tell/Share**

Children are encouraged to share items from home, especially books and items related to our themes. Sharing time is daily rotated throughout the school year alphabetically by first name.

### **Birthdays**

Children's birthdays are special events in their lives. The teacher puts your child into the snack rotation close to their birthday so he/she can bring a special snack to share. Birthday parties at home are so much fun and children cannot help but talk about them constantly. The children that are invited love to talk about the party before and after the event. This is fun for all of the children except those who will not receive an invitation. Therefore we **will not** hand out birthday invitations in the classroom unless each child is included.

### **Inclement Weather**

In the winter, school may be canceled due to weather. The decision to close school is made early in the morning and announced on TV channels 4, 6 and 10 and radio station WTVN (610 AM.) Because St. Paul is in the Fairbanks School District, listen for Fairbanks cancellation. If they're canceled, so are we. St. Paul will not be mentioned by name. (There is already a St. Paul Lutheran School in German Village.)

Make-up days will be permitted, after 3 calamity days, in this manner: If school is cancelled on a Tuesday or Thursday, children in the Tuesday/Thursday class may make up the cancelled day on a Monday, Wednesday or Friday, with a minimum of 24 hours prior to requested day and with approval of the lead teacher. If school is cancelled on a Monday, Wednesday or Friday, children in the Monday/Wednesday/Friday class may make up the cancelled day on a Tuesday or Thursday with a minimum of 24 hours prior to requested day and with approval of the lead teacher. Children enrolled in 5-day class may make up cancelled day in Enrichment Class at no extra charge with a minimum of 24 hours prior to requested day and with approval of the lead teacher. If school is cancelled for the Enrichment class, class will be made up on a Tuesday or Thursday afternoon. Teacher will give advance notice of designated make-up days.

## Alert System

We will use the REMIND alert system for notification of any cancellations along with school-related information/reminders. Procedures will be provided to register phone numbers which allow receipt of text messages. If you are unable to receive text messages, let the director know of a preferred alternative of messaging.

## 2-Hour Delays

8:30 am preschool classes will be cancelled for all weather-related 2-hour delays which are declared by Fairbanks. (Fairbanks frequently has *scheduled* 2-hour delays which St. Paul Early Childhood Center will NOT observe.) The Enrichment Class will operate on normal schedule.

## Snacks

A snack and water will be served daily at a separate snack time. We ask for the parents' help by providing snack. If your child could share a snack with his/her class about once each month, it would be greatly appreciated! In addition to helping the school financially, this is a fun opportunity for your child to share something from home with each of his/her friends. Watch your class calendar for your snack day. When sending snacks, please keep in mind the limitations of children to open some snacks. If your child cannot open the snack themselves, most likely the teachers will be opening everyone's snack and the child's patience is usually short when hungry.

Individual servings of snack are most convenient. It is preferable for the snack to be "servable" on a napkin or in a cup. You will receive further information about other food requirements at orientation. We strongly encourage nutritious snacks. Listed below are a few ideas (but feel free to add your own ideas):

Vegetables with dip (celery, carrots, cucumbers, etc.)

Fresh orange slices (1/2 orange per child) peeled and segmented

Bananas (1/2 per child)

**Small** grapes (or regular sized cut in half)

Strawberries

Apple slices (1/2 apple per child)

Cheese slices and crackers (2-3 per child)

Raisins or other dried fruits

Fruit tray

Pretzels

Popcorn (1/2 cup per child in a plastic baggie)

Canned fruit

Applesauce

Graham crackers (2-3 per child)

Celery with cheese  
Snack mix (Wheat Chex etc.)  
Cheese suckers (cheese with pretzel stuck in it, 2-3 per child)  
Pumpkin Bread or muffins  
Banana Bread or muffins

If it is your snack day and your child will not be in school, please do not make a special trip to the school with the snacks. Just give the school a call to advise them. (937-349-5939). We have extra snacks to serve on those occasions.

The preschool understands that some children have special dietary restrictions. Parents of these children must submit their concern in writing to the teacher by the first day of school and provide a suitable snack each class day, and daily provide an individual snack for the child.

### **Relations with Special Interest Groups**

Any request from civic institutions or special interest groups which involve such activities as patriotic functions, contests, exhibit sales of products to and by students, sending promotional materials home with students, fundraising, and free teaching materials will be carefully reviewed to insure that such activities promote student interest without advancing the special interests of any particular group.

It is the policy of the Board of Parish Education that students, staff members, and school facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative and any such approval granted shall not be construed as an endorsement of said cause or group by this Board.

All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the Administrator on the basis of their consistency with preschool philosophy educational value in the total school program, benefit to students, factual accuracy, and good taste. No such approval shall have the primary purpose of advancing the name, product or special interest to the proposing group.

### **ILLNESS**

Each child must have a **completed** Child Enrollment Form on file before being allowed to take part in preschool so we may contact you quickly if your child is ill.

**We ask parents to notify the school of their child's absence.** You are required by law to call the school at (937) 349-5939 by the start of class on the day your child will not be in attendance. In addition, this gives us an opportunity to pray for your child if he/she is sick.

## **Handwashing**

Hand washing has been proven to be the single best way to prevent the spread of germs! Teachers wash their hands upon arrival at school, before and after handling food, after using the restroom or helping a child with toileting, and after contact with any bodily fluids. Students must wash hands upon arrival, before and after eating food, after using the restroom, and after contact with any bodily fluids. Hand washing procedures are posted in each restroom.

## **Medication and Child Medical/Physical Care Plan Forms**

If possible, all medications should be given by the parent at home. If not possible, the preschool director will store the medication in a labeled, unlocked metal box stored out of the reach of children, but accessible to designated staff for proper dispersal. Arrangements for giving medication during preschool must be made through the director.

### **Administration of medication:**

“Authorization for the Administration of Medication by School Personnel” form is needed for any medications given at school (including over-the-counter medications). It must be completed, signed, and returned by the parent/legal guardian. (This form may be found at the end of this section of handbook.)

In order to administer prescription medication, there must be either written instructions from both parent/guardian and a physician, dentist, or certified nurse practitioner provided on the required form “Authorization for the Administration of Medication by School Personnel” and a prescription label on the bottle. The prescribing physician and the parent/legal guardian must sign this same form for prescription medication. **If this form is not completed and returned, the medication will not be given.** The parent/legal guardian must submit a new form, signed by the physician who prescribed the drug, if any of the information originally provided by the physician changes.

Non-prescription medication may also be administered by completing the “Authorization for the Administration of Medication by School Personnel” form. If the recommended dosage does not include the age of the child, a physician or nurse practitioner must complete the form.

The center must document when they administer medication on the prescribed form. Administered dosages may not exceed prescribed or manufacturers recommended dosages.

All medication, including over the counter, must be brought to the school and taken home by the parent/legal guardian. All medication must arrive in the original container in which it was dispensed. No baggies of medication will be accepted (including cough drops).

Emergency-based medications are kept in the school backpack (aka: first aid kit) that is with the child’s class at all times.

**Sunscreen:** If parents apply sunscreen to his/her child before coming to school, a note should be submitted to teacher naming the product used. The note must also indicate if and when a teacher is to apply the parent/legal guardian-provided sunscreen. The container must be labeled with the child's name.

### **Communicable Diseases**

Children who would be considered contagious must remain at home. This is for your own child's protection and will prevent others from possible illness. A staff member is trained by a Registered Nurse to recognize the common signs of communicable disease. They will observe each child daily as he/she enters the group.

Children with the following symptoms should not come to school:

fever of 100 degree or over (axillary)	skin rash
diarrhea	discharge of or inflamed eye or ear
vomiting	stomach ache
persistent or severe cough	headache
sore throat	head lice infestation

A child may re-enter school when he/she no longer exhibits any signs of communicable disease, 24 hours after vomiting, 24 hours after having a fever 100 degrees or over (**not controlled by medication**), or 24 hours after the first dose of an antibiotic.

### **Management of Communicable Disease**

**Based on ODE guidelines, the following precautions shall be taken for children suspected of having a communicable disease:**

1. The Program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his or her parent or guardian:
  - Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Temperature of one hundred degrees Fahrenheit by axillary method when in Combination with any other sign of illness
  - Untreated infected skin patch(es)
  - Unusually dark urine and/or grey or white stool
  - Stiff neck
  - Evidence of lice, scabies or other parasitic infestation

3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (2) of this Rule as well as the following:
  - Unusual spots or rashes
  - Sore throat or difficulty in swallowing
  - Elevated temperature
  - Vomiting
4. Programs shall follow the Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses.
5. A child isolated due to suspected communicable disease shall be:
  - Cared for in a room or portion of a room not being used in the preschool program within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
  - Made comfortable and/or provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit or other bodily fluids, the cot shall be cleaned with soap and water and then shall be disinfected with an appropriate germicidal agent.

If unable to reach the parent, we will call the emergency phone numbers listed on your child’s enrollment form following sequence indicated by parent.

If your child is uncomfortable with common cold symptoms, yet no fever, we will restrict his/her large muscle activity and make him/her as comfortable as possible until we can reach you.

6. The Program shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.

### **Case of Children with Health Conditions**

A written plan shall be on file for children who have medical/health conditions, including children possibly needing an inhaler or emergency medication. The plan must be completed by the parent/guardian, and signed by the parent/guardian, staff members who are responsible for the child, and the professional trainer, if applicable.

The plan must include the child’s name, instructions for the medical procedures, the names of staff trained to perform the procedures and the parent/guardian permission. Only trained staff shall perform medical procedures. There must be a trained staff member onsite whenever said child is present. All necessary medical supplies shall be taken by a staff member wherever the child goes.

The parent will complete a snack plan for any child with a medical condition involving food.

## **Disenrollment Policy**

An important goal of St. Paul Early Childhood Center is to meet the needs of all children enrolled in the program. If, during a school year, staff members develop special concerns about a child's adaptability within the preschool setting, the following procedures will be followed:

- I. To determine concerns, the teacher and/or director will:
  1. Document observable behaviors, patterns, and attitudes.
  2. Make contact with the parents/guardians to confirm/support/discuss observations.
  3. Schedule a meeting.
  
- II. At the time of the conference:
  1. Those participating may include the parents/guardians of the student, the director of the preschool, representatives of the preschool staff, and any support person(s) desired by the parents/guardians.
  2. Particular concerns about the child will be addressed, including any documentation.
  3. A plan for the specific needs of the child will be developed with the best interests of the child in mind.
  4. A timeline will be developed for assessing the effectiveness of the plan.
  5. Additional resources and options may be identified.
  
- III. Staff and parents will implement the plan and follow timeline to re-assess the situation.
  
- IV. If reasonable efforts to meet the needs of the child in this group setting have failed, St. Paul Early Childhood Center:
  1. Will provide parents/guardians, in writing, as to their intention to disenroll the child from the program.
  2. Will send a copy of the above notice to the Preschool Guidance Committee and retain one copy for preschool files.
  
- V. Appropriate refunds, if any, will be based on prepaid tuition rates. Latchkey registration, preschool registration and enrichment class registration money will not be refunded for any reason.
  
- VI. St. Paul Early Childhood Center reserves the right to take immediate action, including the removal of a student, if deemed necessary by the director and teachers.

## **Social Media**

Use of social media is prohibited for all children with the exception of the monthly downloaded pictures to Snapfish (or another photo agency pre-approved by the PSGC) by the teacher(s) or teacher-designated parent. (St. Paul Early Childhood Center will observe and honor parent's request on designated form to avoid any imagery of his/her child.) Parents should avoid the inclusion of other children in any imagery of their own child.

## **SAFETY**

No child will be left alone or unsupervised.

Children will be greeted daily, observed for signs of illness, and aided in finding an activity of interest.

Each child will be dismissed in an orderly fashion and only to the care of his parent or person designated by the parent.

A fire drill will be held monthly. Tornado drills will be held monthly during tornado season. Intruder drills will also be held during the school year. In case of a real fire or tornado, children will line up in an orderly fashion upon hearing the signal and evacuate the building or assume position against a secure wall as practiced. In the case of a real intruder, the lead teacher will determine the safest scenario - whether the children will line up in an orderly fashion and evacuate the building or hide quietly together in the safest area.

Staff members have immediate access at all times to a working telephone located in each classroom.

When an accident or injury occurs or when any other incident necessitates the emergency transportation of a child, the staff members involved will complete an "Incident Report" form and file it with the Administrator. Parents will receive a copy of the report.

Use of aerosol sprays or other toxic substances is prohibited when children are in attendance at the school.

Medical Emergency Phone numbers and specified Plan are posted on the wall in the preschool classroom. The Ohio Dept. of Health Dental First Aid Chart is posted in the restroom.

## **Field Trips**

Preschool classes may take field trips throughout the year and travel by means of private cars. If you are interested in helping by transporting children other than your own, please notify the teacher and provide a copy of your Driver's License, background check (may be provided by school) and proof of liability insurance. **Children not traveling with a parent must provide**

**their own booster/car seats.** The preschool and its personnel cannot provide transportation for any student enrolled in the school.

- Parents will be asked to sign a permission slip for each field trip. You will be notified of each field trip as it is scheduled.
- Transportation will be in private cars by licensed drivers with liability insurance (with a copy of license, proof of insurance and background check on file if transporting other students) and a booster/car seat for each child.
- A person trained in first aid will be available on all trips.
- A portable first aid back pack will be available on all trips along with the Emergency Transportation Authorization and Child Enrollment Forms of all children involved.
- Name tags attached to each child will include our preschool name, address, and telephone number.
- For the safety of all, **only preschool children** and adults are permitted on field trips. Please make other arrangements for siblings.
- Children may not ride in the front seat of any vehicle.

## **Emergencies**

### **In Case of Minor Emergency**

- Administer necessary first aid
- Inform parent immediately
- One teacher will stay with child and 2<sup>nd</sup> teacher will supervise other children
- Complete an incident report

**In Event of Serious Incident, Injury, or Illness** (*Defined as any situation occurring while a child is in care of the preschool that requires emergency medical treatment or professional consultation or transportation for emergency treatment.*)

- Call 9-1-1.
- Call Parent.
- Call child's doctor if parent cannot be reached.
- Stay with child at school and during transport until parent arrives.
- Keep child's enrollment and health information form available to send with squad if child is transported.
- Complete incident report.

**In Case of a General Emergency** (*Defined as any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.*)

- Teachers must have first aid kit, Child Enrollment Information forms, and attendance sheets and a mobile phone as they stay with the children in a designated area.
- If students are dismissed in any unusual fashion, parents/authorized emergency pick-ups must show photo Id.

**For loss of heat and/or water:**

Parents will be contacted by phone. Children will be made comfortable in classrooms until parents/authorized pick-up persons arrive.

**When building must be locked down:**

Children will remain in locked rooms. If it is necessary to evacuate classrooms, teachers will move to an appropriate safe area. There will be a supply of drinking water and snacks stored in case of an extended time of lock down. Parents will be notified.

**When building must be evacuated:**

Staff will walk students to the shelter house and then to the parsonage basement. Parents will be contacted by phone to pick up children there.

**Child Custody Agreements:**

If your child is part of a child custody agreement, the preschool must have a copy of the custody agreement on file by the child's first day of school.

**Child Abuse/Neglect Mandate:**

The administrator and each employee of the school are required under Section 2141.421 of the Revised Code to immediately report their suspicions of child abuse or child neglect to the proper authorities at Children's Services.

**Conflict Resolution:**

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

- Speak to each other directly
- Speak with the director privately or in a 3-way conference
- Speak with the Board of Parish Education

The school (937-349-5939) or church office (937-349-2405) can supply you with phone numbers.

If the preceding steps have not resolved your conflict or to obtain copies of inspection reports, you may contact the Ohio Education Licensing Representative at 614-466-0224 or your Education Ombudsman at 877-644-6338.

## **AM Preschool Daily Schedule Sample**

### **Arrival**

Floor and table manipulatives

### **Opening Circle**

Happy Helper Welcome

Sentences

Calendar

Pledge

Jesus Time

### **Large Motor**

Playground or gym

### **Small Group**

Special science, fine motor, math or literacy activities

### **Second Circle**

Read a story book

Share

Letter of the week

### **Snack**

### **Learning Center Choices**

Blocks Blast

Pretend Place

Discovery Zone

Art Arena @ the table

Quiet Corner

Listening Tract Table

Computer Connection (after October)

Writing Range

Art Arena @ the easel

### **Closing Circle**

Nursery Rhyme

Poem/fingerplay

Music

## **Enrichment Class Daily Schedule Sample**

11:00-11:20 Recess

11:20-11:55 Lunch and Restroom Break

11:55-12:05 Attendance, Sign In, Afternoon Meeting Afternoon Message, Jobs, Target Goals

12:05-12:15 Reading Workshop Emergent Reader

12:15-12:55 Station Work

12:55-1:30 Restroom Break, Read Aloud Book, 20 Minute Rest

1:30-1:45 Math Workshop Calendar and Counting Days/Pledge of Allegiance to American and Christian Flags Mini Lesson

1:45-2:00 Large Motor Activity: Gym or Outside

2:00-2:15 Snack, Journal Work

2:15-2:35 Writing Workshop Mini Lesson

2:35-2:45 Jesus Time, Final Meeting and Dismissal

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**Notes:**

**Authorization for the Administration of Medication by School Personnel**  
**St. Paul Early Childhood Center**

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Student Name

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Date of Birth

**PARENT/GUARDIAN SECTION**

Please review the following steps required for permission of school personnel to administer any medication to your child and sign this section.

1. The following information must be completed properly and signed before administration of medication is to begin.
2. Prescribed medication – need prescriber and parent/legal guardian to complete/sign form
3. Over the counter medication – only the parent/legal guardian needs to sign
4. Medication must be provided in the original store container or student’s labeled prescription bottle. The prescription label must match the instructions from the prescriber.
5. New forms must be submitted each school year and for each new medication. New forms must be submitted when any changes in the original form occur (for example, changes in the dose, time, etc.).
6. Unless agreed upon by the director, all medication will be in one designated place out of the reach of children in a metal box labeled “Meds.”
7. Students are **NOT TO TRANSPORT** any medication, including over-the-counter, to school.

**I request that the following:**

\_\_\_\_\_ Over the counter medication be administered to the above-mentioned student according to my directions.

\_\_\_\_\_ Prescribed medication from the licensed prescriber in the following section be administered to the above-mentioned student.

\_\_\_\_\_ I also authorize the exchange of information, when deemed necessary, regarding the prescribed medication between the licensed prescriber and St. Paul Early Childhood Center staff.

(OVER)

Over the Counter medication to be taken: \_\_\_\_\_;

Dosage: \_\_\_\_\_; Frequency \_\_\_\_\_;

Reason: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**LICENSED PRESCRIBER SECTION**

I verify that this medication must be taken by: (student's name)

\_\_\_\_\_

Diagnosis for which medication is prescribed: \_\_\_\_\_

\_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_

Administration start date: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Instructions or precautions, including possible side effects: \_\_\_\_\_

\_\_\_\_\_.

Physician's signature (only): \_\_\_\_\_

Physician's printed name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_