



**Solomon**

LUTHERAN SCHOOL

**305 W. Main Street**

**Woodville, Ohio 43469**

**419-849-3600**

**NURSERY AND  
PRESCHOOL HANDBOOK**

# SOLOMON LUTHERAN PRE-SCHOOL HANDBOOK

## CHRISTIAN DAY SCHOOL BOARD MEMBERS:

Mrs. Marcia Strong- Chair

Mrs. Sherry Lindow- Secretary

Mrs. Chelsea Floro

Mrs. Amy Hilt

Mrs. Angela Miller

Mrs. Jennifer Orcelletto

## ADMINISTRATION AND FACULTY:

Interim Pastor Merlin Jacobs  
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Mrs. Natalie Schiets, Principal  
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Mrs. Sarah Rewoldt, Church and School Secretary  
[srewoldt@solomon.pvt.k12.oh.us](mailto:srewoldt@solomon.pvt.k12.oh.us)

Mrs. Lisa Ruck, Preschool Program Director/Teacher  
[lruck@solomon.pvt.k12.oh.us](mailto:lruck@solomon.pvt.k12.oh.us)

Mrs. Jeni Lyszak, Classroom Aide

Mrs. Kim Rodriguez, Classroom Aide

Mrs. Sandra Bringman, Parish Nurse

REVISED July, 2018

## **SOLOMON LUTHERAN PRE-SCHOOL**

**MISSION STATEMENTS:** To provide a quality individualized education in a Christian environment.

Solomon Lutheran School and Church welcome members of Solomon and members of the community at large. The Pre-School is in session from the first Tuesday after Labor Day in September through Memorial Day in May. During that time we will follow the Solomon Lutheran Day School calendar for days in session.

All children must be toilet trained to attend the school. Toilet trained is defined as: the child has the ability to ask permission to use the restroom when needed, the child can undress and redress him/herself with minimal assistance from the staff, and the child can properly clean him/herself after using the toilet. A child must be 3 years old by August 1<sup>st</sup> in order to be enrolled in the program. Upon enrollment, each child must have on file current health records, emergency transportation information and parent roster permission. The enrollment date is your child's first day of school.

### **CLASSES ARE CURRENTLY AVAILABLE FOR:**

3 year olds:

Tuesday and Thursday from 9:00 AM - 11:30AM

4&5 year olds:

Monday, Friday 9:00AM – 11:30AM; Wednesday – 8:30AM-11:30AM

Monday, Wednesday, Friday 12:30PM – 3:00PM

It is unlawful 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, 42U.S.C. 1210 et seq.

### **TUITION FEES:**

- ❖ NURSERY TUITION (TUES/THURS AM)  
\$80/month
- ❖ PRE-SCHOOL TUITION (MON/WED/FRI AM or PM)  
\$105/month
- ❖ ALL DAY PRE-SCHOOL TUITION (MON/WED/FRI 9 - 3)  
\$230/month
- ❖ EXTENDED CARE  
\$3.00/hour

Tuition payments are due each month and collected utilizing the FACTS tuition management system. If this payment deadline cannot be met for any reason, please contact the school office. See Tuition and Registration Policy.

Parents will be billed for extended care services at the end of the month, with payment due upon receipt.

**CLASS SIZES:**

In accordance with the Ohio Department of Education, the maximum number of children per school staff member is as follows:

- 12-1 child/staff ratio for 3 year olds
- 14-1 child/staff ratio for 4/5 year olds
- Maximum class size per ratios with 2 teachers

Since the number of children staying needs to remain within state ratios, extended care will be first come, first serve; with the understanding that we only have one extended care teacher.

**LICENSING**

Solomon Lutheran Christian Pre-School is licensed to operate legally by the Ohio Department of Education. The license, the licensing inspection reports and complaint investigation reports for the current licensing period is posted outside the classroom. The Pre-School's licensing record, including compliance report forms, complaint investigation reports, and evaluation forms from the Health Building and Fire Department are available for review upon request from the Ohio Department of Education.

A toll-free telephone number is listed on the Preschool's license and may be used to reports a suspected violation of the licensing law or administration rules. The licensing laws and rules governing child day care are available for review at the facility upon request.

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

Rosters of the names and telephone numbers of the parents or guardians of children attending the school are available upon request. The rosters will not include the names or telephone numbers of any parent who requests that his/her name or telephone number not be included.

Any parent, guardian, or custodian of a child enrolled in the Pre-School shall be permitted unlimited access to the Pre-School during all hours of operation for the purpose of contacting their children, evaluating the care provided by the Pre-School, or evaluating the premise. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence. If a parent chooses to withdraw a student from the program, the office must be notified in writing of the withdrawal.

## GOALS OF OUR PROGRAM:

- ✨ To develop the child's confidence and self-esteem.
- ✨ To help the child feel good about being a part of God's family and about being a precious child of God.
- ✨ To challenge the child's creativity.
- ✨ To encourage the child's curiosity.
- ✨ To realize that all we have is a gift from God and that we must do our part to take care of each other and His world.
- ✨ To learn to treat others with respect and kindness.
- ✨ To work on many Preschool skills: letters, sounds, colors, numbers, shapes, cutting, coloring, zipping, skipping, etc.
- ✨ To sing, laugh, share and enjoy being in a Christian community!

Each week we will have a specific theme and we will work with a specific skill. This will not take away from what they will learn in kindergarten but rather will help children begin school with confidence.

### **Pre-School & Nursery Daily Schedule (variation possible)**

#### **Morning Class (Monday-Friday)**

8:30	9:15	Chapel (Wednesday's only)
9:00	9:30	Group Meeting / Bible Time
9:30	10:00	Free Choice
10:00	10:20	Handwashing & Snack
10:20	10:40	Small Groups
10:40	10:50	Read-Aloud
10:50	11:20	Outdoor Choice Time / Gym Choice Time
11:20	11:30	Music & Movement Experience / Group Meeting
11:30		Departures

#### **All Day Class (Monday, Wednesday, Friday)**

11:30	12:30	Handwashing & Lunch
12:30	1:20	Rest Time

(Students will combine with Afternoon Class after Rest Time)

#### **Afternoon Class (Monday, Wednesday, Friday)**

12:30	1:00	Group Meeting / Bible Time
1:00	1:20	Small Groups
1:20	1:50	Free Choice
1:50	2:10	Handwashing & Snack
2:10	2:30	Large Group Activity
2:30	2:50	Outdoor Choice Time / Gym Choice Time
2:50	3:00	Music & Movement Experience / Group Meeting
3:00		Departures

- These classes are very busy and packed full of a comprehensive variety of activities. We share with the children lots of exciting things and they "catch" what they are ready for. We encourage the children to try new things and to practice to improve their skills.

## POLICIES

### 2-HOUR DELAY SCHEDULE

- In the event of a two-hour delay, we will still be having classes. The morning class will be from 10:30AM-12:30PM and the afternoon class will be from 1:00PM-3:00PM.
- Children staying all day will have lunch from 12:30PM-1:00PM.
- **LUNCHES MUST BE PACKED. WE WILL NOT OFFER HOT LUNCHES ON 2-HOUR DELAY DAYS.**
- If school is closed prior to 7:45am, extended care will not be open. If school closes after 7:45am, parents will be notified of the closing to determine if care is needed for the remainder of the day.

### NUTRITION POLICY

- Our program serves snack for each child daily. The snack is provided by the parents, which includes two foods from the four basic food groups to be served. The school will provide cups, napkins and drink. We have access to a refrigerator and microwave.
- The Ohio Department of Education mandates that any dry snacks brought to school to be shared must come in manufactured pre-packaged wraps. Please ensure that any fruits or vegetables are washed well and ready to be served.
- If your child has special dietary concerns, please submit this to the teacher in writing and we will provide for the special needs. Our snack program helps to teach children manners and becomes a social and educational experience. We do not require that each child finish a food that is not liked. We encourage the tasting of each item. We want to avoid the over-use of sweets. We may ask for you to supply a particular snack that will work well with the day's activities.
- It is the parent or guardian's responsibility to notify the school of the child's allergies before the child starts the school year or when allergy is identified. (see full Food Allergy policy on the school website)

### REPORTING AN ABSENCE:

- Please notify us before class time if your child will be absent from school for the day. You may notify us by calling 419-849-3600 during school hours or call the church/school Secretary and leave a message for the Pre-School teacher.

### REQUIRED DOCUMENTATION - completed in its entirety before start of first day of school

- Emergency Medical form including child's name, date of birth, name/address and phone number of parents, two emergency contacts, name of persons to whom the child can be released, and emergency transportation authorization
- ODH Health History form – pages 1-2 completed by parent or guardian
- ODH Immunization Report and Physical Examination form – pages 3-4 – signed by physician, listing name and address. Exam must be within 12 months of school start date and updated annually.

- ODH Oral Assessment – page 5 - signed by dentist listing name and address
- Enrollment form
- Walking Permission Slip/ Policy Acknowledgement
- Media Waiver

## **OPERATING POLICIES**

**BEHAVIOR MANAGEMENT:** The center’s method of management and guidance apply to all employees of the center. The discipline method shall be:

1. Remind the child of the classroom rules.
2. Child will be asked to change behavior by redirecting behavior.
3. If repeated verbal attempts to change behavior have failed, the child will be asked to move his or her clip to yellow.
4. After the child and teacher have discussed the problem, the child may return to regular classroom activities.
5. Positive reinforcement for changed behavior.
6. If extreme disciplinary problems arise and the teacher is unable to change behavior using the above methods, the child’s clip will move to red. A note will go home to parents and/or the child’s parents will be contacted by phone.
7. We reserve the right to remove a child from the program for extreme disciplinary problems.

\* The entire group of children will not be punished for the action of one child or a few of the children.

### **Behavior Management/Discipline Policy**

- A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B) The center shall have a written discipline policy describing the center’s philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- C) The center’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, 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 a discipline shall be brief in duration and appropriate to the child's age and developmental 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 center shall not abuse or neglect a child and shall protect children from abuse and neglect while in attendance in the preschool program.
- D) The parent or guardian of a child enrolled in a center shall receive the center's written discipline policy.
- E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## Management of Communicable Disease Procedure Administrative Code 3301-37

At least one staff member, present at all times, will be trained to recognize the signs of communicable diseases, first aid, and child abuse recognition. This certification will be filed in the employee's permanent record. The program will follow the Ohio Department of Health's "Child Day Care Communicable Disease Chart" posted in the facility. Each staff member will follow the hand-washing and disinfection procedures and the procedures outlined below.

When a child is observed to have one or more of the below listed signs or symptoms, the staff member will immediately notify the parent or guardian of the child's condition and immediately isolate the child and discharge the child to the parent or guardian. The child will remain under adult supervision at all times. The staff member will call the parent or guardian with the contact information listed on the child's emergency medical information form.

Conditions:

- Diarrhea
- 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 100 degrees Fahrenheit taken by the auxiliary method with other signs of illness



- Untreated infected skin patch(es)
- Unusually dark and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation

When a child is observed to have one or more of the below listed signs or symptoms, the staff member will immediately isolate the child and monitor symptoms for further evaluation with the Director and parent or guardian to decide if the child should be discharged immediately or at some other time during the day. The child will remain under adult supervision at all times. The staff member will call the parent or guardian with the contact information listed on the child's emergency medical information form.

Conditions:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting

When a child is isolated from the other students due to a suspected communicable disease, the following will be implemented:

- The child will be cared for in an isolated part of the room or other room not being used in the preschool program.
- The child will remain within sight and hearing of an adult at all times.
- The child will be made comfortable and provided with a cot. After use, the cot will be disinfected with appropriate germicidal agent or if soiled with blood, feces, vomit, or other bodily fluids, the cot shall be cleaned with soap and water and then disinfected with appropriate germicidal agent.
- The child will be observed carefully for worsening condition
- The child will be discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

A mildly ill child will be closely monitored by staff members to observe worsening conditions and follow procedures above when applicable. A mildly ill child is defined as a child experiencing minor common cold symptoms, but is not exhibiting any other symptoms specified above or a child who does not feel well enough to participate in activities, but is not exhibiting any of the symptoms above.

The school nurse will issue a letter to parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

A child may return to the program under the following conditions:

1. When they have been treated by prescription medication for twenty-four (24) hours,
2. With a note from a physician or other medical professional stating they are no longer contagious, or
3. When they are fever or symptom-free for twenty-four (24) hours without the aid of fever reducing or other medications.

## **Administration of Medication**

The School Administrator or their designee will administer prescription medication when these steps are followed:

Prescription Drugs:

1. A written request will be made and the school permission form is completed.
2. The doctor's information form is completed and on file.
3. Medicine must be received in the original container dispensed by the doctor or pharmacist. The student's name, name of medication, dosage and time of dosage is to be on the container. Medicine cannot be given without the above information.

Non-Prescription Drugs:

We cannot dispense any medication during the school day, including Tylenol, cough syrup, or any over-the-counter medication unless written notification from the parent is provided.

The Physician/Parent Request, Self Administered Asthma Medication and Non-Prescription Medication forms are available in the School Office or school website, [www.solomonelementary.com](http://www.solomonelementary.com). Your Physician does not have them in his/her office.

## **ARRIVAL AND DEPARTURE**

An adult, either a parent/guardian or person designated by the parent/guardian, must bring children to the classroom. The teacher assumes responsibility until the class period is over. **YOU MUST ACCOMPANY THE CHILDREN INTO THE BUILDING.**

The child will be dismissed to the parent/guardian or the parent/guardian's designee as listed on the enrollment form and/or as requested by the parent/guardian. The child will remain at Solomon until someone arrives to pick him/her up. **A child shall only be released to a person 16 years of age or older**, except when parent or guardian permission is on file. The written permission shall be signed and dated by the parent or guardian and administrator. An official document from the court outlining custody agreements must be on file if applicable.

**WE WILL NOT RELEASE A CHILD UNTIL YOU COME INSIDE THE BUILDING AT THE END OF THE CLASS. PLEASE BE PROMPT IN PICKING UP YOUR CHILD OR EXTENDED CARE COSTS MAY BE ADDED TO YOUR TUITION BILL.**

Park in designated parking spaces only. Do not park on the school side of Cherry Street before 4 PM.

All the exterior doors are fire safety doors, which mean that you can exit the building with the doors locked. The Pre-School still has an "open door" policy, which means that you can visit us at any time.

## **SAFETY**

All children will be supervised at all times. No child will ever be left unattended. The teachers will carefully monitor the arrival of the children and check the attendance as they arrive. The children will not be dismissed to anyone other than their parents/guardians or those designated by the parents/guardians. A telephone is easily accessible while the program is in session. No spray aerosols will be used. Emergency procedures including fire drills, rapid dismissal, tornado drills, and emergency contact information are posted in the classroom. Parents/guardians will be notified of an accident or injury using the *Ohio Department of Health's Student Injury Report* and a log will be maintained by the school administrator. The program's health and safety policies and procedures ensure that the health and safety of the children are safeguarded by an organized program of the school health services designed to identify child health problems and to coordinate school and community health resources for children.

## **BIRTHDAY TREAT**

We celebrate your child's birthday on or as close to the actual birth date as possible. Summer birthdays are celebrated in May. You may send in a small treat for each child to take home. Suggestions: Pencils, stickers, bubbles, candy, etc. You do NOT provide food to be eaten at snack time.

## **NAP**

For children in attendance for more than five hours, they will be assigned a cot or mat for a quiet rest time. Children are not required to sleep but will have the opportunity to rest and recharge. Nap time will not exceed one and a half hours. Staff ratios are maintained during this time. If your child chooses to bring a special home item such as a pillow, stuffed animal, or blanket for nap time, please limit this to only one item. Students will not be allowed to bring and store multiple items for nap time. Please make sure the item can fit in his/her backpack along with his/her folder and lunch bag before making a determination to bring any nap time items. All nap time items will remain in students' backpacks throughout the school day. Students will only be allowed to retrieve these items just before nap time and must return them immediately after nap time.

## **DRESS**

We suggest that your child come dressed for play. We have many activities involving paint, water, glue, etc. and do not want to stain their “best” clothing. No boots, slip-ons, flip-flops, or smooth soled shoes please! Be sure that the laces will stay tied and are not too big to trip over. Children should wear clothing that encourages independence in using the restroom. We find that children are unable to quickly get out of body suits, one-piece outfits, suspenders and some belts. These types of clothing are inappropriate for school. **Please bring in an extra set of clothing for your child to be kept at school.**

## **TOILET TRAINING**

We are not set up to do toilet training and do not have diaper or pull-up changing facilities in the classrooms. We are also not staffed to have one teacher in the restroom helping with toileting for extensive amounts of time during class. Our restrooms are located adjacent to the classroom. Students are expected to use the restroom independently.

To be “independent” in this area, each child must be able to do the following:

- Urinate or have a bowel movement into the toilet without getting urine or feces on the floor or other parts of the restroom.
- Wipe himself/herself.
- Get dressed after using the toilet. (pulling up pants, etc.)
- Wash and dry hands. Put paper towel in the trash.

We understand that occasional toileting accidents may happen, and children may need help with a new kind of snap or something similar. Our teachers are loving and patient with these issues and will never embarrass your child. If accidents happen more often or the child continues to need help with the skills above on a regular basis, we will contact you.

If your child has an identified disability or delay that would affect these skills, please let us know, and we will be happy to discuss possible accommodations. We want everyone to be successful and enjoy their time at preschool/nursery.

## **OUTDOOR PLAY**

Outdoor play is scheduled daily – weather permitted – and all children are expected to participate. If your child is well enough to attend school, then he is well enough to play outside unless you provide written instructions from a physician or other medical professional restricting outdoor play.

## **FIELD TRIPS**

Leaving school grounds constitutes a “field trip” – and a “walking field trip” is still a field trip. Parents/guardians will sign a written permission slip allowing students to walk to various local parks, businesses, etc. at the start of the school year. Specific details such as departure time, destination, return time, means of transportation, special considerations like meals, snacks, appropriate dress, etc. will be sent to parents via the teacher’s newsletter. Children whose parents/guardians do not grant permission will stay at school under the supervision of a staff member. A first aid kit, emergency contact information, and a first aid trained staff member will accompany the group. All vehicle transportation regulations will be followed if traveling in vehicles.

## **TOYS FROM HOME**

We do not allow the children to bring toys from home unless it states to do so on the weekly newsletter or for rest time for full day preschool. Reasons why:

1. Toys from home take up room that is needed in the book bag for school materials to be sent home in.
2. Children get upset if their toy is lost or broken.
3. We have similar toys you may have at home and do not want to mixed them up.
4. Children know that all the school toys are for sharing. Some children are reluctant to share their toys from home.
5. Some toys that you may allow your child to play with at home may be inappropriate at school-noise making toys, action figures, guns, swords, etc.
6. Multiply your child’s toy by the number of children in the class and you can imagine the problem that we would have if every child brought in a toy from home.

\* Things to bring from home: Items or books that apply to the topic that we are learning about. We will let your child share this item at the appropriate time during class and then return it directly to the book bag.

## **PARENT/GUARDIAN TEACHER CONFERENCES**

Parents/guardians will have the opportunity to meet with the teacher before school starts and mid-year. However, it is encouraged that parents contact the teacher at any point there is a concern or question. Documentation of the conference will be retained in the child’s file.