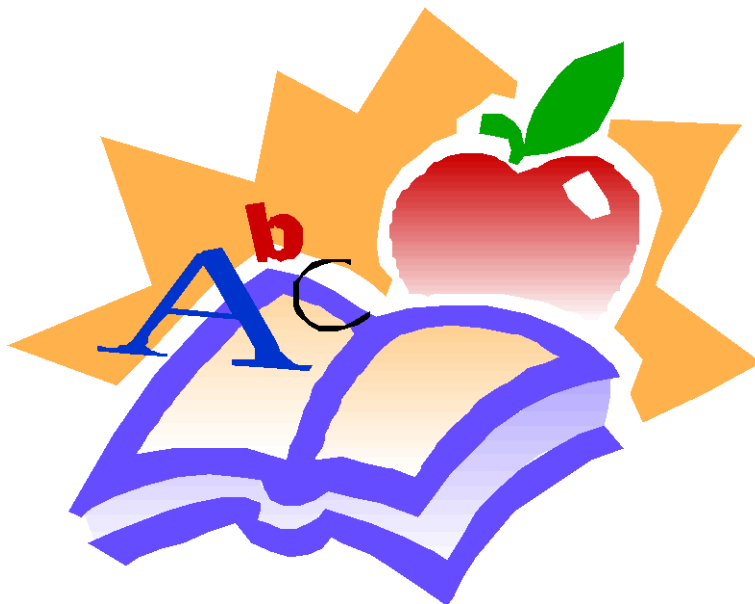


Our Redeemer Lutheran Church Pre-School Handbook

Revised August 2010

7196 S.O.M. Center Road
Solon, OH 44139



Director - Mrs. Laurel Kusner
Assistant Director - Mrs. Cathy Berman
Registrar - Mrs. Terri Payne

Our Redeemer Lutheran Church
Rev. Matthew Garred, Pastor

Pre-School/Church Phone Number: 440-248-4066

Fax Number: 440-248-9413

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Web Site: www.ourredeemersolon.org/preschool.html

Our Redeemer Lutheran Pre-School

Promises
Religion - based
Education
Sharing with your
Children the
Happiness
Of
One
Loving God

Our Redeemer Lutheran Pre-School is a ministry to children based on the Christian faith. Our goals include acquainting children with the good news of God's love, enabling children to make social adjustments along with positive peer relationships, increasing independence, helping children discover their creative abilities, and in providing an early childhood curriculum to help children develop specific skills in preparing for kindergarten. Through our ministry we provide children with life situations in terms of God's Word, World, and Will, as well as aiding parents with developing the whole child.

CURRICULUM

The primary purpose of Our Redeemer Lutheran Pre-School is to offer an early childhood curriculum on the basis of the Christian faith. Our curriculum is designed to be age and developmentally appropriate and follows the State of Ohio Early Childhood curriculum standards. Activities are designed to enhance each individual child's physical, intellectual, emotional, social, and spiritual growth. Hands-on learning is encouraged through participation in free play, art, music, large motor skills, science, math, literature, and language activities and is supplemented by occasional field trips, guest speakers, and special activities.

QUALIFICATIONS

Children who are 3 years old by September 30th and who are toilet trained may enroll in our 3-year-old program. Children who are 4 by September 30th may enroll in our 4-year-old program. A Pre-Kindergarten class is available for children who are 5 years of age by October 31st and have participated in at least one formal year of pre-school.

ENROLLMENT POLICIES

The ORLC Preschool information form and the Child Enrollment and Health Information form (emergency transportation authorization) for your child needs to be completed in full and on file before your child enters school. **Please note that children will not be able to attend classes until these 2 forms are completed in full and are on file.**

We suggest that your forms are completed and returned by August 15th. Your child's Medical Form is due within the 1st month of attendance (by October 7th)

Open enrollment will begin in January and remain open until all classes are full.

TRANSPORTATION

Transportation to and from the school is the responsibility of the parents. It is the parents responsibility to pick up their child in a timely manner at the end of the school day. * See School Fees

PARENT RESPONSIBILITIES

1. Pay tuition and fees in a timely manner. * See School Fees
2. Attend the orientation meeting.
3. Participate in fund raisers (not mandatory).
4. Read & observe the policies and procedures of Our Redeemer Lutheran Preschool.
5. Call if your child will be absent from school.
6. Keep child home if ill and inform the school of any communicable disease.
7. Be aware of school activities by checking your child's folder daily and by reading the monthly newsletter and calendar.
8. Keep your child's records up to date as information changes (new job, phone, address, etc.)

NEWSLETTER AND CALENDAR

A master school calendar is sent home by the Director at the beginning of the year giving information on special activities and other important dates. Teachers will also send home a monthly classroom calendar and periodic newsletter pertaining specifically to their class' activities. All calendars are posted on the church website also.

SCHOOL CALENDAR

Our school calendar generally coincides with the Solon and Twinsburg Public Schools unless there is other notification. School will be closed due to bad weather when the Solon and/or Twinsburg Schools are closed (see page 5 – General Emergencies) and at the discretion of the director. **If in doubt of possible school closing, please call the school for verification.**

SCHOOL FEES

A \$50.00 non-refundable registration fee is payable upon registration of your child.

Tuition is based on the school year, taking into consideration all holiday breaks and days off including snow days and other emergency closings.

On August 15th three months' tuition will be due which will cover the months of September, October and November. From then on, tuition will be billed in installments and due the fifteenth day of November and February. You may pay your child's tuition in full for the entire school year and receive a 3% discount.

A discount of 5% (on the second child) is available for those families who have more than one child attending during the same school year.

A one-time activity fee of \$65.00 for 3 year old students and \$75.00 for 4 year old and Pre-K students will be assessed per child in August. This fee will cover the cost of programs and speakers that come to the school. Field trips outside the school will have an additional fee.

A late fee of \$25.00 will be added to your bill after the fifth of the month, and must be paid within 10 business days in order for your child to attend class.

A late pick-up fee of \$10 will be charged if you are habitually more than 5 minutes late, and you will be charged an additional \$10 for each 5 minute increment that passes before you pick up your child.

In the event that a check is returned for non-sufficient funds, the parent/guardian is responsible for the original sum of the check, plus any other fees assessed to ORLC by the bank. **Also** a \$25.00 late fee will be assessed after the 5th of the month.

Tuition will not be refundable due to absences. If, for any reason, a child must be withdrawn, written notice is required. A refund will only be given if Our Redeemer fails to offer the class for which you have registered.

School fees should be paid only by check or money order, which will then provide a receipt of payment. If difficulties should arise, please contact the director.

CLASS INFORMATION

Classes for 3-year-old children will meet on Tuesday and Thursday from 9:15-11:45 a.m. Enrollment for the 3-year-old classes are maintained at a 8-1 student-teacher ratio. Maximum class size is 16.

Morning classes for 4-year-old children will meet on Monday, Wednesday, Friday from 9:15 a.m.-12:15 p.m. Enrollment for the 4-year-old classes are maintained at a 10-1 student-teacher ratio. Maximum class size is 20.

Pre-Kindergarten will meet Monday through Friday from 9:00 a.m. – 12:00 p.m. Enrollment is maintained at a 14-1 student-teacher ratio. Maximum class size is 14.

Each class has an experienced teacher and one teacher assistant.
Afternoon classes will be available contingent upon enrollment.

CLASS SCHEDULES

Mrs. Gunn's 3-Year-Old Sample Daily Class Schedule

9:15 - 9:25	Welcome/Jobs/Sign-in
9:25 - 9:45	First Circle Time
9:45 - 10:15	Large Muscle/Whole Group Activity
10:15 - 10:35	Wash hands/Prayers/Snack
10:35 - 11:15	Hands on activities/Peer Interaction
11:15 - 11:45	Second Circle Time/Prepare to leave
11:45	Dismissal

Mrs. Moughan's 3-Year-Old Sample Daily Class Schedule

9:15 - 9:25	Welcome/Jobs/Sign-in
9:25 - 9:45	First Circle Time
9:45 - 10:30	Hands on Activities/Peer Interaction
10:30 - 11:00	Large Muscle/Whole Group Activity
11:00 - 11:15	Wash hands/Prayers/Snack
11:15 - 11:45	Second Circle Time/Prepare to leave
11:45	Dismissal

Mrs. Kusner's 4-Year-Old Sample Daily Class Schedule

9:15 – 9:30	Welcome/Jobs/Sign-in
9:30 – 10:10	First Circle Time/Pledge/Story/Jesus Time
10:10 – 11:00	Small Group Activities/Free Play
11:00 – 11:20	Wash hands/Prayers/Snack
11:20 – 11:45	Calendar/Second Circle Time
11:45 – 12:05	Large Muscle/Whole Group Activity
12:05 - 12:15	Prepare to leave
12:15	Dismissal

Mrs. Sautter's 4-Year-Old Sample Daily Class Schedule

9:15 – 9:30	Welcome/Jobs/Sign-in
9:30 – 10:10	First Circle Time/Pledge/Story/Jesus Time
10:10 – 11:00	Small Group Activities/Free Play
11:00 – 11:20	Large Muscle/Whole Group Activity
11:20 – 11:40	Wash hands/Prayers/Snack
11:40 – 12:05	Calendar/Second Circle Time
12:05 – 12:15	Prepare to leave
12:15	Dismissal

Mrs. Berman's Pre-K Sample Daily Class Schedule

9:00 - 9:15	Welcome/Jobs/Sign-in
9:15 - 9:30	Circle Time/Pledge/Jesus time
9:30 - 10:00	Large Muscle/Whole group activity
10:00 - 10:30	Art/Music/Special projects
10:30 - 11:00	Group Instruction: Math, Science, Social Studies, Phonemic Awareness
11:00 - 11:20	Wash hands/Prayers/Snack
11:20 - 11:45	Learning centers/Individual instruction
11:45 - 12:00	Circle time/Story/Story Extension Activity/ Announcements
12:00	Dismissal

* **Please Note:** All schedules may vary at times due to specials, field trips, large projects, etc.

OUTDOOR/INDOOR PLAY

Children will have the opportunity to play outdoors weather permitting. Extreme heat, cold, rain, snow, or sleet may prevent outdoor play. ORLC temperature guidelines are 30

degrees to 80 degrees. Children must have appropriate outerwear to play outdoors. If weather becomes a factor in outdoor play, indoor play will be in the large muscle room.

GENERAL INFORMATION

We would like to suggest that your child wear play clothing to school. Please label all outer clothing. Also, please have your child wear rubber-soled shoes; no backless shoes or slip-ons. Your child needs a backpack that they can easily open and close themselves. It should be large enough to hold a pocket folder and should not have wheels. A snack is served daily for each class. A snack menu is posted in each classroom. Due to allergies, no snacks containing, made in a facility with or on shared equipment with nuts will be served.

The normal school schedule and tuition includes the cancellation of school for snow days, unexpected cancellations, teachers conferences and education seminars.

A parent roster is prepared for each child's class, and is **available to you upon your request to the director**. With your written permission, your name and phone number will be included on the roster. A school directory is also available for all that wish to be included in it.

Our Redeemer maintains a policy of not releasing individual information to external contingencies for any use. Information provided by our families will be held in strict confidence.

DISENROLLMENT POLICY

The Pre-School staff reserves the right to ask withdrawal of a child in special cases such as: 1) illness endangering others 2) failure to pay tuition on time 3) failure to have proper records or 4) if your child remains a detriment to the class after the child has been given adequate time to adjust to school.

Prior to requesting a parent/teacher conference, 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) Send a letter of concerns and/or observations to the child's parents/guardians.
- 4) Schedule a meeting at a convenient time.

At the time of the conference:

- 1) Those participating may include the parents/guardians of the student, the preschool director, the child's teacher and any support person desired by the staff or by the parents/guardians.
- 2) Particular concerns about the child will be addressed, including any documentation.

3) A behavior Management Plan will be developed and implemented with the best interests of the child in mind.

4) Additional resources and options may be identified.

If reasonable efforts to meet the needs of the child in the group setting have failed, Our Redeemer Preschool will provide parents/guardians notice in writing as to their intention to disenroll the child from the program. **Tuition is non-refundable in this policy.**

SAFETY POLICY

The first day of school, we ask that parents bring their child into his/her classroom. On the second day of school the drop-off/pick-up system will begin. Each classroom has its own entry/exit door. A teacher will be there to greet your child, while the teacher assistant will be in the classroom to help your child.

Children should not arrive before the beginning of class because we are unable to provide supervision as the teachers are preparing for class. Children will always be in the care of the teacher and/or her assistant. Parents should be prompt at dismissal time. Exterior doors will be locked before and after class to insure child safety. You are always welcome to come into the building to drop-off or pick-up your child. Please come in the main church doors, sign in at the office, and then proceed to your child's classroom. Do not send your child down the hall by themselves. Please escort your child to his/her classroom. Then you will need to come back to the office to sign out. We ask that you park in the back of the parking lot so that the drop-off and pick-up lanes are not blocked.

Please allow your child to walk to his/her teacher, as we will need to keep the drop-off and pick-up lines moving. **CHILDREN NEED TO BE DROPPED OFF AND PICKED UP CURBSIDE. THERE IS NO EXCEPTION TO THIS RULE MANDATED BY THE STATE OF OHIO.**

Children will be released to parents and only those authorized to pick up your child. If an emergency occurs and you need to send someone other than those already authorized, please call the school. Anyone you authorize to pick up your child will be asked for picture ID before your child is released to them. All authorized people must be at least 16 years of age. For your child's safety, we require a written note or a phone call from you if someone else (**not listed on your authorization form**) is to pick up your child.

If you wish to speak to your child's teacher or the director, we ask that you send a note or call to set up a time, as our staff needs to give their full attention to our students. It is important that our staff give their undivided attention to your child, especially during drop-off and pick-up time. Feel free to call and leave a message in the church office.

No custodial parent will be denied parental privileges unless there is a custody agreement or restraining order.

Monthly fire and tornado drills are held at varying times, and emergency plans are posted explaining staff action to be taken in case of fire or weather alerts as well as a state of alert plan that is in place. We suggest you formulate your own home plan too. In addition, once a year there will be a School Safety (lock-down) Drill HB 422.

In the case of an emergency or accident, our staff follows the medical and dental information on file for each child. First aid is administered and emergency transportation and family are contacted. An incident report form will be completed and signed by the parent or whoever is authorized to pick up the child on the day the incident occurs. A copy of the incident report will be kept on file in the church office.

A staff member shall immediately notify the County Department of Human Services when child neglect or abuse is suspected.

No spray aerosols are used in the school when children are present.

Written permission is required in order for a child to participate on a field trip outing. Class emergency forms and health records, as well as a first aid kit are taken along. In addition, each child shall have identification attached to himself/herself with the name of Our Redeemer Lutheran Pre-School, the church address, and telephone number. Field trip transportation is provided by parents using their private vehicles. All drivers need to fill out a private vehicle information sheet and will be checked for insurance and a valid license. Seat belts or car seats will be used in accordance with the law. Staff and parents will supervise children. Head counts will be done before, during, and after each field trip. At no time will children be left unattended or allowed to explore on their own. *A person trained in first aid and CPR will always be in attendance.

SUPERVISION OF PRESCHOOL AGE AND SCHOOL AGE CHILDREN

The staff/child ratio is met and exceeds state requirements. All members are assigned a group of children. Supervision of children is actively observing and guiding and includes awareness and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Our staff members have knowledge of children's needs, are accountable for their care, and knowledge of which children they are responsible for. Children will be supervised at all times.

School age children (aged 5+) may use the restroom alone or in two's without adult supervision as long as the following conditions are met:

1. Children are within hearing distance of a child-care staff member.
2. The child care staff member checks on the children every five minutes until they return to the group.
3. The restroom shall be for the exclusive use of the center.
4. School agers cannot carry emergency medication such as an inhaler.

GENERAL EMERGENCIES

Weather alert closings along with closings due to the loss of power, water, etc.: Our center will be notifying parents through local channels, WKYC (channel 3) "I" Alert, and channel 8 Fox News, and their affiliated radio stations. Watch television or listen to the radio. You will need to watch for **Cuyahoga County - Solon City Schools** and/or **Summit County - Twinsburg City Schools** and/or **Cuyahoga County - Our Redeemer Lutheran Preschool** (this is how it will be listed if only our preschool is closed). All stations will broadcast general school closings for Solon and Twinsburg. **If in doubt of possible school closing, please call the school for verification.**

Any threats to the safety of the children while at the center: For any threats due to environmental situations, threat of violence, or natural disasters, etc. that would call for the immediate evacuation of the center, children will walk or be transported as quickly as possible to the Solon Fire Station #3 on the corner of Pettibone Rd. and SOM Center Rd. Children may be picked up at this location. Parents or authorized person picking up a child must show their picture identification to the child center staff assigned to the child.

In a state of emergency such as CONDITION RED:

As soon as the national terror alert level is raised to "RED", and School Safety Code HB 422, ORLC Preschool will close and remain closed during a "Condition Red" alert. We will do our best to notify you through WKYC (channel 3) "I" Alert, and channel 8 Fox News. Also please listen to radio station AM530, which has all the local crisis information.

If the RED Alert is announced during school hours, the following plan will be put in place:

1. ORLC Preschool will close. Your child should be picked up at this time. Your child will be released to you or someone on your child's authorized car pool list.
2. We will attempt a phone chain; however, you must stay tuned to the world situation and alert levels. Also please monitor the above mentioned television stations.
3. **All** doors will be locked to the school. You **must** enter through the main doors near the church office and check in with a staff member with a **photo ID**.
4. After you have checked in, please proceed to the large muscle room (Fellowship Hall) to pick up your child. Please present your ID photo to your child's teacher or staff member who will be in charge of your child's class. Even those who are familiar to us will have to provide a picture ID at this level of security.

GUIDANCE AND MANAGEMENT

Guidance should not only stop inappropriate behavior, but teach what is acceptable within the framework of a firm and loving environment. We believe in redirecting to a positive situation.

The teachers are in charge of the guidance and management of their class. We do not use physical or corporal punishment. If a child is repeatedly disruptive, we will call him/her aside and talk to the child about what he/she did, ask him/her why he/she did it and explain to him/her what is expected. He/she will then be allowed to rejoin the group. All employees at this center are subject to and will follow this guideline.

COMMUNICABLE DISEASE POLICY

All teachers have received training for Basic Red Cross First Aid and the recognition of Child Abuse and Communicable Childhood Diseases. This training is to be updated every three years. There will be a minimum of 1 staff member trained in CPR at the center during all hours of operation. Our teachers observe each child daily before he enters the group. They are trained to recognize the common signs of childhood illnesses. If any child has:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period);
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
4. Difficult or rapid breathing;
5. Yellowish skin or eyes;
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching;
7. Untreated infected skin patches, unusual spots or rashes;
8. Unusually dark urine and/or gray or white stool;
9. Stiff neck with an elevated temperature;
10. Evidence of untreated lice, scabies, or other parasitic infestations;
11. Sore throat or difficulty in swallowing;
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
13. Redness of the eyelid, thick and purulent (pus) and eye pain to the conjunctivitis symptoms.

If your child exhibits any of these symptoms he or she will be immediately isolated from the other children. A cot and blanket is provided in a separate room, and the child will, of course, be supervised. The child will be discharged to his parents as promptly as possible, or if they are unavailable, to the person who has been designated by the parents to take charge of the child. A note from a doctor stating that the child is healthy is

required for re-admittance. A chart on communicable disease is located in the center. In case of exposure to a communicable disease, parents will be notified in writing as soon as possible within 24 hours. A child feeling mildly ill or with minor cold symptoms will be observed within class. We do not dispense over-the-counter medicine, only prescribed medications by the child's physician for preschool and school age children. Medication needs to be current and in the original box with the original prescription label with administration orders. Each medication will require a separate form to be filled out. **Parents must notify the teacher/director of any changes of medication, food supplements, modified diet or inhaler that the child is taking.**

POLICY FOR EMPLOYEE ILLNESS

Teachers and aides exhibiting signs of a communicable disease are not permitted to work with the children. A substitute is called to replace them in the classroom.

CONFERENCES

Conferences are offered during the school year by appointment only. Parents are welcome to visit the school during pre-admission interviews. Throughout the school year the director will have office hours by phone or appointment on Monday, Wednesday and Friday and assistant director on Tuesday and Thursday from 12:30 – 2:00 p.m. You may email the staff at orlcpreschool@sbcglobal.net

PREPARATION FOR PRE-SCHOOL

Your child will make an easy adjustment to pre-school during the first few weeks of school if you prepare him/her for this experience by: 1) talking about some of the things he/she will be doing 2) encouraging him/her to be independent while dressing, putting on shoes, etc. 3) spending some time away from your child beforehand, so he/she can adjust to being away from you at school and 4) letting him/her show you what he/she has learned.

PROGRAMS

The programs we offer include but are not limited to:

1. Large muscle room
2. Outdoor play area
3. Music specialist - once a week
4. Chapel - once a week
5. In house programs and field trips
6. Daily prayer time (prayers that the children request)
7. Library - once a week
8. Sign language and Spanish class (4's and pre-k)

PARENT PARTICIPATION

Parent volunteer forms will be passed out at parent orientation. Any parent wishing to participate can do so. Some areas to participate in: Library, field trip, in house programs and classroom special activities. **Please note: siblings are not permitted to be in classrooms or on field trips, so other arrangements will need to be made for siblings. There will be no exceptions.**

OTHER INFORMATION

Our Redeemer Lutheran Church Pre-School is licensed to operate by the Ohio Department of Job and Family Services. This license is posted in the church building. The laws and rules governing child care are available upon request.

It is recommended that parents first contact the teacher regarding assistance with problems related to the child or center. If further assistance is needed, the director should be contacted. We are licensed to serve 56 pre-school and 22 school aged children. The Department of Job and Family Services toll-free number is 1-866-886-3537 option 4 and may be used to report a suspected licensing violation by the school. A copy of the center's licensing record is available upon written request from the Department of Human Services in Columbus, Ohio.

"Our Redeemer Pre-School admits children of any race, color, religion, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. It does not discriminate on the basis of race, sex, color, or national and ethnic origin in administration of its educational policies, admission policies and any other administered programs."

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES.

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility'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 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 services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

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

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

The department's website is <http://jfs.ohio.gov/cdc>.

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.

** This information must be given in writing to all parents, guardians, and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.*

JFS01237 (9/2006)