



Preschool Handbook

2026-2027

2265 Garden Drive
Avon, Ohio 44011
Phone: 440-934-2465
Email: faithpreschoolavon@gmail.com
preschool.faithavon.com

Operating Hours:
Monday-Thursday 9:00-3:00

Welcome to Faith Lutheran Preschool!

We look forward to serving your family and appreciate you sharing your child's precious time with us. This handbook contains information that will be important for you and your child. Please read it carefully, and feel free to contact the preschool office with any questions.



Faith Lutheran Preschool is licensed to operate legally by the Ohio Department of Children & Youth. The license is posted in the school office for review. Licensing inspection reports and complaint investigation reports, for the current licensing period, are available upon request as well as on the DCY website:

<https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

The evaluation forms from the building and fire departments are available for review and posted in conspicuous spots in the preschool.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Faith Lutheran does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

MISSION STATEMENT

Faith Lutheran Church and Preschool nurtures and educates children in a loving, Christ-centered environment. As they learn to love God, one another, and themselves, the children develop confidence and self-esteem which leads to a love of learning and independence.

PHILOSOPHY

At Faith Lutheran we believe that each child is created by God as a person of worth and value.
Psalms 139:14

We believe

- and are committed to the total development of each child including their spiritual, intellectual, physical, and social-emotional needs.
- that it is essential for our staff to believe in Jesus Christ as Lord and Savior, love and enjoy young children, and provide a spiritual emphasis throughout the activities of each day.
- that the foundation for healthy emotional growth comes from providing a physical environment that is inviting, happy, and for each child to be surrounded by love.
- it is important to provide appropriate activities throughout each day that focus on the process of learning.
- in helping each child enjoy success as well as accept failure.

- in a positive approach to discipline. We strive to establish consistent, age-appropriate limits that are fair and kind. We help children grow to function independently in their world.
- that parents are the most significant and influential adults in a child's life. We strive to create mutual respect between parents, teachers, and caregivers providing a collaboration for the benefit of the child.

GOALS AND OBJECTIVES OF SCHOOL AND STAFF

Grow Spiritually

Help the child to appreciate the wonders of God's creation and His great love in sending Jesus Christ as the Savior from sin.

Lead the child to trust and believe in Jesus as his helper and Savior.

Grow Socially and Emotionally

Learn

- about the rights, feelings, and property of others
- to become a member of a group, learn to work and play cooperatively
- to accept and respect teachers and friends
- basic health and safety rules
- to think and act for himself

Develop

- and show some degree of self-discipline and self-control
- self-confidence
- in himself a feeling of love, tolerance and empathy for all people

Grow Physically

Develop both large and small muscles to improve coordination.

Learn how to keep our bodies healthy and strong.

Grow Intellectually

Stimulate a child's inherent drive to learn.

Develop his natural mental abilities.

Help develop vocabulary and speech patterns.



STAFF MEMBERS

Administrator - Mrs. Michele Herner, faithpreschoolavon@gmail.com

Preschool 3's

Teacher: Mrs. Lauren Okowita

Aide: Mrs. Erin Spahn

Young 4's

Teacher: Mrs. Melissa Smith

Aide: Mrs. Jane Prahst

Pre-K

Teacher: Mrs. Holly St. Clair

Aide: Mrs. Tonya Miller

Faith Friends

Teacher: Mrs. Michele Herner

GENERAL INFORMATION

Days and hours of operation:

Our office is open Monday-Thursday from 8:30am-3:30pm. Scheduled closings include Thanksgiving, Christmas and Easter break which follow the current school calendar, Martin Luther King Day, President's Day and up to two in-service days predetermined at the start of the school year, please consult the school calendar faithavon.com/preschool. The school calendar is distributed to all parents at the summer parent meeting. Updates to the calendar can be found on our website above.

Preschool 3's class meets Monday-Wednesday from 9:00–11:30am.

Young 4's class meets Monday-Wednesday from 9:00-11:30am.

Pre-K class meets Monday-Thursday from 9-11:30am or 12:30-3:00pm.

<u>Preschool 3's Typical Day</u>	<u>Young 4's Typical Day</u>	<u>Pre-K Typical Day</u>
9:00 Arrival, Books, Puzzles	9:00 Arrival, Morning	9:00/12:30 Arrival, Brain Bin
9:10 Prayer, Intro. to the Day	Challenge, Free Play	Free Play
9:20 Small Group Activities	9:25 Bathroom Break	9:20/12:50 Prayer, Jobs
9:55 Jobs/Calendar	9:35 Prayer, Circle Time	9:35/1:05 Lesson of the Day
10:05 Free Play/Art/Table Center	10:00 Snack, Books, Small	9:55/1:25 Art, Free Play
10:45 Snack	Manipulatives	10:15/1:45 Snack/Free Play
11:00 Jesus Time/Music	10:35 Centers, Small Group	10:35/2:05 Small Groups
Movement	11:10 Bible Story/Music	11:00/2:30 Bible Story/Music
11:20 Prayer/Closing	11:25 Closing	11:25/2:55 Closing/Prayer
11:30 Dismissal	11:30 Dismissal	11:30/3:00 Dismissal

Public Areas: Several areas of the building are available if you are staying at the school during school hours, and you will be welcome to use the gathering area by the church offices. The Wi-Fi is listed as Faith-Guest; a private area for nursing moms is also available.

RATIOS

Faith Lutheran Preschool is licensed to serve 48 preschool aged children. We follow current staff ratios as mandated by the State of Ohio. Our staff consists of lead teachers and classroom aides. Staff assignments are used to maintain ratios.

Current Staff Ratios

3-year-olds- 1:12

4-year-olds- 1:14

PARENT COMMUNICATION

Monthly school newsletters will be emailed and sent home via backpacks. Teachers communicate via monthly newsletters, email and the app. ***Brightwheel***.

Each parent is free to contact the administrator or teacher when assistance is needed.

Parents should check the child's backpack daily for information concerning the program.

PARENT PARTICIPATION POLICY

Parents are encouraged to sign up to plan and attend class parties and other special events held in our school.

Parents are encouraged to join us for Chapel once a month at the beginning of the school day in the church.

Parents are always welcome to share their talents with us. Please contact your child's teacher if you have a skill or occupation that you would like to share with the class!

PARENTAL VISITATION POLICY

Any custodial parent or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during hours of operation for the purpose of contacting their children or evaluating the care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the non-residential parent. (OAC 5101:2-12) Upon entering the premises, any parent or guardian shall notify the Administrator or teacher of his/her presence. Access to the preschool is limited to parents, guardians of children in care and authorized persons.

PROGRESS REPORTS (for 3's, Young 4's & Pre-K classes)

Parents will have the opportunity to meet with their child's teacher before school begins during a "Tell Me More" meeting, to let teachers know about your child's likes/dislikes, disposition and ways of learning.

Each student will be evaluated twice during the school year. In the fall, the parents will receive a written copy of the evaluation with a brief explanation. In the winter, we will schedule a 15-minute parent-teacher conference. If at any time during the school year a parent would like a special conference or meeting, please contact the teacher.

FINANCIAL POLICY

Faith Lutheran Preschool is a non-profit self-supporting organization and depends on tuition income.

- Registration fee is required upon pre-enrollment and is non-refundable.
- A graduated supply fee is assessed depending on the number of days a child is enrolled.
- Tuition fees are determined by the Preschool Board of Education with the full year's expenses used as a guide. Although the actual number of days fluctuates from month to month, it is the total number of class days offered in the full term which results in fees being assessed. Full tuition payment can be made at the start of the school term, or nine monthly installments can be made.

FEE SCHEDULE 2026-2027	Monthly Tuition	Yearly Tuition	Supply Fees	Registration Fee:
3 Day Rate	\$240.00	\$2,160.00	\$60.00	\$75.00
4 Day Rate	\$275.00	\$2,475.00	\$65.00	\$75.00

- Tuition fees are due by the 1st of the previous month. The first month's tuition is due August 1st. A five-day grace period is allowed for payment. A late fee of \$10.00 will be assessed on the 6th day of the month. Tuition can be placed in the tuition box located in the classroom or mailed to the church office. Payments may be made by check, payable to Faith Lutheran Church. There will be a service charge, equal to the bank's charges, for any returned checks.
- Tuition payments are also accepted through Bright Wheel. Families will need to create an account at <https://mybrightwheel.com/>.
- All tuition is due regardless of sickness, weather-related closings, holidays, and emergency related closings mandated by the state/local government, or Dept. of Health, like a pandemic.
- Tuition delinquent more than 30 days will result in your child not being able to attend class until payments are up to date.
- Faith offers partial scholarships for enrolled students each year through our partnership with the LSGO, Lutheran Scholarship Granting Organization. Feel free to reach out to the director for more information on scholarship opportunities.

*Questions regarding tuition may be directed to the Preschool Director.

ENROLLMENT POLICY

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Faith Lutheran gives priority enrollment to families/students that are members of Faith Lutheran Church and/or are currently enrolled in the program.

Enrollment Requirements

- Preschool 3's - must be 3 years old by September 1 of the current school year.
- Young 4's - typically turn 4 by December 31 of the current school year.
- Pre-K - must be 4 years old by September 1 of the current school year.
- Should be toilet trained prior to entering - If a child has a wetting accident, the teacher or aide will assist the child in changing clothes. However, if a child has a bowel movement accident, we may call the parent and ask them to come in and take care of their child.
- We reserve the right to unenroll any child due to financial delinquency or due to unacceptable behavior of a child or parent.
- To ensure your child's enrollment, parents must re-register their child(ren) for the following school year.
- The administrator shall conduct a pre-admission interview with each child and their parent or guardian.
- Parents are asked to enroll in Brightwheel for tuition payments and communication.

Forms

The following forms are required by the Ohio Department of Children and Youth Services for attendance. All forms must be turned in prior to the first day of classes.

- The *Child Enrollment and Health Information* form (DCY 01234).
- An *Immunization Record* is to be on file at the center within thirty days of the child's first day of attendance and updated no more than every thirteen months thereafter.
 - The dated immunization record is to contain the following information:
 - The child's name and birth date.
 - A record of the immunizations that the child has had, specifying the month, day and year of each immunization.
 - A child may be exempt from the immunization record requirements if one or more of the following statements are provided:

- A statement from a licensed physician, physician assistant (PA), or advanced practice registered nurse (APRN) that one or more of the following apply:
 - The child is in the process of being immunized.
 - An immunization against a disease is medically contraindicated for the child.
 - An immunization against a disease is not medically appropriate for the child's age.
 - A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.
- Along with these forms required, our school requires a ***Parent Authorization*** form, which gives permission for various things such as photos, child pick up, and a ***Getting to Know You*** form.

ATTENDANCE

A child should be kept at home whenever there are signs of illness, but when well, encourage the habit of good attendance. Please call the school 440-934-2465, when your child is not in attendance. Please notify the school immediately if your child comes down with a communicable disease. The children's attendance and departure shall be documented each day.

ARRIVAL/DEPARTURE PROCEDURES

Parents may use the drop off/pick up line during arrival and departure where teachers and aides will bring students to and from the classroom. This begins the second week of school.

Parents may walk their children to the classroom at arrival, and/or for dismissal, wait in the narthex for the end of the class time. Please make sure there is verbal contact with the teacher when arriving for the day.

All students/staff will wash hands or use hand sanitizer upon arrival.

Any parent/student arriving 10 minutes or later after the start of the day will need to call 440-934-2465 for a staff member to come and let you in.

DROP OFF/PICK UP LINE

Parents will be given a name card to be put in the visor for teachers to see your child's name.

Arrival and dismissal will begin 5 minutes before the beginning of the day and before the end of each day.

DROP OFF: Please enter the south (old) parking lot and circle around the back access road to the north parking lot. Pull up under the overhang. Children will be helped from cars at the curbside. Parents do NOT need to exit cars. Teachers will walk students into the building where an aide will

direct and supervise them into their classroom, in which the teacher is present. Children will be supervised at all times.

PICK UP: Please enter the south (old) parking lot and circle around the back access road to the north parking lot. Pull up under the overhang. Children will be helped into cars from the curbside. Parents do NOT need to exit cars. Parents are asked to pull ahead to a parking space to help your child buckle. Parents arriving 10 minutes after dismissal will be charged \$5.00 and waiting in the director's office if prior communication has not been established.

*NOTE: Please use caution when entering our driveways and passing through parking lots.
DRIVE SLOW!!

RELEASE POLICY

Our policy regarding the release of a child is to release no child from the center to a person other than the custodial parent or guardian daily. Parents/guardians may also list up to three adults who may drop off/pick up their child on a regular basis. A driver's license or identification will be asked to be shown by these individuals until a routine has been formed. If someone other than listed needs to pick up your child, a signed and dated release statement or phone call from the parent must be received.

In cases of custody disputes, divorced/separated parents and/or guardians are responsible for providing the school with a copy of their custody agreement, particularly as it relates to who is authorized to pick up their child(ren) at school. This agreement shall stay in place until a court statement allows otherwise.

This shall be in addition to the authorization form on file in the child's records indicating persons the parent/guardian has authorized to pick up their child. A child shall only be released to persons sixteen years of age or older, except when written permission is on file.

OUTDOOR PLAY

Faith Lutheran Preschool does not have a playground area for outdoor play. Our students and staff have our indoor fellowship hall/muscle room that is readily available for students to use on a regular basis.

SAFETY AND SUPERVISION POLICY

Faith Lutheran Preschool has many safety policies in place throughout this handbook. In addition to those previously stated policies, the following safety policies take place at Faith:

No child shall ever be left alone or unsupervised. Children shall always be within sight and hearing of childcare staff members.

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

Staff will follow guidelines for providing safe and sanitary equipment and the environment as outlined in rule 5180:2-12-13.

All staff members have been trained in Communicable Disease, First Aid, CPR, and Child Abuse Recognition and Prevention.

Our center has immediate access to a working telephone within the building used for childcare.

Our center has a monthly fire drill at varying times each month. Severe weather drills will be held March through April. Safety drills will be conducted quarterly. A record of all drills is posted at the center.

Our center has fire emergency and weather alert plan posted in the classroom which explains action to be taken and staff responsibilities in case of fire emergencies or weather alerts and diagrams showing evacuation routes.

Use of spray aerosols shall be prohibited when children are in attendance at school.

The center shall provide a smoke free environment for the children during the hours that childcare is provided in compliance with the smoking ban pursuant to section [3794.02](#) of the Revised Code.

Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

The rights and dignity of each child shall be always respected. All activities shall be directed to the maximum spiritual, mental, physical, and social growth of each child in the learning center.

All staff shall not be under the influence of any substance that impairs childcare staff member's ability to supervise children and/or perform duties.

All staff shall maintain situational awareness of the children in care for at all times.

- Aware of the activity a child is engaged in and being near enough to protect children from harm, meet their basic needs and respond to emergency circumstances.
- Near enough to observe, respond and anticipate reasonably foreseeable hazards and threats.
- Able to summon another adult for assistance in an emergency.

CHILD GUIDANCE AND MANAGEMENT

The childcare staff member shall:

- Set clear limits.
- Redirect the child to an appropriate activity.
- Show the child positive alternatives.
- Model the desired behavior.
- Reinforce appropriate behavior.
- Encourage and model ways to control behavior, cooperate with others, & solve problems by talking things out.
- Intervene, when needed, as quickly as possible to ensure the safety of all children.
- Use developmentally appropriate separation from the situation. The separation shall last no more than one minute for each year of age of the child. When the child is to return to the activity, childcare staff members must review the reason for the separation and what behavior is expected.
- Limit children's exposure to inappropriate language, behavior or media. This includes inappropriate actions by the following, but not limited to, non-staff adults, parents, and other children.
- Communicate and consult with parents/guardians prior to implementing any specific behavior management plan. This plan must be in writing and signed by the parent/guardian and must be consistent with the requirements of this rule.

When children's behavior is unacceptable, the childcare staff member shall **NOT**:

- Abuse, endanger, or neglect children.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use physical restraints on a child.
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
- Place a child in a locked room or confine a child in any enclosed area.
- Humiliate, threaten, or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families.
- Punish children for failure to eat or sleep or for toileting accidents.
- Withhold any food (including snacks or treats), rest, or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from all activities for an extended period.

DISENROLLMENT

An important goal of Faith Lutheran Preschool is to meet the needs of all children enrolled in the program. If staff members identify concerns about a child's adaptability to the preschool setting due to behavior concerns or developmental delays, parents, teachers, and administrators will work together to develop and implement a plan to help the child experience success. If intervention

strategies are not successful and/or the school does not have teachers specifically qualified to meet the child's needs, the program may dis-enroll the child. The school will support parents in finding another program that can meet the child's unique needs.

Faith Preschool reserves the right to take immediate action, including the removal of a student, if deemed necessary by the director and teachers.

If you need to terminate your child's enrollment during any time of the school year, a two-week notice is to be given to the director. No reimbursement of tuition will be granted.

SNACKS

Goals for healthy safe food experiences are enjoyment of healthy nourishing food, opportunities to learn independence and food-related manners, minimal waste of food, and minimal financial impact on families.

Students bring their own small healthy snack daily. Please make sure the snack is:

- An appropriate amount for a small snack
- Already cut into safe, serving size pieces, if needed
- Labeled with your child's name
- In a container that your child can open.

Please send a drink or a water bottle with your child daily. If your child does not bring a snack, we will have small bags of pretzels to offer for that day. If snacks brought in a resealable container or bag, leftovers can be sent home. Otherwise, leftover snacks will be discarded.

Healthy Snack Suggestions Fresh fruits, raisins, cut-up vegetables, cheese slices or string cheese, cheese crackers, naan with hummus, crackers with sun butter.

Please note: **Due to allergies, we cannot have nuts or tree nuts in the classroom.**

BIRTHDAYS

Each child's birthday or half birthday will be recognized during the year. Parents may provide a prepackaged treat bag for classmates to take home if you would like. We will not be able to celebrate with food in the classroom.

MANAGEMENT OF ILLNESS

Preventative Practices: The center shall implement the following practices for the management of communicable disease daily.

The center shall provide training for all staff in handwashing and disinfection procedures prior to working with children. Staff members shall wash hands upon arrival, after assisting a child with toileting, cleaning, and when hands have been in contact with mucous and nasal secretions. Disposable towels shall be always available.

The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness.

The center shall notify parents within 24 hours by the director when their child has been exposed to a communicable disease.

For currently **required** vaccinations, if a child has **not** been immunized for any reason from a communicable disease that is reported in the school, that child will not be allowed to attend school until the outbreak is over.

Centers shall follow the current version of the DCY 08087 Ohio Department of Health Communicable Disease Chart” for appropriate management of suspected illnesses. The chart shall be posted in a location readily available to center staff and parents.

Children are to be assisted or instructed to wash their hands, at minimum, upon arrival, after using the toilet and before eating food.

The center’s policy regarding the administration of medication, vitamins, modified diets, or food supplements is as follows: WE DO NOT ADMINISTER ANY OF THE ABOVE. This is because the children are only in school 2 ½ hours each day.

American with Disabilities Act (ADA) policies: Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.

Administering medication to children with disabilities: As my program does not administer medication, I do not administer medication to any child.

Administering care procedures for children with disabilities: Prior to caring for a child with a disability, staff and the administrator who are responsible for caring for the child are properly trained regarding any necessary procedures.

A child with diagnoses or chronic health conditions, including those who must have an inhaler available or medication for emergency needs or who require medical procedures shall have the parent/guardian complete the DCY 01236 “Health Care Plan Documentation & Permission to Administer Medication”. This form shall be kept on file at the center and revised when necessary. The staff assigned to the student along with the director, shall be trained by the parent or certified professionals to perform medical procedures. Such medications and/or devices will be stored in a locked storage area, except those requiring refrigeration which will be kept in the refrigerator.

A childcare staff member with currently valid training in the management of communicable diseases according to rule 5180:2-12-16 of the Administrative Code shall observe each child daily upon arrival at the center. The center shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.

SYMPTOMS AND PROCEDURES

Symptoms observed which require isolation and immediate discharge: a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian. Parents will be notified by phone and text if their child exhibits any of these signs of illness and must pick up child within one hour.

Isolate and Send Home

- Temperatures of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
- Diarrhea (3 or more abnormally loose stools within a 24-hour period).
- Severe coughing (red or blue face, whooping sound).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat, difficulty swallowing.
- Vomiting more than once or when accompanied by any other sign or symptom of illness.

Isolation precautions:

A child isolated due to suspected communicable disease shall be:

- Within sight and always hearing of an adult.
- Cared for in another room or portion of a room away from other children.
- Provided with a cot and made comfortable.

Return to School

A child will be permitted to return to the school when he/she no longer exhibits any signs of communicable disease, 24 hours after vomiting, when prescribed medications, such as antibiotics, is in his/her system for at least 24 hours, or when temperature is normal for 24 hours without aid of fever-reducing medication.

If a child is showing COVID 19 symptoms, we ask you to keep your child home. Students shall not return until they have been symptom-free for 24 hours without the use of medication.

MEDICAL, DENTAL, AND GENERAL EMERGENCY PLAN

All staff are trained in First Aid and CPR and AED use. The school has a first aid kit located in the director's office, as well as bandages and non-latex gloves in each classroom.

In case of a General Emergency and/or accident, the center would follow the general emergency plan posted in the room. A general emergency includes: any threat to safety

of the children due to environmental situations or threat of violence; natural disasters such as fire, tornado, or flood; loss of power, heat, or water. In case of a general emergency, the center would secure the building; move children to a safe location within the building, contact police or fire (911), contact parents. In a situation where we must evacuate the building and cannot return, we will contact the Avon Police Dept., and seek shelter at the St. Mary's Elementary School, 2640 Stoney Ridge Rd. (440-934-5124), contact parents and release students to parents there.

In case of a Medical or Dental emergency, the center would, if necessary, summon the second adult, administer first aid, call 911, call parents, call other parents to dismiss the children, and complete an incident form.

The center will complete an incident/injury report (DCY 01299) for an illness which requires first aid treatment, an accident which requires first aid treatment, an injury which requires first aid treatment, a bump or blow to the head, emergency transporting (911), or an unusual or unexpected events which jeopardizes the safety of children or staff.

In the event of a serious incident, injury or illness & a child needs emergency transportation, Avon Fire Department (911) will be called and provide emergency transportation, parents will be called, a staff member will accompany children during transportation

TRANSPORTATION

Parents are responsible for transportation of their child to and from school. The school accepts no responsibility for the transportation of children to and from school.

If a child needs emergency transportation an arrangement has been made with the Avon Fire and Police Department (911) to provide emergency transportation. If a parent refuse permission to transport a child, 911 will be called first for assistance, then parents will be contacted.

FIELD TRIPS

Two staff members will accompany classes on all field trips. Staff members trained in First Aid, Communicable Disease, and CPR will bring along the first aid kit, which meets state requirements, and signed permission slips from a parent or guardian. Staff will also use a checklist for supervising the group during the field trip, helping to assure that children are accounted for at all times.

Parents will be asked to help provide transportation. By law, all children must have a proper, approved car/booster seat. Parents are responsible for providing and installing a car/booster seat. No child shall ride in the front seat; all children and adults must wear seatbelts. Drivers shall see that the child board and exit from the curbside of the street and out of the path of moving vehicles. Smoking is prohibited in all vehicles when children are present. Drivers must be at least 18 years old, hold a valid driver's license, and not be under the influence of any substance which could impair driving abilities.

- The school's policy for guidance and management remains the same and will be followed on field trips.
- A working cellular phone, which shall not be used by the driver while the vehicle is in motion will be in each vehicle, and with the teacher during field trips.
- Routine walks/activities may take place from time to time on the church/school grounds.
- The Child Enrollment and Health Information, Immunization Record along with any Health Care Plan Documentation & Permission to Administer Medication plans & Medication is to be taken on all outings.
- Written permission is needed from the parent for each child transported to and from the center for field trips, including the child's name, destination, signature and date parent signed, and the date and times of the trip.
- Each child on the field trip shall have identification attached to him/her containing the center's name, address, & phone number to contact in the event the child becomes lost.

SCHOOL CANCELLATIONS

School cancellations or delays because of adverse weather conditions or other emergency situations will follow as closely as possible the cancellations in the Avon School District. When Avon Local School District closes due to weather, Faith will be closed. Faith will also contact parents through an alert on the Brightwheel app.

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 Preschool Board of Faith Lutheran. The church office (440-934-4710) will have a member of the Preschool Board contact you.
- Parents/guardians can call 1.800.686.1581 to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

SUPPLIES

The school provides the general supplies needed by each child such as paint, scissors, paper, and crayons.

Each child needs a book bag/backpack to bring to school each day.

A Helping Hand Tree is located outside of the classrooms for families to donate general supplies that are used throughout the year.

DRESS

This is up to the judgment of the parents, considering wash ability, fit and activity. Please be sure your child can care for himself in his clothing, especially in the bathroom. (Example: boys: snaps,

buttons, zippers girls: tights, bodysuits) Please be sure outer garments are suitable for the weather, large enough, in good repair, labeled

TRANSITIONING TO A NEW AGE GROUP

Children will be assigned a class group according to their age and birth date of the current school year. An Orientation Day will be held to familiarize students with their new classroom.

3's classes will begin the school year with a staggered start, allowing students to transition to school with ease.

ADDRESS AND PHONE

Please notify the school/director whenever there is a change of address or telephone number during the school year, or any other changes or status.

PARENT ROSTER INFORMATION

A parent roster for the entire school is prepared annually. This roster may include names, addresses, & telephone numbers of parents/guardians. Only those individuals that indicate, by signing a statement, that they want their information included on the roster will be included. Rosters are available upon request for only those parents/guardians who indicated listings on the roster for school related purposes.

SOCIAL MEDIA AND CHILD PRIVACY POLICY

- Faith Lutheran recognizes the importance of protecting the privacy, safety, and dignity of children and families. This policy establishes guidelines for the use of social media, photographs, videos, and other electronic communications involving children enrolled at the Center. The Center will maintain documentation of parental or guardian permissions and restrictions as required by Center procedures.

1. Photographs and Videos of Children

- The Center may photograph or record children for educational, documentation, promotional, or program-related purposes only when the child's parent or legal guardian has provided written authorization.

2. Social Media Publication

- The Center may use its official social media accounts and other approved communication platforms to share information about Center activities, events, classroom experiences, and accomplishments.
- Before publishing a photograph or video of a child, the Center will verify that appropriate parental/guardian authorization is on file.

- The Center will not intentionally publish a child's:
 - Full name in connection with a photograph or video.
 - When possible, photographs will be selected and posted without unnecessary identifying information, including the child's full name or other details that could facilitate identification of the child.

To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
 OCC/ACF/HHS
 Southwest Region
 1301 Young Street, Suite 958
 Dallas, TX 75202
 214-767-3849

30 E. Broad St., 30th Floor
 Columbus, OH 43215-3414
 (614) 644-2703 (voice)
 1-866-277-6353 (toll free)
 (614) 752-6381 (fax)
 1-866-221-6700 (TTY) or (614) 995-9961
 bcr-fax@jfs.ohio.gov (e-fax)
 Civil_Rights@jfs.ohio.gov (e-mail)

ODJFS
 Bureau of Civil Rights

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthcek/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.