



PARENT HANDBOOK 2023-2024



Christ Lutheran Preschool
32747 Lake Road
Avon Lake, OH 44012
Phone: 440-933-6714

ChristLutheranPreschoolAL@gmail.com

www.ChristLutheranPreschoolAvonLake.com

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Christ Lutheran Preschool Information

Christ Lutheran Preschool Office

440.933.6714

Administrator office hours are Monday through Friday from 8:45 am to 11:45 am and Tues.-Thurs. from 12:15-3:15.

To reach your child's teacher, please call the Preschool office at 440.933.6714 and leave a message.

CONTACT INFORMATION:

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Web: www.ChristLutheranPreschoolAvonLake.com

E-mail: ChristLutheranPreschoolAL@gmail.com

Join our Private Preschool Parent Facebook page at: [Facebook.com/groups/ChristLutheranPreschool44012/](https://www.facebook.com/groups/ChristLutheranPreschool44012/)

Preschool Board Members:

Laura Musat, Preschool Board President

Patty Knip, Church Member

Rev. Laura Kuntz, Interim Pastor

Amy Loge, Church Council Vice President

Teri Pienoski, Preschool Administrator

Beth Lecorchick, Preschool Treasurer

Katie Koch, Church Member

School Calendar for 2023-2024

August 15:	Parent Meeting from 7-8 p.m.
August 29:	Meet Your Teacher Night for students and their families 6:00-6:25 p.m.: Blended class (including Full Day Pre-K), M&W 2 ½ year olds 6:30-6:55 p.m.: 2 Day Pre-K, 2 Day 3's, AM 4 Day Pre-K, T&H 2 ½ year olds 7:00-7:25 p.m.: 3 Day Pre-K, 3 Day 3's, PM 4 Day Pre-K
September 5:	First Day of School
October 3 & 4:	School Picture Day
October 13:	No School
Nov. 22-24:	No School – Thanksgiving Break
Dec. 13 & 14:	Christmas Programs
Dec. 15-Jan. 2:	Christmas Break
January 3:	Classes resume (Same day as Avon Lake Public Schools)
January 15:	No School – Martin Luther King Jr. Day
Feb 12-16:	No School – Conferences, teacher training, school cleaning
February 19:	No School – Presidents Day
March 22:	Art Show 5:00-7:00 p.m.
March 28-April 8:	No School- Spring Break
April 9:	Classes Resume (Same day as Avon Lake Public Schools)
May 22:	Last day of class
May 23:	All School Picnic at Weiss Field 11:00-1:00 pm

Teri Pienoski, the Administrator: ChristLutheranPreschoolAL@gmail.com



Class Information

CLASSROOM RATIOS

Max. 7-2 1/2 year olds/1 teacher and 1 aide or 5:1 with 1 teacher

Max. 18 - 3 year olds / 1 teacher and 1 aide

Max. 20- 4 year olds / 1 teacher and 1 aide

Max. 20- 5 year olds / 1 teacher and 1 aide

2 1/2 Year Old Class

Mon. and Wed. OR Tues. and Thurs. 9:00-11:30 am

8:55 a.m.	Arrival
9:10	Circle Time
9:25	Daily Projects
10:25	Clean up
10:40	Bathroom / Snack
11:00	Large Muscle
11:15	Story / Prayer
11:30	Dismissal

2 Day 3's

Tuesday and Thursday 9:00-11:30 am

3 DAY 3's

Monday, Wednesday and Friday 9:00 to 11:30 am

8:55 a.m.	Arrival
9:10	Circle Time
9:25	Daily Projects
10:25	Clean up
10:40	Bathroom / Snack
11:00	Large Muscle
11:15	Story / Prayer
11:30	Dismissal

2 Day Pre-K

Tuesday and Thursday 9:00-11:30 am

3 Day Pre-K

Monday, Wednesday and Friday 9:00 to 11:30 am

8:55 a.m.	Arrival Activities
9:15	Circle Time / Letter of the Week
9:30	Group activity—Music/Math/Science
9:45	Large Muscle
10:00	Snack
10:15	Projects / Free Play
11:15	Story / Prayer / Closing
11:30	Dismissal

Class Information, continued

AM 4 Day PRE-K Monday thru Thursday 9:00-11:30 am

8:55 am	Arrival and selected table activities
9:15	Circle time — Pledge, Weather, Calendar
9:30	Projects and free play
10:30	Large Muscle
11:00	Handwashing / Prayer / Snack
11:15	Story / Prayer
11:30	Dismissal

PM 4 Day PRE-K Monday thru Thursday 12:30 to 3:00 pm

12:25 pm	Arrival and selected table activities
12:45	Circle time — Pledge, Weather, Calendar
1:00	Projects and free play
2:00	Playground or Indoor Gym
2:30	Handwashing / Prayer / Snack
2:45	Story / Prayer
3:00	Dismissal

Blended Class Tuesday, Wednesday, Thursday 12:30-3:00 pm Full Day Pre-K also attend Mon. 12:30-3:00

12:25 pm	Arrival Activities
12:45	Circle Time/ Letter of the Week
1:00	Group Activity-Music/Math/Science
1:15	Large Muscle
1:30	Snack
1:45	Projects/Free Play
2:45	Story/Prayer/Closing
3:00	Dismissal

All students will go outside to the playground or in to the indoor gym (church social hall) daily. Weather, temperature, wind chill, pollen count, humidity etc. will be used in determining the location of gross motor play for the class.

SCHOOL HISTORY

Christ Lutheran Preschool began as a mission of Christ Evangelical Lutheran Church in December of 1968. Our first class, under the direction of Mrs. Joanne Kreinbihl, consisted of six four-year old students. We began as a Christian Day Nursery School and we continue to include Christian teachings and philosophies as an important part of our curriculum. In September 1979, due to the growing needs of the community, the Preschool began a class for three year olds. Afternoon classes were initiated in September of 1981 and a four day program for older fours and fives was begun in 1984. A two day four year old class was added in 1993. In 2002 we opened a third classroom using the church's Sunday School room. Since the church's major addition in 2006, the third classroom has moved to the area previously occupied by the boiler room. A restroom and sink were added to the room for the convenience and safety of the children. Our three day three's program was initiated in 2007. 2017 saw the addition of a class for 2 1/2 year olds by converting a Sunday school classroom in the north wing.

The preschool is governed by the Preschool Board which is made up of three church members, the pastor, the church council vice president, the preschool administrator and the preschool treasurer.

PURPOSE AND GOALS:

The philosophy under which Christ Lutheran Preschool operates includes the following purposes and goals:

- 1 To initiate and instill in the mind of the child the desire to learn.
- 2 To introduce the child to the wonder of God and the love that He and His Son Jesus have for all of us.
- 3 To assist the child in making a gradual, smooth adjustment from home to school and from play to more structured activities.
- 4 To broaden the child's interest in promoting good health habits and his/her physical and motor abilities.
- 5 To increase the child's ability to recognize, isolate, meet and solve problems.
- 6 To promote the growth of language and communication skills.
- 7 To provide experiences which will challenge the child intellectually and encourage his or her creativity.
- 8 To help the child recognize reasonable behavior, limits, and encourage the growth of self-discipline.
- 9 To provide a pleasant atmosphere in which the child can grow socially, emotionally, spiritually, intellectually and physically.

LICENSING:

Christ Lutheran Preschool is licensed by the Ohio Department of Job and Family Services. The license, which enables us to operate legally, is displayed in the Preschool office. The laws and rules which govern our center may be viewed at www.jfs.ohio.gov/CDC/childcare.stm or you may view a copy upon request from the administrator. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online. You may also call the toll free number 866.886.3537 (option 4) if you have questions or to report suspected violations of child care rules. For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

ENROLLMENT:

Our preschool is in operation Monday through Friday from 9:00 a.m. to 11:30 a.m. and Monday through Thursday from 12:30 p.m. to 3:00 p.m. We will have a maximum of 7 children with a teacher and an aide with the 2 1/2 year olds. We will have a maximum of 18 children in a three year old class with one teacher and one aide. The 2, 3, and 4 day pre-K and Blended classes will have a maximum of 20 children with one teacher and one aide.

To enter the 2 1/2 year old class, the child must be 30 months of age. To qualify for enrollment in a three year old class, the child must be toilet trained and 3 before beginning class. To be in the 2 Day Pre-K class the child should be 4 years old by December 31. To be in the 3 Day Pre-K class the child should be four by September 30th. For enrollment in the 4 Day Pre-K class, the child should have one year of preschool experience. Exceptions to these requirements must be approved by the preschool administrator.

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

Write or Call: HHS
Region V, Office of Civil Rights
233 N. Michigan Ave., Ste. 240
Chicago, IL 60601
312-886-2359-voice
312-353-5693-TDD
312-886-1807-fax

Write or call :ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, Ohio 43215-3414
614-644-2703-voice
1-866-277-6353-toll free
614-752-6381-fax
866-221-6700-TTY or 614-995-9961

FINANCIAL POLICY:

REGISTRATION: A registration fee of \$45/child or \$50/per family is due when you register your child for class. This fee is NON-REFUNDABLE and is required whether your child enters at the beginning or during the school year. Tuition for the month of May is also due at the time of registration.

TUITION: The tuition is a yearly fee divided into 9 equal monthly payments. Your May payment (last month of tuition) is due when registering. Please see the registration form for the tuition rate of each class.

Tuition may be deducted from your checking or savings account on the 2nd of each month, September through April. Information regarding automatic tuition withdrawal will be in your fall packet or see the administrator for more information. Tuition payments made by check or cash are DUE on the FIRST OF THE MONTH and should be placed in the TUITION BOX in your child's classroom. Checks can be made out to CHRIST LUTHERAN PRESCHOOL or CLP. There is a \$10 late fee charged for tuition received after the 5th of the month. There is a \$30 charge for each returned check.

Tuition is due as long as your child is enrolled whether or not your child is able to attend classes. If for reasons of illness or family emergency, your child is absent from school for TWO or more consecutive weeks and written notice of this has been given to the administrator, tuition will be adjusted accordingly.

Due to our limited capacity, a space cannot be guaranteed for your child if tuition has not been paid or arrangements have not been made with the administrator.

If, for any reason, withdrawal from school is necessary, TWO WEEKS written notice is required. Prepaid tuition cannot be refunded unless this requirement is met.

PICK-UP LATE CHARGE: If you are late picking up your child you will receive a letter of warning. If this occurs a second time, you will be charged \$10 for every ten minutes that you are late. This charge is to be paid directly to your child's teacher on the next day of class.

SCHOLARSHIPS: CLP is proud to be able to offer tuition financial assistance to those who qualify. Please call the Preschool office at 440.933.6714 to request an application. Proof of income and the application must be returned to the school for consideration. Scholarships run from September through January and from February through May. You must re-apply in January for the February through May term. To qualify for the 2nd half scholarship, your tuition must be current.

Scholarships can be forfeited if:

- Your child is absent 5 consecutive days without written notice or doctor's note
- Your application contains inaccurate information
- You are 2 months behind in your portion of the tuition

FORMS AND RECORDS:

On the first day that your child attends class, the following forms must be on file:

Enrollment form: All of the information on this sheet needs to be complete and current. We CANNOT accept a child whose parent or guardian completes PART II of the Emergency Transportation Authorization box indicating that they will NOT allow us to transport their child to a hospital in the event of an emergency.

State law requires that we ask your permission to publish your name, email or phone number on the roster that is given to each family in your child's class. You may have your phone number omitted from the roster by checking the appropriate box on the form. The form also includes authorization for your child's name to be on the parent roster, family church information, a list of people whom you authorize your child to be released to, and a photo release form. If you have questions about any of these areas, please see the administrator.

Medical form: This form needs to be completed and signed by a Physician, a Physician's Assistant, an Advanced Practice Registered Nurse or a Certified Nurse Practitioner. **The medical form expires one year from the date of the exam.** When a child enrolls after the school year begins, the medical form must be completed and on file within 30 days of the child's start date. All enrolled children must be immunized according to Section 5104.014 of the Ohio Revised Code which requires immunization against the following diseases: Chicken pox, Diphtheria, Haemophilus Influenza type B, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella and Tetanus.

Family Information Form: The information on this form will help us to become better acquainted with your child.

Public Restrooms are located to the right of the Preschool Doors as you enter the building and around the corner from the 3 year old classrooms in the hall leading to the church offices. A comfortable area in the women's restroom by the preschool entrance door is available for breastfeeding.

MANAGEMENT OF COMMUNICABLE DISEASE:

STAFF: The administrator will review with all staff members the signs and symptoms of illness, proper hand washing and disinfection procedures. This information will be reviewed periodically at staff meetings.

No staff member shall attend the preschool if they show signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.

STUDENT: A teacher shall observe each child upon entering the classroom. A child with any of the following signs or symptoms of illness shall be sent home immediately with their parent, guardian or designated person.

SIGNS AND SYMPTOMS OF ILLNESS:

- 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, burning or itching of the eye, obvious discharge or matted eyelashes;
- 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 swallowing;
- 12 Vomiting more than one time or when accompanied by any other sign or symptom of illness.

If signs of illness occur during class time, the child will be isolated under adult supervision. The parent or guardian will be contacted by phone and asked to pick up the child as soon as possible. The parent may designate someone to pick up the sick child. A cot and blanket will be provided for the child while he or she waits to go home. The cot will be sanitized with appropriate germicidal detergent and the blanket will be promptly laundered after each use.



Policy for Re-Admittance After An Illness:

The child is to remain away from school for at least 24 hours AFTER the signs of illness have disappeared without the aid of medication.

Parents are asked to notify the preschool of the nature of any illness. Other parents will be informed by a note on the class bulletin board, a note sent home or an email if the illness is contagious.

Please note: A communicable disease chart is posted in each of the preschool's bathrooms. A dental first aid chart is on the bulletin board above the sink in each classroom.

Policy Regarding Medication:

Christ Lutheran Preschool **only administers** emergency medications such as EpiPens.

Procedures for Emergencies and Accidents:

The following safety guidelines have been established by the preschool and are to be followed by each teacher:

- 1 No child shall be left alone or unsupervised.
- 2 To insure that a preschool staff member is aware of each child's presence at our school, each child must be accompanied to and from the classroom by an adult when arriving or departing from the preschool. Children CANNOT be dropped off outside of the building and enter the school by themselves.
- 3 A child shall only be released to persons sixteen years of age or older, except when written permission signed and dated by the parent or guardian is on file.
- 4 State law requires any custodial parent or guardian of a child enrolled in a child care center shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child(ren), 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 nonresidential parent. Upon arriving at the center, the parent or guardian shall notify the administrator or designee of their presence.
- 5 A working telephone shall be immediately available in each classroom.
- 6 Fire drills are held monthly at varying times. A record of fire drills is available in each classroom. Severe Weather Drills are conducted monthly April-Oct. Safety (Lockdown) drills are conducted quarterly.
- 7 An updated first aid box shall be available at all times in each classroom.
- 8 A medical and dental emergency plan shall be posted in each classroom in plain view.
- 9 Staff members shall have training in pediatric first aid, CPR, Communicable Diseases and in the recognition of child abuse.
- 10 A plan which explains the action to be taken and staff responsibilities in case of a fire are located in each classroom.

Emergency or severe weather alerts along with diagrams showing evacuation routes shall be posted in each classroom.

- 1 A list of the children enrolled, their addresses, home phone numbers and two emergency numbers is readily accessible to the teacher.
- 2 Equipment shall be inspected at regular intervals, repaired, cleaned and/or discarded so as to avoid child injury.
- 3 Each parent or guardian shall complete the Emergency Transportation Authorization Form on the enrollment form for their child.
- 4 In the event that a child needs emergency transportation, the Avon Lake Fire Department will provide emergency transportation.
- 5 The center shall notify parents, within the next day of the center operation, when their child has been exposed to a communicable disease.
- 6 The use of aerosols shall be prohibited when children are in attendance at the school.
- 7 The administrator and each employee of a child care center are required under section 2151.421 of the Revised Code to immediately report their suspicions of child abuse or neglect to their local children's protective services agency.
- 8 The administrator and each employee of a child care center shall protect or remove children from a person or situation that is determined to be unsafe.

EVACUATION PROCEDURES:

If there is a need for school evacuation, the staff will take the children to the Avon Lake Teen/Senior Center, located across Rt. 83. We will then begin immediate notification of all parents/guardians. In case of a natural disaster where evacuation is not needed, the school will have on hand water, snacks, and a battery-operated radio to provide for your child until they are picked up.

VISITORS FOR DEMONSTRATIONS:

The Preschool will NOT conduct off site field trips, but instead will invite visitors to the preschool for demonstrations. If a visitor (fire dept., police dept., magician, etc) is scheduled for a time that your child is not in class, the child may attend the event with an adult. The child must be with the adult at all times during the presentation and is not to be dropped off.

ROUTINE FIELD TRIP PERMISSION FORM

Christ Lutheran Preschool includes a "Routine Field Trip Permission Form" in every child's enrollment packet for the parent/guardian to sign. It gives permission for the child to visit with the Pastor in the sanctuary, visit the church office, take nature walks outside around the church property, and to practice fire and emergency drills near the building using various exits

SNOW DAYS AND WEATHER EMERGENCIES

If the Avon Lake City Schools are closed due to inclement weather, we will also be closed. If the schools are delayed because of weather, we will cancel the morning classes. Our closing notices will be posted on WKYC.com and on our private preschool Facebook page.

CHILD GUIDANCE

Christ Lutheran Preschool is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Children are guided to treat each other and adults with self-control and kindness. Each student at Christ Lutheran Preschool has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
 - Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

ARRIVAL, DISMISSAL AND RELEASE OF THE CHILDREN:

Children and care givers will enter the building by way of the double doors at the eastern end of the walkway. The doors have a keypad entry and all preschool families will be given a code that will work during the hours that the preschool is open. All children must be escorted to their classroom by their parent, guardian, or a responsible adult.

Please arrive no earlier than 8:50 am for the morning classes and no earlier than 12:20 pm for the afternoon classes. The students will be invited into their classrooms 5 minutes before class is to begin.

The time prior to the arrival of the children is used by the teachers for preparation of class materials and business matters which may require them to be away from the classroom. Children cannot be left unsupervised; therefore we ask your cooperation in observing these arrival times. If your child will not attend class, please let us know by calling or emailing the preschool office.

Dismissal is at 11:30 for all **MORNING CLASSES** and at 3:00 p.m. for the **AFTERNOON** classes. No child will be permitted to leave the classroom unless an adult is present to pick them up. The preschool's policy regarding the release of a child to any person other than the custodial parent or guardian is that the teacher must be informed through the Child Release Form signed by the custodial parent or guardian as to whom the child shall be released. The teacher shall be informed of any changes by written note, or in case of emergency, by verbal communication from the custodial parent or guardian.

If there is a possibility that you will be late picking up your child, please let the teacher and your child know. It is often disturbing to a child to be the last one in the classroom waiting for an adult.

In compliance with the preschool's safety policy, no child may be dropped off outside of the building and go into the classroom by themselves. **Children must be accompanied by an adult when arriving and when being dismissed.**

We reserve the right to refuse to dismiss a child if we feel this will endanger the child in any way. We will do everything to maintain a child's safety; including calling the police if we feel the person picking up a child is in any way impaired.

THE PRESCHOOL CURRICULUM

The preschool program for all age groups is carried out in an atmosphere of structured play. Although the individual programs differ in content and in the amount of structure, they are all designed to help the children develop spiritually, socially, emotionally, intellectually and physically. The levels of content and structure are increased with the age level of the class.

Interactive SMART Boards are used in our 3's and Pre-K classes to enhance circle time, stories, demonstrations and for the children to practice their academic and creative skills. We use the literacy program FUNdations which emphasizes the letter's formation, a keyword, and the sound associated with the letter. This program is also used in the Avon Lake Public Schools.

The emphasis in the 2 1/2 and THREE YEAR OLD CLASS is in introduction. Along with adjusting socially to the school environment, learning how to play with others through sharing, taking turns and learning respect for all people is emphasized. Also included in the curriculum are large and small muscle development activities, pre-reading and pre-math readiness games, art and cooking activities, stories, songs, finger plays, and an occasional video. The classroom schedule is divided into short and varied activities to meet the children's attention span while using whole group, small work stations and individualized teaching styles.

The program for the 2 Day and 3 Day Pre-K Classes has been planned to help prepare your child for kindergarten. Emphasis is placed on listening skills and following directions as these skills are especially important for a successful kindergarten experience. Activities include music and rhythms, math and language arts readiness games, science, social science, simple religion units, classroom visitors, free play, story time and special emphasis weeks. Children are encouraged to try new things and to do as much as they can do on their own so that they are able to develop confidence in their ability.

The program for the 4 Day Pre-k Classes includes the same components as the 2 and 3 day pre-K classes with a greater emphasis on reading, math and science readiness activities through more time each week in class .

As a Christian Preschool, the spiritual development of the child is an important part of our curriculum. In addition to learning prayers and songs, the children will be introduced through videos, music, books, art activities, games and finger plays to Bible stories. Most importantly, each child will learn of the love that Jesus has for each of us.

Our commitment to the Step Up to Quality program includes doing ongoing assessments and screenings of the children. This information will not be shared with any other agency.



PARENT ROSTER INFORMATION:

The preschool will prepare a parent roster for each class. Parents have the option of omitting their name, phone number and email from this list by indicating their preference on their Child's Enrollment Form. This class roster will be sent home with each family.

PARENT INVOLVEMENT AND VISITATION:

Our preschool's policy regarding parent visitation is as follows:

Custodial parents and guardians are welcome to visit our school at any time. Please notify a staff member upon arriving at the building. We encourage you to participate in preschool activities as often as possible. Your involvement gives you a better understanding of what is taking place in the classroom and shows your child that you are interested in what they are doing in school. The following areas are some ways you may participate throughout the year.

CLASSROOM VOLUNTEER: You are welcome to volunteer your help in your child's class at any time. We ask that you sign up on the snack sheet to come in and help although it does not have to be your child's snack day. We really appreciate your help when a busy project demands an extra pair of hands and eyes. Your child's teacher will indicate when she needs this kind of help and your child will enjoy having you in the classroom.

PARENT TEACHER CONFERENCES: Conferences for the parents/guardians of all children enrolled are held during the year. The main conference is scheduled in late January to early February. Conferences are required by state law and must be included on our yearly calendar. Classes for the children will not be held during conference week. Time schedules for conferences will be posted two weeks before they will be held so that you may choose a time that fits your schedule. We will have short conferences in October and optional conferences in May to monitor your child's progress. Additional conferences can be arranged upon request by the parents or the classroom teacher.

SPECIAL DAYS: Some days during the school year are planned with the involvement of family members in mind. They include:

MEET THE TEACHER NIGHT: This is an opportunity for your child to come to school, to see their classroom, to meet their teacher and their new classmates. They will have the security of having other family members with them so this new world will not seem quite so strange. This takes place the week or two before school starts.

BIRTHDAYS: Your child's birthday is probably one of the most exciting days of the year. We would like them to be able to share some of the excitement with their friends at school. We ask that you sign up for snack on the closest day to your child's birthday. If you can, please plan on spending the day to help them celebrate. If your child has a summer birthday, please choose a date during the year to celebrate their "unbirthday".

CHRISTMAS PROGRAM: This is an opportunity for family members and friends to join in our celebration of Christ's birth. Hearing your child tell this story in their own words, sing songs, and recite the poems and finger plays that they have learned makes this a very special event. Check the calendar for the date.



FAMILY BOWLING NIGHT: Family Bowling is held in March at a local bowling alley. It's an hour of bowling fun!

ART SHOW: Our Annual Art Show is held in the spring. Each student will have at least 5 projects on display. Tickets will also be sold and drawn that night for raffle baskets and prizes.

FAMILY PICNIC: This is held on the Thursday before Memorial Day at Weiss Field in Avon Lake. The entire school will be meeting together along with the staff. This gives you a chance to talk to all the teachers and visit with other parents while enjoying a wonderful picnic.

DRESS:

Please dress your child in play clothes so that they will feel comfortable about climbing, crawling and painting. This is to be a happy time for the children, and they should not have to worry about getting their clothes dirty. Because of the amount of large muscle activity the children are involved in, tennis shoes are the best type to wear to school. Children have a hard time running and participating when they wear crocs, sandals, snow boots or dress shoes.

Please bring a book bag with a complete change of clothes inside (don't forget shoes and socks). We will be using many messy things such as the water table and shaving cream and as much as the children wear smocks, they can still get dirty or wet enough to want to change. Many children do not like wearing the school's clothes, so please provide us with an extra set. The book bag will go home with your child every day.

TOYS:

We realize a toy or stuffed animal from home can be a much needed security blanket for your child when they first come to school. However, after the initial adjustment to school, we encourage the children to leave their toys at home unless they are part of a special day. Toys tend to get lost or broken or even forgotten at school.

TRANSPORTATION:

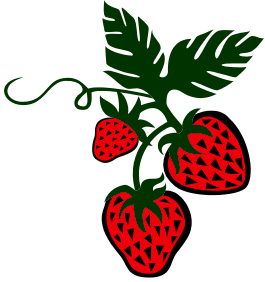
Each parent or guardian is to provide transportation for their own child. If you wish to form a carpool, the information provided on your child's Parent Roster will help you to connect with other families.

SUPPLY LISTS:

Your family will receive a VOLUNTARY supply list in July. The 3's and Pre-K students utilize their own supply box with markers, crayons, scissors and glue sticks while doing their projects. All Paper product and cleaning supply donations are voluntary and very much appreciated.



SNACK TIME



Dear parents;

Our school will help your child learn about good food choices and healthy food. To help in this process, we ask that when it is your family's turn to bring in snack, that you choose something from the following list or another nutritious snack that is low in sugar and is peanut & nut free.

Water will be the only drink served at snack time. The older children will pour their own water as well as practice their manners by asking for the water to be passed to them and taking turns. Using only water cuts down on the cost of the snack for the family and eliminates wasted juice boxes and other costly drinks.

Birthday Celebrations: A small PEANUT & NUT FREE cookie, brownie, or mini-cupcake may be brought in for birthday celebrations.

SNACK SUGGESTIONS: (The brand names listed do NOT contain nuts)
CRUNCHY: carrots, celery, stuffed celery, carrots and ranch dip, Rold Gold pretzels, bread sticks, gold fish crackers, animal cookies, Nabisco saltines, Ritz crackers, Wheat Thins, Nabisco Teddy Grahams, Sun Chips, Keebler Graham Crackers,

JUICY: apples, oranges, applesauce, strawberries, melon, grapes (cut in half please), bananas, Kellogg's or Betty Crocker fruit snacks

SUBSTANTIAL SNACKS: cheese and crackers, cheese sticks, muffins, yogurt, salami with cream cheese, pizza.



****IMPORTANT** DUE TO PEANUT ALLERGIES WE ASK THAT**

ALL SNACKS BE FREE OF PEANUTS AND ALL OTHER NUT PRODUCTS.

NOTE: Families are asked to sign up and bring in snack at least once per month. We also offer the option for families to send in \$50 at the beginning of the year and your child's name will be added to the snack calendar each month and your child will pass out a snack from our supply.

Christ Lutheran Preschool Illness Policies 2023-2024

The health, safety, and well-being of our students, staff and Christ Lutheran Preschool families is of the utmost importance. We want to create an environment where you feel safe leaving your child and where your child feels safe, loved, and where they have a lot of fun while learning. Our policies will reflect the ODJFS (Ohio Department of Job and Family Services) rules and CDC guidelines.

In accordance with ODJFS rules you will see that:

We will continue to exceed handwashing requirements for children and staff. Please note that it is required for all students and staff to wash their hands upon arrival and before leaving for the day.

Prior to coming to school each day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms of **any** illness. Through discussion with your child and personal observation, assess if your child is experiencing one or more of the following symptoms:

Temp. of 100 degrees Fahrenheit or higher

Fever

Chills

Cough

Shortness of Breath

Difficulty breathing

Fatigue

Muscle or Body Aches

Headache

Sore throat

Congestion or Runny nose

Nausea or Vomiting

Diarrhea

Please keep your child at home if they have any of these symptoms. It will be very upsetting to the child to be sent home after being evaluated at the pre-school.

OTHER NOTES:

Please call the preschool to let us know if your child will not be attending class due to illness. Please tell us if your child has a communicable disease so that other families can be made aware.

We will work with the Lorain County Health Department if we encounter **any** communicable disease to ensure the safety of the children and our staff.

We will continuously clean and sanitize our classrooms, bathrooms, all door handles, and classroom items

All the above precautions and policies will be frequently reviewed and changed when necessary to reflect updated ODJFS and CDC rules and guidelines.

2-1-1

United Way of Greater Lorain County's First Call for Help.

Every day in Lorain County, someone is in need of essential services - from finding substance abuse assistance to securing adequate care for a child or an aging parent.

App "211 Lorain County" connects those in need with information and referrals to health and human services for both everyday needs and crises.

*Spanish speaking information & referral specialists available. *

Access is available to hundreds of services including:

- Food, Clothing & Basic Needs
- Mental Health & Substance Abuse Treatment
- Health Care & Health Insurance
- Health & Wellness Programs
- Emergency Assistance for Housing & Utilities
- Financial Management & Free Tax Preparation
- Legal Services & Transportation

DIAL: 2-1-1 OR TOLL FREE: (800) 275-6106

VISIT 211LORAIN.ORG FOR ADDITIONAL INFORMATION