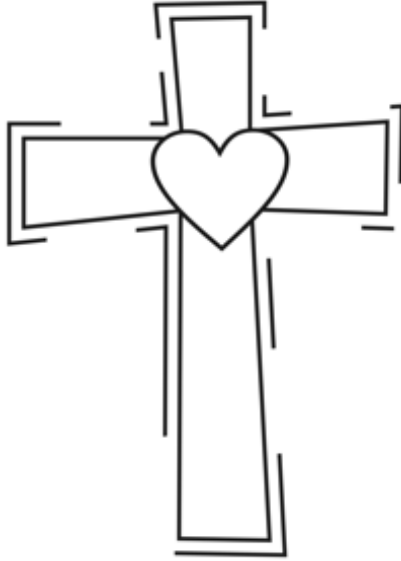


TRINITY LUTHERAN PRE-SCHOOL **PARENT HANDBOOK**



2023-2024 School Year

“Children are a gift from the LORD”

Psalm 127:3

**Trinity Evangelical Lutheran Church
128 South 7th Street, Zanesville, Ohio 43701
Phone (740) 453-0744**

Trinity Lutheran Church

128 SOUTH 7TH ST.
Zanesville, Ohio 43701
OFFICE PHONE: (740) 453-3131



Olivia Kirkbride,
Director/Lead Teacher

EMAIL: director@trinityzanesville.org
WEBSITE: TrinityZanesville.org

“Train up a child in the way he should go; and even when he is old, he will not depart from it. “

-Proverbs 22:6

Our Ministry was created to bring the Word of God to little ones.

We consider it an honor that you would choose our preschool. We strive for excellence in guiding your child’s spiritual, emotional, and educational development. Our sincere desire is that you would find this to be a safe and stable environment that encourages the growth of your child.

As a ministry of Trinity Evangelical Lutheran Church, we also invite you to make use of our worship opportunities; Vacation Bible School, Sunday School, Bible Studies and service groups if you do not already have a church home. Also, if you find yourself in need of spiritual guidance, and do not have someone to call, please contact us.

We are so glad that your child is coming to meet Jesus in our preschool. We pray that this will be a very positive experience and a strong foundation for their future.

Blessings in Christ,

Olivia Kirkbride, Director/Lead Teacher

The Staff, School Board, and Congregation of
Trinity Evangelical Lutheran Church and Preschool



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POLICIES

School Hours:

3, 4 and 5 YEAR OLDS

Two Days per Week Classes:

Monday and Wednesday
9:00 A.M. – 12:00 noon
- or -

Tuesday and Thursday
9:00 A.M. – 12:00 noon

Optional Third Day:

Friday
9:00 A.M. – 12:00 noon



It is the policy of Trinity Lutheran Pre-School that children must be 3 years old before entering school and all children must be potty-trained.

Non-Discrimination Policies:

The School Board of Trinity Lutheran Pre-School, located at 128 South 7th Street, Zanesville, Ohio has adopted the following non-discriminatory policies.

The Trinity Lutheran Pre-School admits students of any race, color, gender, national or ethnic origin, or economic status to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin, or economic status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The Trinity Lutheran Pre-School will not discriminate on the basis of race, color, gender, national or ethnic origin, or economic status in the hiring of its certified or non-certified personnel.

ADA Compliance:

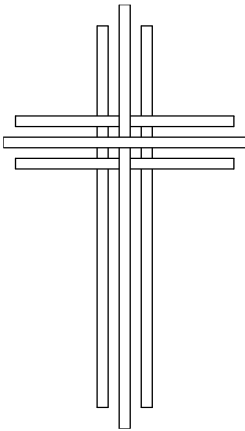
As a part of its mission, belief, and practice, and consistent with the ADA as it applies, Trinity Lutheran Preschool strives to accommodate children with disabilities to the extent the existing staff and facilities can meet the specific needs of the child. There may be a special need that we cannot sufficiently accommodate or care for in best interest of the child.

Legal Requirements:

All staff members of Trinity Lutheran Pre-School are subject to the provisions of Ohio Revised Code Chapter 5104, Ohio Administrative Code Chapter 5101:2-12, Licensing for Child Day Care Centers, amendments thereto and any similar legislative or administrative provisions now or hereafter in effect. These regulations set forth the requirements for licensure of school child day care centers and pre-schools such as Trinity Lutheran Pre-School. Accordingly, this handbook incorporates these provisions.

Governing Bodies of Administrative Rules and Regulations:

The Trinity Lutheran Pre-School is operated under the auspices of Trinity Evangelical Lutheran Church, of the Lutheran Church-Missouri Synod. The Trinity Lutheran Pre-School is required to follow the regulations and guidelines of the following:



The Board of Education
Lutheran Church-Missouri Synod
1333 S. Kirkwood Road
St. Louis, Missouri 63122-7295

The Board of Education
The Ohio District of the Lutheran Church-Missouri Synod
6451 Columbia Road
Olmstead Falls, Ohio 44138

Trinity Evangelical Lutheran Church School Board
128 South 7th Street
Zanesville, Ohio 43701

The Trinity Lutheran Pre-School is licensed by the Ohio Department of Jobs and Family Services. The license is posted on the bulletin board in the Church office, and in the Pre-School room. The law and rules are available at the office. The Trinity Lutheran Pre-School licensing record including compliance reports forms and evaluation forms from the health, building and fire departments are available upon request from the department. The Ohio Department of Jobs and Family Services toll free number is 1-866-886-3537, Option 4 for any person to use to report a suspected violation by the Pre-School.

Any concerns or questions by parents should first be directed to the Pre-School Director. The Director is available to parents immediately after class from 12:15-12:45pm, or by appointment. If parents do not feel their concerns are being addressed, they may then choose to speak with the Pastor. Pastor Andrew Wilson can be reached at (740) 453-0744.

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.



Pre-School Tuition:

The School Board of Trinity Evangelical Lutheran Church has adopted the following policies for the pre-school:

1. Fees:

	<u>Registration Fee</u>	<u>Tuition Fee</u>	
		<u>Monthly</u>	<u>Annual</u>
Two Day Class:	\$40.00	\$140.00	or \$1,260.00
Optional 3rd Day:	--	\$40.00	or \$ 360.00

Checks should be made out to “Trinity Evangelical Lutheran Church”.

2. Tuition payments may be made in one payment at the beginning of the school year paid monthly, quarterly, six months, or direct deposit.
3. **Tuition is due on the first day of the month.** All school accounts that are “past due” after the 5th of the month, will receive a reminder notice from the pre-school office. If the account balance is not paid by the 10th of the month, a \$30.00 late fee will be automatically applied.
4. The School Board has also ruled that a returned check must be replaced by cash, cashier’s check, or money order only. This payment will include a returned check charge of \$20.00.
5. There is no reduction for short months, sick days, holiday or vacations. The tuition is for the entire school year.
6. Delinquent accounts, past 45 days, risk losing your child’s school “spot”. You will be notified by a member of the Trinity Lutheran School Board and in writing of your account status.
7. The Withdraw Policy: A two-week written notification is required for withdrawal. If not given, a minimum of one month’s tuition will be charged. Parents will be asked to schedule an exit conference with the Director.
8. Registration Fee is due with the Registration Form to secure your child’s spot and is non-refundable.

Staff/Child Ratio:

The Trinity Lutheran Pre-School will not exceed the following State required ratios:

3-year olds	1:12
4-5-year olds	1:14

Because we desire to provide a higher level of quality care, there will be at least one staff member caring for every 7 children who are 3 years old and one staff member for every 8 children who are 4 or 5 years old. No child is left alone or unsupervised at any time. When there is a combination of ages within a group of children, the age of the youngest child will be used in determining the staff/child ratio applicable to the group. The Pre-School has at least 2 responsible adults on the premises at all times when 5 or more children are in the school.

The maximum group sizes are as follows:

24	3-year olds
24	4-5-year olds

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include nap time, lunch time, outdoor play or special activities.

Arrival/Departure:

Students should report between 8:45am and 8:55am for morning sessions. Please arrange to pick up your child(ren) beginning at 12:05pm and no later than 12:15pm.

Parents will line up in their vehicles in a single file in the parking lot, and each child will be removed from the vehicle and walked into the school by a staff member. Parents will initial the attendance sheet for arrival and departure. If parents wish to walk their child in, they must park in the lot, and sign the attendance sheet upon entering the building classroom. Any special messages, special pick-up notes, etc., are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs.

Staff will release children only to persons identified on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time, so they bring a picture ID and they are not offended. The children's safety is our priority!

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified, if necessary.

Custody Agreements:

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The pre-school may not deny a parent access to their child without proper documentation.

Late Pick-up Charges:

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute, per child, will be charged after 12:20pm. Please remember, members of our staff are anxious to get home to their families on time.

Safety:

Parents must grant consent for transportation to the source of emergency treatment for a child to be enrolled in our program.

A staff member, in charge of a child or a group of children, shall be responsible for their safety. No child shall ever be alone or unsupervised.

We are required by law that a staff member shall immediately notify the local public children services agency when the staff member suspects that a child has been abused or neglected.

First aid supplies and a person trained in first aid by a doctor or nurse having completed a course in first aid which is approved by the State Department of Health are available at all times the school is in operation.

Spray aerosols shall not be used at any time when children are present at school.

Guidance Policy:

Trinity Lutheran Pre-School staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child

may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. The discipline policy applies to all staff and parents while they are at the center.

Disenrollment/Suspension:

It is our goal to work together with parents to meet the needs of all students. If a child demonstrates behavior that requires frequent “extra attention” from the staff member, or if a situation arises where a child is consistently endangering himself/herself, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements Rule 5101:2-12-19 OAC. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of the children is always our primary concern.

A child may be suspended from preschool if necessary, while a plan is developed and options are explored. If intervention strategies are not successful and/or the school does not have the ability to meet the child's needs, the program may disenroll/expel the child. The school will support parents in finding another program that can meet the child's unique needs.

Trinity Lutheran Preschool reserves the right to take immediate action, including disenrolling/expelling a student, if deemed necessary by the director and teachers.

Proper Dress:

We have steps to navigate, as well as a lot of large motor skill play, so we ask that your child wear tennis shoes, or comfortable fitting shoes (with backs). No sandals or slide on shoes please.

We have not found it necessary to establish a clothing code for our school. We leave this matter to the good judgment of our parents. The children will be working with paints, clay, soil, glue etc. Accidents do happen, however, so please see to it that your child is properly dressed for these activities. Only washable clothing ought to be worn to Pre-School. (Please keep an extra set of clothing for accidents in your child's backpack.)

Napping/Resting:

Our preschool is a part-time program and does not include nap/rest time, according to policy 5101:2-12-20.

Outdoor Play:

Our preschool schedule does not include outdoor play time. Students are given multiple gross-motor play opportunities indoors throughout the day, totaling 30 minutes.

Water Activities:

We do not offer water activities as a part of our preschool, with the exception of a water table with a depth of 6-12 inches. This abides by the standards included in policy 5101:2-12-24.

AIMS AND OBJECTIVES



Trinity Lutheran Pre-School exists for the primary purpose of leading children to the divine Shepherd, Jesus Christ, their Savior.

Stated more specifically, our aims are the following:

To provide thorough instruction in God's word so that:

- a) Children may learn to know, trust, and believe in Jesus Christ as their Savior.
- b) Children may learn to know what their Savior expects of them as believers and followers.
- c) Children may learn to conduct themselves in a manner that is pleasing to God.
- d) Children may learn to live and play with other children in a God-pleasing manner, grow in social living, adjust to life outside the home as well as in

the school setting, and gain a feeling of security and happiness in all relationships with playmates, teachers, and parents.

- e) We, the teachers assist the parents in laying the foundation for loyal, God-pleasing citizenship and vocation in life.

ACADEMIC AND SOCIAL GOALS



Purpose:

Our secondary purpose is to help children in academic areas. Since a child learns from every experience, our programs will focus on providing developmentally appropriate learning experiences. Enormous differences exist in the timing of individual development. Therefore, we need to be flexible in our expectations about when and how children will develop and acquire these skills. In the early years, children are not only learning knowledge and skills; they are acquiring dispositions toward learning that could last a lifetime.

The following objectives will provide opportunities for positive growth in each developmental area:

Our classrooms include 3, 4, and 5-year olds. We do not separate children by age.

3 YEAR OLDS:

Social development

Listening, sharing, following directions, self-control, resolving conflicts, manners and respecting authority

Physical Development

Gross(large) and fine motor skills

Introduce

Math Concepts (simple shapes, sorting and counting 0-5)

Reading Readiness Skills (listening and letters)

Colors (primary and secondary)

Numbers and Letters (discriminating between)

4 AND 5 YEAR OLDS:

Social development

Listening, sharing, following directions, self-control, resolving conflicts, manners and respecting authority

Physical Development

Gross(large) and fine motor skills

Introduce and Develop

Math Concepts

1. Review basic shapes and incorporate new
2. Recognize and count 0-20
3. Simple patterns
4. Sorting
5. Color recognition (primary and secondary)

Reading Readiness Skills

1. Recognize first and last names and reproduce them
2. Storytelling

Colors

1. Primary and Secondary

Numbers and Letters

1. Discriminating between what is a letter or number
2. Letter recognition and sounds each make, and pre-reading phonics work for beginning readers



Daily Schedule:

Our daily schedules are only a framework. Within this framework, flexibility is essential. The time of each activity depends on the children's needs, maturity, ability, interest, etc. An activity may be omitted due to the length of another one. Each teacher makes adjustment to meet the individual needs of her class. It is essential that the children are not deprived of the necessary time for play, snack and rest. This is important for their physical and mental welfare.

- | | |
|--|---------------|
| • Receiving Children | 8:45 - 8:55 |
| • Attendance/Head Upstairs | 8:55 - 9:00 |
| • Morning Meeting | 9:00 - 9:30 |
| • Free Play (Individual Work/Assessment as needed) | 9:30 - 10:05 |
| • Clean Up | 10:05 - 10:10 |
| • Restroom/Wash Hands for Snack | 10:10 - 10:20 |
| • Prayer, Snack, and Bible Story | 10:25 - 10:45 |
| • Chapel or Story Time | 10:45 - 11:00 |
| • Literacy and Math Stations | 11:00 - 11:20 |
| • Afternoon Meeting/Music and Movement | 11:20 - 11:30 |
| • Restroom (as needed) | 11:30 |
| • Pack Up/Head Downstairs | 11:30 - 11:40 |
| • Gross Motor Play/Clean Up | 11:40 - 12:00 |

During specific segments of the schedule the children will be grouped for age appropriate activities.

Pre-School Program Overview:

Our program addresses the needs of children's social, academic, intellectual, spiritual, physical growth and development.



1) Security is Offered

The environment of our Pre-School creates a sense of security in the child by being safe, secure, and comfortable. Included among the means of creating this environment are: providing furniture which is designed for children, offering consistency of and accessibility to materials, providing places where children can relax and be alone when they want to be, maintaining stability in the classroom enrollment and teaching staff, carefully arranging equipment for minimum hazard or distraction, and offering adequate supervision at all times.

2) Independence is Fostered

Our program encourages children to become independent. They learn to use the inventory of skills they have rather than always relying on adult need and ability. By offering materials on shelves, in shapes and sizes children can readily manipulate, and in orderly, uncluttered display, we indicate that we want children to succeed at being independent and are confident that they will. Further environmental encouragement includes supplying children with clean-up materials which they can use by themselves and offering enough environmental stimulation so that children can involve themselves in interesting and educational activities without always requiring assistance, suggestions or approval from adults.

3) Cooperation is Developed

In our program the children will learn cooperation. The environment goes a long way to encourage children to cooperate without the teacher having to take disciplinary measures. To accomplish this, we display before the children only materials which they are allowed to use. We supply a place for all children's materials to be stored with ease so that they can be reasonably able to clean up without frustration. Because we have a place for everything, there is less need for teacher directed cooperation and a greater use of self-directed cooperation from the children.



4) Children Receive Stimulation

Children will receive stimulation in our Pre-School. This is the function of the teacher. By stimulation we mean those variables of the classroom environment that create activity areas which are maximally educational and interesting to the children, such as: self-correcting learning centers. The environment not only provides activities for the children, but also encourages full participation in these activities.

Sensory stimulation, as the label implies, excites the senses. The classrooms are decorated in bright, warm colors: children's art and literature are displayed and changed periodically so that it will be noticed. Sensory stimulation also comes through the variety of textures and shapes we offer in the rooms. Children are given opportunities to touch, smell, listen to, and even taste a variety of materials.

Activity stimulation is provided by a planned arrangement of which encouraged children participate in activities which defines the scope and limitations of the activities.

5) Educationally Appropriate Objectives are Met

The educationally appropriate objectives for our Pre-School are to expose children to the widest possible variety of experiences in order to arouse their curiosity, challenge their physical and intellectual abilities, and encourage self-expression. In effect, we aim to develop in the children a sense of joy, wonder, and curiosity in the world around us.

6) Positive Self-Concept is Developed

One of the most important objectives of our program is to develop a positive self-concept among all the children. When children feel good about them selves, recognize the love and friendship of teachers and children, and have confidence in themselves, they will be far more receptive to the learning opportunities than if they are feeling angry, hurt, alone, confused, shamed or rejected.



7) Freedom to Learn is Offered

Our program allows the child freedom to learn. He/she learns a great deal for and by himself/herself and with other children's help. Our carefully planned, rich and interesting environment gives them this freedom in which to learn. The learning materials are a very important part of our planned environment. They convey various concepts; they are intriguing, attractive and inherently interesting. They are materials that lead to success.

8) Our Staff are Qualified

The members of our staff are an important part of our pre-school because they help the children make use of the carefully planned and prepared environment in ways which enhance their freedom of learning.

Second, the teachers possess a real love and respect for children. They enjoy children and teaching which makes it possible for the children to enjoy the teachers also.

Third, the staff has a lot of imagination and is willing to work very hard to make our program a good one.

Fourth, the staff members have special training. They possess child-development education that gives specific training a context of value and aims. They provide intentional day-to-day learning experiences which are continually examined and reconstructed.

9) A Complete Readiness Program is Provided

When someone asks: "What do you teach in your Pre-School?" The answer is: "We teach mathematics and science, music and reading, dexterity and cooperation in the context of productive exploration and experiences, in an atmosphere of Christian love and support for each and all children.

CURRICULUM



Our curriculum covers the following aspect of early learning:

Spiritual Enrichment and Christian Living
Mental Health, Hygiene, and Safety
Gross/Large Muscle Activity
Small Muscle Activity
Logical Thinking

Spiritual Enrichment and Christian Values:

The Pre-School teachers seize every opportunity to help their pupils build sound Christian attitudes and ways of living. Children live for part of the day with others their own age, under the Christian guidance of an adult. The Christian life is lived on the level of the child. We lead the child to appreciate the wonders of God's creation and His great love. We lead the child to trust and believe in Jesus, to speak to God in prayer, and to lead a Christian life. We encourage the child to tell others about Jesus. We help the child feel and realize that God is always near. We help the child learn to love the house of God and to take part in worship services. We teach the child to have a reverence and deep love for the Bible.

Chapel:

Chapel will be held on Mondays and Tuesdays. Chapel is led by our Pastor, Vicar (as assigned), or a teacher. Chapel will include Bible-based, age-appropriate lessons drawn from scripture and the teachings of Luther's Small Catechism. In addition, the chapel services will include songs and/or hymns that reinforce the chapel message.

Auditory Discrimination/Memory:

Simple activities begin with distinguishing common noises and locating sources of specific sounds. As auditory acuity develops, children listen for sounds while soft music is playing. More complex skills, such as rhyming, prepare a child for learning. Children learn to repeat words, rhymes, songs and stories after hearing them once or several times. They learn to follow three-fold directions in sequential order.

Visual Discrimination/Memory:

The ability to observe detail visually is an important prerequisite for learning to read. Children in our program begin by observing gross differences in objects; then, gradually, they distinguish less obvious detail. Children learn to recognize colors, shapes, and their names.

Recall of what one has seen is also a valuable pre-reading skill. Exposing objects to children and asking them to recall what they have seen is related to successful recognition of words and remembering spelling patterns. Items in the classroom are labeled for easy sight word recognition.

Expressive Language:

Children participate in many talking and listening activities. They are asked to describe objects, invent puppet shows and express their feelings. Facility with language is a direct result of opportunities to converse with other people. Children are helped to develop both active and passive vocabularies. They develop conversation skills and ability to articulate needs and ideas. While many parents are most concerned about reading and writing skills and feel cheated if a Pre-School has no formal instruction in reading and writing, we do not insist on letter recognition or writing in our classes. Rather, we expose children to language and give them experiences that will encourage them to want to learn to read and write. Labels are put on things in the room, names are written on children's work, children's words are dictated for the teacher to write down, and paper is available at all times with names to trace or copy.

Health and Safety:

The purpose of including health and safety in our Pre-School program is to expose the children to the values of proper nutrition, personal hygiene, medical care and emotional development. One of the many goals of health and safety is to make children aware of existing dangers in their environment and to acquaint them with methods of coping with them.

Classroom Activities/Centers:

The Pre-School classroom will include a rotation of different academic and play centers that facilitate the development of the children. The goal of these centers is to facilitate directed and free play and teach children valuable skills they will use throughout their lives.

These areas may include, but are not limited to:

Building Block Area/Table, Housekeeping, Play Kitchen, Puzzles and Games, Dramatic Play, Musical Instruments, Library, and Sand/Water Table

Sensory Perception:

Children are given many opportunities to touch, smell, taste and hear various objects and materials. They will learn to describe how things feel, taste, smell and sound and will be able to distinguish among many different items.



Science:

Science covers so much of the preschooler's activity that several places are used in the room for science. Bones, water, tubes, cups, strainers, eyedroppers, flashlights, mirrors, magnets, magnifying glasses, prisms, inclined planes, reducing glasses, rocks, shells and scales are some of the items available to the children for observation and experimentation.

Animals may be brought to school for short visits with the children. Bugs, ants, worms and insects may be caught and caged for short periods of observation. Cut flowers may be brought to school by children anytime. Children plant seeds and grow their own flowers each year.



Social Studies:

Social studies in our Pre-School is simply an awareness of people, places and customs. We teach tolerance of different races and ethnic groups, as well as an understanding of the roles performed by various community workers and family members. Field trips are taken to show children different ways of living and the variety of jobs people do.

The social studies program includes social, civic and economic relations of people; History - our American Heritage; Geography - where people live; and International Understanding - an awareness of people in other countries.

A very important part of our social studies program is the teaching of moral values. We want children to develop self-understandings and to gain an insight into others. We want them to be eager to try new things with confidence. We

want them to recognize ownership and rights of others. We encourage them to be honest and to tell the truth. To sum it up, we hope that they will learn the golden rule; treat other children as you want to be treated by them.

Classroom Library:

Books, stories, quiet play and general enjoyment of literature are emphasized in throughout our classrooms. Our school library also serves as a resource for our children and staff. Each classroom has a story corner area where children can freely choose to read/look at books on their own and being read to by the teacher is a part of every day.

Bloomz App: We are committed to establishing consistent communication with our parents. We will be using the Bloomz App (free to parents), to send out lessons plans, post pictures, send reminders, announce school closings or special events, schedule conferences, post forms, and share behavioral statuses. Parents will receive an email inviting them to join the classroom at the beginning of the school year. This is our primary form of communication, and parents have found it to be a very helpful way to “stay connected” during their workday.

Materials:

The Pre-School asks the parents to provide a \$20 donation to help cover the cost of supplies for the school year. Throughout the year, the Director/Teacher may provide a wishlist of needed items for donation.

Field Trips:

We will be taking periodic field trips, which will be with parent/guardian/grandparent transporting their child. Whenever children are transported away from the school on field trips, a person trained in first aid will go along equipped with a first aid box (Rule 5101:2-12-18), and an Emergency Medical Authorization Form for each student. Each child on the trips must have identification attached (name tags) containing the child's name, school's name, address and telephone number. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all the children have arrived safely. This process will be repeated upon leaving the destination and returning to the center. No child will be permitted to go on any field trip unless written notification is sent to and signed by a parent or legal guardian and returned to the Pre-School; and details regarding these trips will accompany the permission form the child brings home. Permission slips will be kept on file for one (1) year. NOTE: Field trips will not be in close proximity to areas of water.

ADMINISTRATION

Enrollment Forms:

Each child enrolled in Trinity Lutheran Pre-School must have the following forms as required by the State of Ohio before entering school: Enrollment and Health information, Medical Statement/Shot Record, Parent Contract, Media Permission Slip, Pick-up Permission Slip and Custody Information Sheet (if applicable). Your child will not be permitted to stay and attend the school unless all required forms are complete and filed in the school office the first day he/she attends school. Forms are available in the school office and on the Pre-School website.

**Parents may enroll children without immunizations (because of religious beliefs) if they provide a signed medical form that the child is getting regular yearly exams and is cleared of any communicable diseases.

Class Rosters:

Rosters of names and telephone numbers of parents, guardians or custodians of children attending Trinity Lutheran Pre-School are available upon request. The rosters shall be prepared in accordance with rule 5101:2-12-32 of the administrative code. Parents shall be notified that the rosters will not include the name or telephone number of any parents, custodian, or guardians who request the director to not include his/her name or telephone numbers.

Formal Assessments/Conferences:

We use the Brigance 3 System for Fall Screenings. The children will all be assessed during the first 30 days of enrollment. **If data indicates additional intervention may be needed, the parents will be contacted, and a referral may be made to the providing agency. (MVESC, or Zanesville City Schools)

The Teaching Strategies Gold Program is used by the staff to conduct Formal Assessments throughout the School Year.

Trinity Pre-School does not currently report child level data to ODJFS.

The child's progress will be reported through quarterly progress reports and at two scheduled parent-teacher conferences during the year. Additional parent-teacher conferences may be scheduled upon request by the parent or teacher. Open communication between the parent and teacher is encouraged daily and year around.

Parents of students who will not be completing the preschool program will be asked to schedule an exit conference with the Director to give feedback.

Emergencies and Accidents:

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the pre-school's care. In the event of a real fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the pre-school does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions our emergency destination is Immanuel Church across 7th Street. A sign will be posted in front of the pre-school indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event that there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as this situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is like threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The pre-school shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

School Closing Due to Snow:

We follow the Zanesville City Schools lead when inclement weather occurs. If Zanesville Schools are closed for snow, Trinity Lutheran Pre-School is closed. Radio stations WHIZ 1240 AM, 92.7 FM, and 102.5 FM will announce school closings. It may also be announced/listed on the WHIZ TV. We will send a notification alert on the Bloomz app as well, making sure to call any families not enrolled in Bloomz.

Snacks for Preschoolers:

The Pre-School supplies napkins, cups, and water for the students. Parents are asked to provide the listed snacks for a week at a time and will be informed several days in advance of their turn and on a monthly snack calendar. Children between the ages of three and five are bundles of energy, like butterflies never stopping for more than a second. They need to snack frequently - up to four times a day. Snacks should be substantial but contain serving sizes that are smaller than those normally eaten at meals. Scheduled snacks are chosen to add needed nutrients to your child's diet, not just more sugar, salt and fat. Fresh fruits such as apples, pears, oranges, and bananas provide vitamins and fiber. It's easy to come up with a list of tasty, but wholesome, snack items.

Baked Goods

Oatmeal or raisin cookies, sliced fruit bread, corn or bran muffins, whole-wheat cupcakes or graham cracker squares.

Bread and Grains

Slice of whole grain bread, bread sticks, whole-wheat crackers, whole-grain cereal, English muffins, small dinner roll or dry cereal (lightly sweetened).

Fruit

Small fresh fruit, juice packed canned fruit, applesauce, frozen fruit juice pop, raisins, apricot halves or cooked dried fruit.

Milk and Dairy

Yogurt, pudding, custard or sliced cheese.

Other Snacks

Pretzels, popcorn, celery, carrot sticks, or other fresh vegetables

Per State Law, a snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups. The basic food groups are: *Meat/Meat Alternative; Bread/Grains; Fruit/Vegetable and Milk.*

Clean Up Practices:

The children are taught to clean up after themselves. Tables are washed when they are soiled after snack time or other activities. Spills are cleaned up by the child (with the assistance of the teachers) who spilled it with no scolding or teasing. These practices are used as a natural way of teaching children to be responsible, independent, and self-confident.

Medications:

Medications, vitamins, and special diets will not be administered at the school unless they are prescribed for a specific child and **WRITTEN INSTRUCTIONS, SIGNED AND DATED BY A LICENSED PHYSICIAN**, are received by the Pre-School Director. Such medication, vitamins, special diets and instructions must also be included on the Child's Medical Statement and Health Record forms (including JFS forms JFS 01236 "Medical/Physical Care Plan" and JFS 01217 "Request for Administration of Medication" as necessary). Non-prescription medications, cough drops, etc., are not permitted on school grounds. Only prescription medicine is permitted.

When a Staff Member Becomes Ill:

A substitute teacher will take her place whenever possible. When a teacher becomes ill while at Pre-School, another staff member will supervise the children until a substitute teacher arrives. The Director and all teachers are trained in first-aid, childhood illness, and recognition of child abuse.

Communicable Diseases:

The Pre-School Director and Teachers are trained by a Red Cross Instructor, Physician or Registered Nurse in a course designed to recognize the common signs of communicable disease or other illness. Children will be observed daily when they enter the group.

The following precautions shall be taken for children suspected of having a Communicable Disease:

1. The center will immediately notify the parents or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or legal guardian or person designated by the parent or legal guardian.

- 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
3. A child showing any of the above signs of illness will be placed in an isolated area (Teacher's area). The sick child will be provided with a cot and blanket for use until discharged to his parents or authorized person. An adult will be within sight and hearing of child who is isolated due to illness. No child is ever left alone or unsupervised.

The cot will be sanitized with appropriate germicidal detergent upon discharge of the ill child. The blanket, sheet and other articles used by the child will be promptly removed and laundered before being used by another child.

Parents will receive written notification if a child has been exposed to a communicable disease.

Policy Regarding Care of a Mildly Ill Child

A "mildly ill child" is defined as one of the following:

- a) A child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified listed under Communicable Diseases 2(a).
- b) A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified listed under Communicable Diseases 2(a).

A mildly ill child may be cared for within the child's group. The child shall be observed carefully for signs and symptoms of worsening condition. Many contagious diseases start with symptoms similar to those of the common

cold. Parents are advised to keep their child home if he/she seems to have a cold or shows symptoms of other illnesses.

Trinity Pre-School will follow the current CDC guidelines regarding students in early childhood centers. We support the decision of parents regarding their children wearing masks if/when they exhibit minor common cold symptoms.

In cases of absence, the parents should report the cause of absence to the teacher or school office as soon as possible.

If a child becomes ill at school, the parent will be notified. If the parents cannot be reached, we will call the next person on your contact list and then on to grandparents and so on, according to your individual information.

The teacher should know whom to call in case no parents are home during the regular school hours. Make sure this information is recorded on the regular application form. Also, keep the teacher up to date on any and all changes that occur in this matter.

Re-Admittance of a Child or Staff Member with a Communicable Disease:

The Pre-School follows the regulations as set forth by the Ohio Department of Health. Communicable Disease Charts (attached) are posted in the hallway. If you have questions about Communicable Disease, please call the local Health Department. Please refer to the current CDC guide for isolation and quarantine in Early Childhood Centers.

O T H E R

Visitors:

We will have visitors visit our Program to provide additional education to our children. Such visitors may include Fire Fighters, Animal Shelter Staff, Dentists, Librarians, and other professionals in our community. We also welcome grandparents and parents to visit during special events and holidays. Because of our focus on safety, we ask that visits be scheduled ahead of time with the Director. It is best if we do not have visitors during the first six weeks. Children need time to feel secure in school before they are ready to accept new people. Parents or guardians of a child enrolled in Trinity Lutheran Pre-School shall be permitted unlimited access during its hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the parents or guardians shall notify the Office Manager and Pre-School Director or designee of his/her presence.

Room Parents:

Since many parents are willing to participate in Pre-School activities, we do not assign room parents for the year. We do accept volunteers for help on special occasions to provide food for parties and to help with field trips. See parent volunteer questionnaire.

Birthdays:

Birthday parties are optional. They can be given on or near the child's birthday. The class will celebrate each birthday and also have a celebration for the children whose birthdays fall during the summer months. Parents of birthday children may bring or send a special treat, but they need not feel obligated to do so since the class will celebrate regardless. Anyone wishing to send special treats should contact the teacher a few days in advance to make sure the date is clear. Please refer to Snacks for Preschoolers in this handbook.

Holidays:

Our preschool will observe Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas Eve/Day, New Years Eve/Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, and Memorial Day. The dates of Thanksgiving, Christmas, and Easter breaks vary by year and are included on the current school year calendar.

Newsletters:

Your child will bring home a regular monthly school newsletter to keep you informed of activities, dates, upcoming events, etc. Monthly newsletters are also included in the Trinity Newsline and posted in the Bloomz app.

School Photographs:

Class and individual school photographs are taken each year. Notes regarding details will be sent home in advance.

Contact Information

Telephone

Telephones are located in the classroom (740/453-3131) and in the Church Office (740/453-0744).

Email

Pre-School: director@trinityzanesville.org
Church: officemanager@trinityzanesville.org

Website

trinityzanesville.org



COMMUNICABLE DISEASE BRIEF – Refer to complete chart posted in the Pre-School classroom for information relating to other diseases.

PERIOD OF EXCLUSION FROM SCHOOL

DISEASE	CHILD MAY RETURN TO SCHOOL	INCUBATION	COMMON EARLY SYMPTOMS
Chicken Pox	When all scabs are dry	10-21 days	Small blisters which leave scabs
Common Cold	Fever free 24 hours without fever-reducers	12-72 hrs	Sore throat, watery discharge from nose and eyes, sneezing
COVID-19	When cleared by local Health Department	2-14 days	Sore throat, watery eyes, runny or stuffy nose, fever, chills, cough
Influenza	Fever free 24 hours without fever-reducers	1-4 days	Fever, chills, headache, sore muscles, sore throat, cough
Hand, Foot, and Mouth	Fever free for 24 hours without fever-reducers	3-6 days	Fever, Raised rash on palms of hands, soles of feet, and near mouth
Mumps	At least 9 days after swelling occurs	12-26 days	Fever, painful swelling under jaw, or in front of the ear
Rubella (Measles)	5 days after appearance of rash	8-13 days	Fever, cough, watery eyes, running nose and rash
Rubella (3-day)	At least 4 days after appearance of rash	14-21 days	Rash, fever, swollen glands at back of neck
Scarlet	24 hours after treatment	1-3 days	Vomiting, fever, sore throat, rash
Whooping Cough	3 weeks after onset of typical whooping	7-21 days	Cold, cough (typical whoop), begins 10-14 days after onset
Impetigo	When treatment is started, and lesions are dry		Blister-like lesions which become crusted and pus-like, most common on face and hands
Conjunctivitis	When treatment is started, and discharge has ceased		Redness and swelling of one or both eyes, burning or itching, discharge
Pediculosis (Head Lice)	When disinfestation is complete, and hair is "nit free"		Irritation, itching presence of light gray insects and/or eggs (nits) attached to hair
Scabies	When treated	4-6 weeks	Small raised areas of skin containing fluid/tiny burrows

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 childcare 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, 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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

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 Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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.

