



**ST. JOHN CHRISTIAN PRESCHOOL
6135 RINGS ROAD
DUBLIN, OH 43016**

WELCOME

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

MISSION STATEMENT

We exist to help families carry out God's command to educate His children and prepare them for a Christ-centered life of learning and service.

PHILOSOPHY

We believe:

Each child is a gift of God, loved and created by Him and welcomed into His family through Jesus. (Matt. 19:14)

Children learn best in an emotionally and physically safe environment.

Children who are guided positively become responsible, caring individuals who are self-motivated and self-controlled.

Each child is created by God with an amazing capacity to learn and grow (Psalm 139:14). We honor God's creation and serve children best when we understand these truths:

- Each child possesses unique gifts and needs
- Children's growth follows developmental patterns that are sequential in nature and an orderly process.
- Children learn best when we educate the whole child, nurturing spiritual, physical, social, emotional, creative, and cognitive/language growth.
- Children learn best through play involving multi-sensory, hands-on activities.



GOALS AND OBJECTIVES OF SCHOOL AND STAFF

As a staff, we will endeavor to:

- Provide a happy, successful, “early school” experience for the young child in a warm, friendly, and loving atmosphere.
- Help each child feel good about him/herself and know success.
- Foster security with adults outside of his/her own family.
- Share with your children God’s Word, the Bible.
- Provide a developmentally appropriate environment and guidance to nurture each child toward the following goals.

Goals for your preschool child are to:

- Know the love of Jesus and see God’s love in the world.
- Develop a love for learning.
- Learn to respect and cooperate with peers and teachers.
- Develop self-reliance and independence.
- Follow directions.
- Grow in small and large muscle skills.
- Develop conceptual foundations in math, science, language arts (reading readiness) and social studies.



PERTINENT INFORMATION

SESSION TIMES

Morning Classes - 9:00-11:30 a.m. Afternoon Classes - 12:30-3:00 p.m.

The gym is closed each day between 12:30 and 1:30 p.m.

STAFF MEMBERS

ADMINISTRATOR/DIRECTOR: Mrs. Bonnie Stottlemyer
614-889-5893 - Preschool office
614-214-6550 - Cell
preschool@stjohndublin.org

TEACHING TEAMS List of members of the teaching teams will be available
in August.

LEAD SUBSTITUTE/
OFFICE ASSISTANT: Mrs. Carol Proegler

CHURCH SUPPORT STAFF: Pastor John Greig, Senior Pastor
(614-889-2284) john.greig@stjohndublin.org

Pastor Adam Steinbrenner, Associate Pastor
adam.steinbrenner@stjohndublin.org

LICENSURE AND ENROLLMENT

St. John Christian Preschool is a licensed child-care facility. Our license, issued by the Ohio Department of Job and Family Services, is displayed on the preschool bulletin board beside the director's office. Any person wishing to see our copy of the Administrative Rules and Laws governing our licensure may do so. Compliance report forms from the State of Ohio and evaluation forms from the Health, Building, and Fire Departments are available upon request from the Ohio Department of Job and Family Services.

The Ohio Department of Job and Family Services (ODJFS) requires basic enrollment and health information before a child is considered enrolled. This includes a current medical statement for each child. Medical statements are valid for 13 months from the date of the last well-child appointment. The form includes a record of immunizations and screenings, a statement that the child is in suitable condition for group care, and a list of any limitations or health conditions. The form must be signed and dated by the physician/physician's assistant, advanced practice nurse, or certified nurse practitioner that did the exam. We will send you a reminder before your current form expires.

Additional special programs may be offered. All programs offered will follow licensing rules and laws.

TEACHER/CHILD RATIOS

4/5 Year Olds

8:1 teacher/child ratio, maximum 16 students

3/4 Year Olds

7:1 teacher/child ratio, maximum 14 students

National Lutheran Schools Accreditation



St. John Christian Preschool is **nationally accredited** through National Lutheran Schools Accreditation, a rigorous process to identify excellent early childhood centers and plan meaningful ongoing improvement goals. This accreditation process demands high standards for operations, partnerships with families and the church, and teaching practices for all developmental areas of learning. It also encourages innovation to meet the needs of the children and their families.

REGISTRATION PROCEDURE FOR 2017-2018

Parents of currently registered preschool children and their siblings may register students in January. Registration information will be available in December.

St. John Christian Preschool admits students of any race, color, and national and ethnic origin 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, national and ethnic origin in administration of its education policies, scholarship and loan programs, and athletic and other school-administered programs

STATE OF OHIO AND SCHOOL POLICIES

PARENT CONFERENCES AND INVOLVEMENT

Parent conferences are held on designated class days in November and February or March. "Fall Chats" in November are informal and directed toward discussing adjustment to school and answering your questions. On the second conference day, we discuss growth through the year and again answer any questions you may have. If you would like to request a conference before this time, we will be glad to meet with you.

Parents are welcome at any time. We encourage you to visit our school or volunteer some of your time. Please share your talents with us. Also, sometimes there are materials to be cut or assembled. If you'd like to do some of this at home, please don't hesitate to ask the teacher. For any unscheduled visits, please check in at the office.

A class list with contact information approved by each family is distributed for each class. This list is strictly for your convenience as a preschool parent or employee. It may not be used by parents, staff, or any other persons for solicitation or as a source of names for any other activities. Thank you for your cooperation.

ARRIVAL AND DISMISSAL

We ask that your children arrive no earlier than the class starting time, and that they be picked up promptly at dismissal time. The teachers will be in the building earlier, but they will be in and out of the classroom as they set up for the day. It can be upsetting to children if, at dismissal time, they see everyone leaving and their parents or guardians aren't here, so we ask that you be as prompt as possible. We understand that emergencies do happen; please just call the school in this circumstance.

A drop-off system is available at 9:00 AM and 12:30 PM. Details will be included in your orientation folder. Unless you are using the drop off system, please walk your child to a teacher at the classroom door when arriving. All children are dismissed individually at each classroom. If someone other than yourself will be picking up your child, please NOTIFY

US. We are unable to release a child from the center to any person without prior approval of the custodial parent or guardian. We reserve the right to ask for identification from anyone picking up a child. **As you walk to and from the classroom, your child must be within "arm's reach" at all times.** This helps ensure the safety of the children and of others in the church and school hallways.

The preschool and its personnel cannot provide transportation for any students enrolled in the school, except in the case of a minor emergency.

CHANGE OF SCHEDULE FOR EMERGENCIES

Inclement Weather Plan: If the weather is threatening, check local media for school closings. Closings will coincide with the Dublin or Hilliard City Schools. If you are unsure as to whether the school is open, please call the preschool office (614-889-5893.)

In the event of 1-2 hour delays for inclement weather in Dublin or Hilliard, we will conduct classes as usual for families that are comfortable driving with little ones. Delays get buses on the roads by 8:00 AM, so weather conditions should be better by our 9:00 AM start.

Closings During the School Day: If the school must close early due to weather or another emergency, the preschool staff will contact parents. Preschool staff members will supervise children until parents arrive at the school to pick up the children.

DISCIPLINE POLICY

It is the belief of St. John Christian Preschool that children learn by example and through positive reinforcement of acceptable behavior. The staff will provide a variety of interesting activities from which the child may choose. A child who feels successful at what he is doing is a motivated, happy child. If, however, a child has difficulty sharing with another child or remembering a rule, the teacher may:

1. Talk to the child about his/her feelings and how his/her actions affect others.
2. Show the child an acceptable way to demonstrate his/her feelings.
3. Remind the child of the rule.
4. Remove the child to the teacher's lap or to a chair within the room or remove the child from the group briefly. (A staff member will stay with the child the entire time and will return the child to the group as soon as possible.)

Jesus and His love for others is always the example for behavior of students and staff. Love, kindness, patience, respect, and helpfulness are all qualities the preschool hopes to model and develop.

In specific instances, a child's behavior may endanger the emotional and/or physical safety of students or staff members of our school. While we will try to help each child be

successful in our program, we do not have the staffing qualifications to handle severe behavior problems. If this is the case, some possible courses of action may include:

- 1) Holding a parent conference with the teachers and director to make a plan for that student.
- 2) Working closely with the child's physician or other professionals.
- 3) Working with the local school district's preschool evaluation system.
- 4) Helping parents investigate options of other services or programs that may be helpful.

St. John Christian Preschool reserves the right to take immediate action including the removal of a student if deemed necessary by the director and teachers. Details of the disenrollment policy are available in the preschool office. St. John Christian Preschool does not allow corporal punishment or withholding food or water for discipline. These child guidance policies and procedures apply to all persons at the center.

SNACKS

A snack will be served daily, either during free choice time or at a separate snack time. The specific plan for each class will be given at orientation.



We cannot have peanuts, tree nuts, or products containing them in any of our classrooms during regular class times.

When you bring snack, please bring package ingredient labels or list of ingredients for baked goods. Water is served at snack time and available throughout the day. If it is your snack day and your child is ill and not in school, you do not need to make a special trip to school with the snack. Just give the preschool or church a call to advise them. A list of nutritious snacks is attached to the snack box.

The preschool understands that some children have special dietary restrictions. Parents of these children must submit required forms, meet with staff by the first day of school, and develop a snack plan for the child. We cannot have peanuts, tree nuts, or products containing them in any of our classrooms during regular class time.

OUTSIDE PLAY

Large muscle play will be held each day for 15-20 minutes in the gym or on the playground. Children will play on the playground when the weather is above 32 degrees and surfaces are not wet. Other factors may affect the decision to play in the gym or outside, including conditions such as temperatures above 85 degrees and/or high humidity.

CHILDREN'S BELONGINGS

Dress

Children should wear play clothes to preschool. We have a lot of "hands on" projects with paint, glue, and play dough. Even though the children wear paint smocks, accidents can and do happen. We also climb, jump, and run during our big muscle time, so play clothes and rubber sole shoes are best. We strongly recommend tennis shoes for safe play. We do play outdoors frequently, so please dress your child appropriately for the anticipated temperature and conditions.

Bookbags

Your child should bring a book bag that opens at the top. This will be helpful to carry projects, books, or papers home each day. Your child will have a basket at school with his/her name on it for school projects or anything from home. **Please label any bookbags, coats, etc., with your child's name.**

Show-and-Tell/Share

Children are encouraged to share items from home. Your child's teachers will let you know what routine they use for sharing in their classroom.

RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions or special interest groups which involves such activities as contests, exhibit sales of products to and by students, sending promotional materials home with students, fund raising, and free teaching materials must be carefully reviewed to insure that, on balance, such activities promote student interest without advancing the special interests of any particular group.

It is the policy of the Preschool Governing Team that students, staff members, and preschool facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Team or its delegated representative; and, any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this team. Check with the preschool office for the complete policy.

All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the administrator(s) on the basis of their consistency with preschool philosophy, educational value in the total school program, benefits to students, factual accuracy, and good taste. No such approval shall have the primary purpose of advancing the name, product or special interest of the proposing group.

ILLNESSES

Handwashing

Handwashing has been proven to be the single best way to prevent the spread of germs! Teachers wash hands upon arrival at school, before and after handling food, after using the restroom or helping a child with toileting, and after contact with any bodily fluids. Students must wash hands upon arrival at school, before eating or handling food, after using the restroom, after playing outside, and after contact with any bodily fluids. Handwashing procedures are posted in each restroom.

Communicable Diseases

Children who would be considered contagious must remain at home. This is for your child's protection and will prevent others from possible illness. A staff member trained by a Registered Nurse to recognize the common signs of communicable disease will observe each child daily as he/she enters the group.

Children with the following symptoms should not come to school:

fever of 100 deg. or over, now or in the past 24 hours	
diarrhea	discharges of or inflamed eyes or ears
vomiting	stomachache
consistently runny nose	persistent or severe cough
headache	sore throat
head lice infestation	skin rashes

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to a parent or guardian:

- (a) Diarrhea (3 or more abnormally loose stools within a twenty-four-hour period.)
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- (c) Difficult or rapid breathing.
- (d) Yellowish skin or eyes.
- (e) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- (f) Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness.
- (g) Untreated infected skin patch(es).
- (h) Unusually dark urine and/or gray or white stool.
- (i) Stiff neck with elevated temperature.
- (j) Evidence of untreated lice, scabies, or other parasitic infestations.
- (k) Sore throat or difficulty in swallowing.
- (l) Vomiting

If your child contracts a communicable disease, please let us know, in order that we might

be aware of a possible outbreak of the disease in school. You will be notified by a note sent home with your child of any communicable disease exposure. We are required by State law to display the "Communicable Disease Chart". It is located outside the Preschool Workroom. A child may re-enter school when he/she no longer exhibits any signs of communicable disease, 24 hours after vomiting, 24 hours after having a fever 100 degrees or over, or 24 hours after the first dose of an antibiotic.

We ask parents to notify the school of their child's absence. Please call the preschool (614-889-5893) or the church office (614-889-2284) by the starting time of class on the day your child will not be in attendance. In addition, this gives us an opportunity to pray for your child if he/she is sick.

If your child should become ill at preschool, we will make him/her comfortable and call you.

A child isolated due to suspected communicable disease will be:

- (a) Cared for in a room or portion of a room not being used for other types of childcare.
- (b) Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.
- (c) Made comfortable and provided with a cot if needed. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cot will be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit or other body fluids, the cot will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

If unable to reach the parent, we will call the emergency phone number listed on your child's enrollment form. If your child is mildly ill with minor common cold symptoms yet no fever, we will restrict his large muscle activity and make him/her as comfortable as possible until we can reach you.

Medication and Child Medical/Physical Care Plan Forms

If your child has a medical condition that requires medications during preschool hours or special information or treatment, you must have certain information on file. Please contact the director for forms if you have not already completed them.

Staff Illnesses

Staff members who contract a communicable disease will remain at home until they are no longer contagious. A substitute will take over the staff member's duties until he or she is able to return.

SAFETY

1. No child will be left alone or unsupervised.
2. Children will be greeted daily, observed for signs of illness, and aided in finding an activity of interest.
3. Each child will be dismissed in an orderly fashion and only to the care of his parent or a person so designated by the parent.
4. A fire drill will be held monthly. Tornado drills will be held monthly during tornado season. In case of a real fire or tornado, children will line up in an orderly fashion upon hearing the signal and evacuate the building as practiced (fire) or take shelter in the basement (weather alert). Assigned staff members will check other rooms. A count of the children will be made. Staff member will contact the fire department. A written plan is posted explaining procedures for staff in case of fire emergencies, weather alerts, or other emergencies
5. Staff members have immediate access at all times to a working telephone located in each classroom.
6. 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 center 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.
7. Use of aerosol sprays or other toxic substances is prohibited when children are in attendance at the center.
8. Preschool classes may occasionally walk to Ted Kaltenbach Park or Norn Park. Permission slips will be signed by parents for these walking trips. Students will be accounted for at all times by keeping them in visual sight and counting at beginning of walk, arrival at park, several times during visit, beginning of walk back to school, and arrival back at school.

9. Medical Emergency Phone numbers and Specified Plan, along with the Ohio Department of Health Dental First Aid Chart, are posted on the wall in each preschool classroom, in the gym, beside the playground door, and in both preschool offices.

EMERGENCIES and Action to be Taken:

In Case of Minor Emergency (Examples: Head Injuries or Possible Need for Stitches)

1. Administer necessary first-aid.
2. Inform parent immediately.
3. One teacher will stay with child, and 2nd teacher will supervise other children.
4. Complete an incident report.

In the Event of Serious Incident, Injury, or Illness *(Defined as: any situation occurring while a child is in care of the center, that requires emergency medical treatment or professional consultation or transportation for emergency treatment.)*

1. Call 911.
2. Call parent.
3. Call child's doctor if parent cannot be reached.
4. Stay with child at school and during transport until parent arrives.
5. Bring child's enrollment and health information form.
6. Complete incident report and notify Ohio Dept. of Job and Family Services verbally within 24 hours and fax incident report within 3 days.

In Case of a General Emergency *(Defined as: any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.)*

In all emergency situations:

1. Teachers must have first aid kit, emergency sheets, and attendance sheets.
2. If students are dismissed in any unusual fashion, parents/authorized emergency pick-ups must show a photo I.D.

For loss of heat and/or water: Parents will be contacted by phone. Children will be made comfortable in classrooms until parents/authorized pick-up persons arrive.

When building must be locked down: Children will remain in locked rooms. If it is necessary to evacuate classrooms, teachers will move students to a safe and secure area. Parents will be notified as directed by emergency personnel.

When building must be evacuated: Direction from emergency personnel will be followed. If conditions are safe, staff will walk students to the shelter house behind the church. This building is owned by the church. Parents will be contacted by phone to pick up children there.

CHILD CUSTODY AGREEMENTS

If your child is part of a child custody agreement, the preschool must have a copy of the custody agreement on file.

CONFLICT RESOLUTION

Parents and staff members may negotiate any difficulties and differences through the following channels:

Speak to each other directly.

Speak with the director privately or in a 3-way conference.

Speak with the Preschool Governing Team of St. John Lutheran Church. The church office (614-889-2284) will have a member of the Governing Team contact you.

CHILD ABUSE/NEGLECT MANDATE

The administrator and each employee of the center are required under Section 2141.421 of the Revised Code to immediately report their suspicions of child abuse or child neglect to the proper authorities at the Children's Services Department of the county in which the child resides.

ODHS TOLL-FREE COMPLAINT NO.:

The Ohio Department of Job and Family Services toll-free complaint number is made available to all parents (1-866-886-3537.) This may be used to report a suspected violation of the Ohio Revised Code or Administrative Code by the center.

Ohio Department of Job and Family Services

**CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE**

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

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

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

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.

JFS 01237 (Rev. 9/2011)

SAMPLE DAILY SCHEDULE

Opening Circle

Welcome
Weather, calendar, other routines
Story of the day
Explain choices



Learning Center Choices

Blocks/Construction
Housekeeping
Writing
Reading/Books

Fluid Table
Art Activity
Easel
Manipulatives

Science Experiment/Cooking
Games
Snack

Snacks - See healthy snack ideas.

Circle Time

Bible Stories
Music
Fingerplays



Large Motor on Playground or in Gym

Small Group Activity Time (4's and 5's)

Each teacher directs 1/2 the class in an activity.

Closing Circle

Reviewing the day and send off



TYPICAL SPECIAL EVENTS

SEPTEMBER:	Creation Celebration
OCTOBER:	Mini Pumpkin Hunt at School
NOVEMBER:	Dad's Night
DECEMBER:	Christmas Party
JANUARY:	Pretend Sleepover at School
MARCH:	Visit by Turtle Lady
APRIL:	Family Fun Night
MAY:	Mom's Party Beach Day



NUTRITIOUS SNACK IDEAS

Fresh vegetables (celery, carrots, cucumbers, etc.)

Fresh fruit (strawberries and grapes must be cut in half)

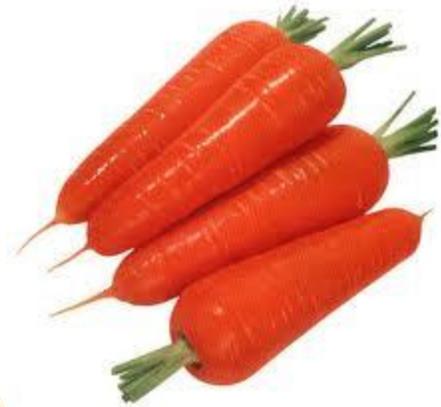
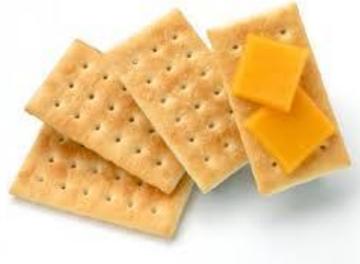
Cheese slices and crackers

Raisins or other dried fruit

Pretzels

Popcorn

Graham crackers



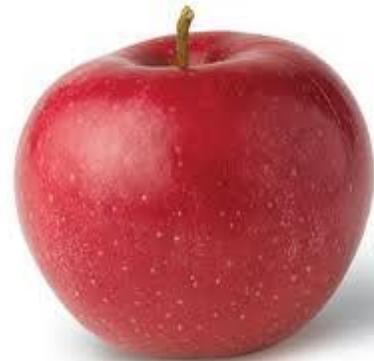
Applesauce

Pumpkin bread/muffins

Banana bread/muffins

Yogurt

No peanuts, tree nuts, or products containing them, please



For the safety of children with food allergies:

When your child brings snack, please also provide

- **Packaging with ingredients label for purchased products and/or**
- **Ingredients list for food prepared at home. Thank you!**