**Welcome!**

Welcome to Shepherd of the Ridge Lutheran Preschool! We look forward to getting to know you and your child this school year! This handbook has been compiled for your information and assistance. We encourage you to read this handbook in its entirety and familiarize yourself with our policies and procedures. Please feel free to contact us at any time with any questions, concerns, or comments!

Shepherd of the Ridge Lutheran Church extends a warm welcome to all of our preschool families! If you are looking for spiritual direction or a place to worship, please join us on Sundays at 11:00am for family worship. If you have questions or would like more information, feel free to contact the office at 440-327-7321 or visit our website, www.shepherdoftheridge.org.

**Policy Development & Enforcement**

All policy is set by Shepherd of the Ridge Lutheran Board of Preschool Ministry. Any changes or exceptions to policy must be approved in a regularly scheduled meeting of the Board of Preschool Ministry, appear in the written minutes, be communicated in writing to the Administrator and/or staff and when necessary be reviewed by the Board of Directors of Shepherd of the Ridge Lutheran Church. Neither the Administrator nor any of the Preschool staff are authorized in any way to make exceptions to the established policies.

**ABOUT US:**

# Licensed Program:

 Shepherd of the Ridge Lutheran Preschool is licensed by the Ohio Department of Job & Family Services. A current license, licensing inspection/compliance investigation reports are posted on the classroom information bulletin board. A copy of the law and rules governing child care in the state of Ohio, as well as all official licensing records (including compliance reports, evaluations, and fire inspections) are available for review from the Administrator upon request. Shepherd of the Ridge Lutheran Preschool is licensed to serve up to 61 preschool-aged children. A toll-free telephone number is listed on the posted license for reporting a suspected violation of the licensing law or administrative rules.

**Administrator Hours:**

The Preschool Administrator is Carlie Jones. Mrs. Jones is in the office Monday, Wednesday, and Friday from 11:30am until 3:00pm. She can be reached via:

**Phone:** 440-327-1032

**E-mail:** sotrpreschool@gmail.com

**CLASS INFORMATION:**

**Classes Offered:**

|  |  |  |
| --- | --- | --- |
| **Class** | **Days** | **Times** |
| AM, 3-Year-Olds | Tuesday/Thursday | 8:30am-11:00am |
| PM, 3-Year-Olds | Monday/Wednesday | 12:00pm-2:30pm |
| AM, 4-Year-Olds | Monday/Wednesday/Friday | 8:30am-11:00am |
| PM, 4-Year-Olds | Monday/Wednesday/Friday | 12:00pm-2:30pm |
| Pre-Kindergarten (Pre-K) | Monday/Tuesday/Wednesday/Thursday | 9:00am-11:30am |

**Staff-to-Student Ratios:**

|  |  |
| --- | --- |
| **Class** | **Ratio (Staff:Children)** |
| 3-Year-Olds | 1:12 |
| 4-Year-Olds | 1:14 |
| Pre-K | 1:14 |

In the case of blended age-groups, the age of the youngest child shall determine the minimum staff-to-child ratio. An aide will be added to the classroom when need be in order to maintain the proper ratio.

**Daily Schedules:**

|  |  |  |
| --- | --- | --- |
| **3-Year-Old AM** | **3-Year-Old PM** | **Activity** |
| 8:30-8:40 | 12:00-12:10 | Arrival, opening exercises (attendance, Pledge, etc.) |
| 8:40-9:20 | 12:10-12:50 | Centers and art project |
| 9:20-9:35 | 12:50-1:05 | Calendar, music, story time, Jesus time |
| 9:35-9:50 | 1:05-1:20 | Games and exercise |
| 9:50-10:05 | 1:20-1:35 | Restroom and snack |
| 10:05-10:10 | 1:35-1:40 | Show and tell |
| 10:10-10:40 | 1:40-2:10 | Library |
| 10:40-10:50 | 2:10-2:20 | Movement |
| 10:50-11:00 | 2:20-2:30 | Closing and dismissal |

|  |  |  |
| --- | --- | --- |
| **4-Year-Old AM** | **4-Year-Old PM** | **Activity** |
| 8:30-8:40 | 12:00-12:10 | Arrival, opening exercises (attendance, Pledge, etc.) |
| 8:40-9:20 | 12:10-12:50 | Centers and art project |
| 9:20-9:35 | 12:50-1:05 | Calendar, music, story time, Jesus time |
| 9:35-9:50 | 1:05-1:20 | Movement and gross motor skills |
| 9:50-10:05 | 1:20-1:35 | Restroom and snack |
| 10:05-10:10 | 1:35-1:40 | Show and tell |
| 10:10-10:40 | 1:40-2:10 | Library |
| 10:40-10:50 | 2:10-2:20 | Movement |
| 10:50-11:00 | 2:20-2:30 | Closing and dismissal |

|  |  |
| --- | --- |
| **Pre-K** | **Activity** |
| 9:00-9:10 | Arrival, opening exercises (attendance, Pledge, etc.) |
| 9:10-9:50 | Free activity and art project |
| 9:50-10:05 | Calendar, music, story time, Jesus time |
| 10:05-10:20 | Movement and gross motor skills |
| 10:20-10:35 | Restroom and snack |
| 10:35-10:40 | Show and tell |
| 10:40-11:10 | Learning Centers |
| 11:10-11:20 | Movement |
| 11:20-11:30 | Closing and dismissal |

# Philosophy of Education:

 Our primary purpose is to develop in each child the attitudes, skills, and habits that are necessary to facilitate educational growth (i.e., kindergarten readiness), citizenship, self-efficiency, and spiritual growth through the knowledge of Jesus Christ and the Holy Scriptures. We emphasize God’s amazing love and forgiveness despite the fact that we all fall short of His glory.

Our classrooms, schedules, and lessons are carefully arranged to enhance all areas of childhood development—cognitive, social, emotional, physical, and spiritual— in a positive and fun environment. Under our teachers’ guidance, children learn foundational concepts through hands-on activities that relate to real-life experiences and are encouraged to explore their personal interests in both structured and free-play settings. The daily schedule provides consistency and security while allowing the children to work individually or as part of a group. We view every child as an individual, with unique patterns of growth and development. Therefore, multi-level instruction is provided so that each child can learn confidently at his/her own pace.

* **Time with Jesus:**

We want each child to experience a joyful relationship with God! Weekly Bible stories and activities will introduce the children to key Biblical figures and events in an understandable, child-friendly manner. Simple Bible verses, songs, and prayers teach the children to know and worship God as a loving Father through faith in His Son, Jesus Christ.

* **Language and Literacy Development:**

It is important that children learn how to clearly express their needs, thoughts, feelings and ideas. Students are encouraged to explore their creativity and find their voices through story-telling, music, art, and dramatic play.

* **Physical Well-Being and Motor Development:**

Our curriculum is designed to facilitate movement/physical fitness, improve coordination and body awareness in preschool-aged children. Children learn to share and respect the rights of others as they participate in the group activities and games.

* **Cognitive Development & General Knowledge (including Math, Science & Social Studies):**

In order to prepare the children for Kindergarten, our teachers focus on foundational concepts such as:

* The proper use of tools such as scissors, crayons, pencils, etc.
* Number recognition/counting
* Left-to-right sequencing
* Alphabet recognition/letter sounds
* Community awareness (ex. Community helpers, holidays)
* Basic health/safety practices

# Goals and Objectives:

 The Ohio Department of Education Early Learning and Development Standards describe key concepts and skills that young children develop through the 5th year of life. These standards provide a comprehensive set of expectations for a child’s development and learning. Shepherd of the Ridge Lutheran Preschool utilizes these standards as a guide when designing and implementing its curriculum, assessments, and day-to-day instructional methods.

**ENROLLMENT:**

# Enrollment Process:

 During the registration process, all complete applications will be considered. However, preference will be given to:

* Applicants who were previously enrolled in Shepherd of the Ridge's Preschool program.
* Children who are baptized members of Shepherd of the Ridge Lutheran Church.

 All final enrollment decisions will be made by the governing body of Shepherd of the Ridge Lutheran Preschool and are contingent upon the adjustment of the child into the program.

Prior to the start of classes, parents will be required to attend a Parent’s Meeting to go over our policies and procedures.

# Non-Discrimination Policy:

 Shepherd of the Ridge Lutheran Preschool does not discriminate regarding the admission of students on 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. 12101et seq. Shepherd of the Ridge Lutheran Preschool does not discriminate on the basis of race, color, religion, sex, or national origin or disability in the administration of its educational policies, admission policies and other school-administered programs.

**Immunizations:**

While Shepherd of the Ridge Preschool encourages all children to be vaccinated in accordance with the state required immunizations, we will not turn an unvaccinated child away due to his/her parents’ religious convictions/reasons of conscience. (Per Ohio Revised Code 5104.014(c)(1)(b).)

**Enrollment Forms:**

Before a child can attend class sessions the following forms/actions must be completed/turned in to Shepherd of the Ridge Preschool:

1. Child Enrollment and Health Information Form **(JFS 01234)**
2. Paid registration fee
3. Signed and dated Student Fee Contract
4. Child’s Medical Statement **(must be performed, signed and dated by the Physician, Physician’s Assistant or Advanced Practice Nurse) (JFS 01305)**
* **As needed:** Medical Care Plan and Training Documentation **(JFS 01236)**
1. Routine Trip Permission Form **(JFS 01225)**
2. Publicity Release Form
3. Student Information Sheet
4. Signed Receipt of Parent Handbook Form

Any false or misleading information provided for the purpose of enrollment may be just cause for rejection of the enrollment of any student.

**Please make sure to notify the Administrator of any changes in contact information (names, phone numbers, addresses, etc.) as soon as possible.**

**Guardianship and Child Custody Issues:**

 In all cases of guardianship, divorce, or separation, **it is necessary that a copy of the** **court-issued** **guardianship papers or custody agreement be provided to the Administrator for the child’s file.** It is important that the Administrator be fully informed as to the legal standing of each parent, as well as any changes in names, addresses, or billing information.

# TUITION/PAYMENTS:

**School Tuition:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Full Tuition** | **Monthly Payment Option (9-month period)** | **Registration Fee\*** |
| 3’s (AM/PM) | $1,215 | $135.00/month | $75 |
| 4’s (AM/PM | $1,665 | $185.00/month | $75 |
| Pre-K | $1,980 | $220.00/month | $75 |

\*Registration fee is **non-refundable** and due at the time of enrollment

**Payment Method:**

Payment is to be made by check or money order payable to **SHEPHERD OF THE RIDGE LUTHERAN PRESCHOOL** as scheduled in the Student Fee Contract. Please do not post-date checks.

Please make sure that your child’s name is clearly written on the check memo line and on the envelope that it is sent in.

 Payment may be:

* Mailed to the church (**allow 5 business days prior to the due date)**
* Placed in the child’s Parent Communication Folder (you are responsible for making sure the payment was removed from your child’s folder)
* Placed in the white locked mailbox outside the 3 & 4-year-old classroom

**Late Fees/Returned Checks:**

Payments not received by 10th of each month will result in a $25.00 late fee. If your tuition is 2 weeks late, your child will not be permitted to attend preschool until payments are up to date.

 Returned checks you will be charged a Returned Check fee of $30, plus any fees charged to us by the bank. Full payment of tuition and extra charges--as well as all subsequent tuition payments-- will be requested in the form of cash or money order.

**Financial Hardship:**

 If you are unable to make a timely tuition payment due to temporary/unforeseen circumstances, please notify the school administrator ahead of time so that she may refer you to Board of Preschool Ministry to make arrangements for payment.

# Student Withdrawal:

 **Parents are required to notify the Shepherd of the Ridge Lutheran Preschool Administrator in writing a minimum of thirty days before the child’s last day in school.** All tuition must be paid in full (See Tuition Obligations/Refund Policy).

 Any student who is withdrawn from the program and desires to re-enroll will be required to pay again the Enrollment/Supply Fee. Please note that no opening shall be held for a non-paying student.

**Tuition Obligations/Refund Policy:**

Parents are responsible for the full balance of tuition, regardless of the length of time school is attended (even in the event of prolonged absence for any reason).

This obligation may be waived only when withdrawal occurs under the following circumstances:

* Serious or prolonged illness
* Permanent removal of the family from the area
* Mutual agreement between parent and Shepherd of the Ridge Board of Preschool Ministry if there is unsatisfactory adjustment of the child to the school

Tuition paid in advance may be refunded on a prorated basis if:

* a refund is requested in writing with the reason for the termination given
* The Board of Preschool Ministry gives approval for said refund

The balance of any tuition approved by the Board shall be refunded thirty days after such written notice has been received.

\*For refund purposes, it should be remembered that the monthly payments DO NOT equal the actual monthly tuition costs.

**PARENT PARTICIPATION:**

**Parent Communication:**

 We view parents and teachers as partners in the educational process. Parent participation, observation, and feedback are encouraged to build understanding and consistency. Our teachers frequently send home important information, completed assignments, and weekly/monthly summaries so that parents are well-informed and up-to-date on their child’s progress and accomplishments.

**Email:**

Shepherd of the Ridge uses e-mail as a primary method of (non-emergency) communication. Please inform us of any changes in your e-mail address as soon as possible. We recommend saving **preschool@shepherdoftheridge.org** in your contacts (to prevent our messages going into your “Spam” folder).

**Parent Visits/Volunteers:**

Parents are always welcome to visit/observe their child’s class. In the event that you would like to visit, please notify the Administrator in advance.

Parents are asked to volunteer to assist with some scheduled events throughout the year, such as field trips and class parties. Information/volunteer sign-ups concerning these events will be provided at the appropriate time.

# Parent Roster:

A roster of all parents/guardians will be made available upon request. The Parent Roster will include parents’ names, phone numbers, and addresses. If you do not want your information to be included in the Parent Roster, please indicate this on the “Child Enrollment and Health Information” form.

**Parent-Teacher Conferences:**

 It is important that you contact your child’s teacher throughout the year whenever you have questions/concerns about your child’s progress and development. In addition, parent/teacher conferences will be held twice a year, in the fall and spring (**please note, there is no school during fall conferences, but school is in session during spring conferences**).

**Child Assessments:**

Shepherd of the Ridge Preschool does not participate in any formal assessments on the enrolled children through the Department of Jobs and Family Services. Nor does the school report child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.

**GUIDANCE AND MANAGEMENT:**

Appropriate behavior by children in the classroom is stressed to ensure the safety of the child and the cooperative use of materials and equipment. Simple classroom rules will be clearly

established so that the children are aware of what constitutes acceptable classroom behavior. Our teachers will explain the meaning and importance of each rule in order to promote understanding.

In the event of inappropriate behavior (rule-breaking), **emphasis on guidance/gentle correction--not punishment--**is utilized by our staff to encourage positive cooperative behavior (keeping in mind the age, abilities and developmental stage of the child). Both direct guidance (i.e., friendly conversation, establishing choices, change in activity/area) and indirect guidance (i.e., room arrangement, variety of materials/equipment) are incorporated into the daily activities to help guide positive behavior/choices.

Staff-directed time out will be used only after other alternative techniques have been tried.

 **When a child exhibits a specific reoccurring inappropriate behavior, cooperation and communication between the parents and teacher are key to correcting the issue. The teacher will immediately inform parents of the behavior and will work to develop a program to correct the issue. Parents will be continually informed/updated on their child’s progress pertaining to the correction of the behavior.**

 Please note: Shepherd of the Ridge Lutheran Preschool reserves the right to make the decision to remove any child, employee, or volunteer from the program for behavioral reasons.

**EMERGENCY/ACCIDENT PROCEDURES:**

 In the case of an emergency and/or accident, staff members will follow the posted Medical, Dental and General Emergency Plan posted in the classroom on the Parent Bulletin Board. Student records and First Aid equipment shall be kept in each classroom to be accessed by the staff as needed.

**In case of an emergency, the staff shall:**

1. Ensure the safety of all students
2. Administer necessary First Aid/CPR (administered by trained staff members)
3. Dispatch Emergency Services if needed for assistance or emergency transportation\*
4. Notify the Administrator/Office Secretary of the situation, and follow given instructions
5. Utilize the “Disaster Handbook” to determine a specific response to the emergency
6. Immediately notify parents and provide updates and information as needed (i.e., when/where to pick up their child)
7. Complete the required Incident/Injury Report before leaving the facility (one copy will be given to the child’s parents, one copy will be retained for records)\*\*

\*Arrangements have been made with the North Ridgeville Fire Department's Rescue Squad to provide emergency transportation if needed. If a child is transported for emergency treatment, the child’s health and medical records shall accompany the child and a staff member shall remain with the child at all times until the parent/guardian assumes responsibility for the child’s care. **If you choose to opt out of emergency transportation for your child, you must fill out a form and have it notarized.**

\*\* Incidents requiring an Incident/Injury Report include:

* any illness, accident, or injury which requires first aid treatment
* any bump or blow to the head
* emergency transportation
* unusual or unexpected event which jeopardizes the safety of children/staff

**Safety Policy:**

1. No child will ever be left alone or unsupervised at any time.
2. Upon late arrival the parent or guardian shall take the child into the classroom and shall not leave until a staff member has acknowledged the child’s presence.
3. Children will be released only to persons authorized in writing on the student’s Transportation Form. We reserve the right to ask for proper identification from anyone attempting to pick-up a child.
4. The building entrances shall remain locked at all times while the Preschool is in session.
5. The Preschool staff shall have immediate access to a working telephone at all times.
6. Monthly Fire Drills and regular Weather Alert Drills shall be conducted.
7. A Fire Emergency and Weather Alert Plan is posted in the classroom. This plan includes a diagram of evacuation routes and explains the appropriate actions and staff responsibilities during fire/weather emergencies.
8. In the event of a field trip, a First Aid kit and staff member trained in First Aid shall be present on the trip. Each child shall have the proper identification attached to him/her (including the school’s name, address and telephone number).
9. The use of aerosols is prohibited when children are in the facility.
10. The Lorain County Children’s Service Board will be notified when there is a suspicion of child endangerment, abuse, or neglect (as required of all Preschool personnel by the Ohio Revised Code)

**Child Abuse:**

The Ohio Revised Code (Section 2151.421) requires any staff member or administrator of our preschool caring for children to report **any suspected case of child abuse or neglect** to the Lorain County Children’s Services Board.

Latex-Free Environment:

No latex products of any kind are permitted in the Preschool environment at any time. This includes balloons (only Mylar balloons are permitted), gloves, etc.

**Non-Smoking Environment:**

 No smoking or vapor of any kind is permitted in the facilities or on the grounds of Shepherd of the Ridge Lutheran Church or Shepherd of the Ridge Lutheran Preschool at any time.

**COMMUNICABLE DISEASE:**

**Management of Communicable Diseases:**

 A staff member with currently valid training in the management of Communicable Diseases (according to rule 5101:2-12-27 of the Ohio Administrative Code) shall observe each child daily upon arrival at the Preschool. If a child is observed with signs or symptoms of illness, the Preschool shall immediately notify the parent or guardian of the child’s condition and shall be required to pick up the child (there are no exceptions). The child will be isolated from other students on a cot in the Office and a staff member will remain with him/her until the parent/ guardian or a person designated by the parent/guardian arrives (emergency contacts will be called to pick up the child if parents cannot be reached or do not arrive within a reasonable time period).

**PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS ILL!**

If your child shows any of the following symptoms, he/she should be kept at home. If any of these symptoms are observed while your child is in school, you will be contacted and asked to immediately pick him/her up:

1. temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness
2. diarrhea (three or more abnormally loose stools within 24-hour period)
3. severe coughing
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 infections
11. sore throat or difficulty in swallowing
12. vomiting more than one time or when accompanied by any other sign or symptom of illness

A Communicable Disease Chart from the Ohio Department of Health is posted in the classroom. Parents may refer to the chart for information and requirements on exclusion, symptoms and incubation periods. A child who had a communicable illness may only be readmitted to the program when a written release from a licensed physician has been provided to the Administrator.

**Notification of Communicable Diseases:**

 Parents will be notified if their child has been potentially exposed to a communicable disease. This information will be sent home via a note prepared by the administrator with an attached fact sheet from the **Ohio Department of Job and Family Services.**

 If your child develops a communicable disease over the weekend, a holiday or a day off, please notify the Administrator or Teacher so that we can send a notice to other parents that their child may have been exposed to a communicable disease or illness.

**The “Mildly Ill” Child:**

The mildly ill child is defined as a child who is experiencing minor cold symptoms or who is not feeling well enough to participate in the school activities.

If a child does not feel well enough to participate, he/she will be allowed to rest on a cot for a 15-minute interval under the observation of a staff member. **If the child does not feel well enough to participate after 15 to 20 minutes, the parent/guardian will be called.**

**COVID-19:**

Shepherd of the Ridge Preschool follows the guidance of the State of Ohio and the Ohio Department of Job and Family Services in regard to COVID-19.

As of June 2nd, 2021, ODJFS will no longer require masks to be worn in public settings (although unvaccinated individuals are encouraged to wear a mask when in public). Children and visitors are not required to wear a mask on school grounds.

Parents/staff will be notified of any changes/updates to COVID-19 guidelines if needed.

**DAILY CONSIDERATIONS:**

**School Closures:**

 Shepherd of the Ridge Preschool closings correspond with that of North Ridgeville City Schools (**with the exception of conference/in-service days\***). In general, the preschool will be closed whenever North Ridgeville schools are closed for:

* Holidays
* Vacation days
* Snow days/inclement weather
* In the case of “delayed openings” the preschool will be closed for the day

\*Please refer to the school calendar for preschool-specific scheduled school closures.

**Student Absence Notifications**:

 **Please notify the Preschool before class arrival each day that your child will be absent**. When you call or e-mail in regard to a student absence, please include the following:

* Your name
* Your child’s name
* The reason for the student’s absence
* Other important information
	+ Communicable disease
	+ Vacation/trips may include all of the dates the student will be absent

**Restroom Visits:**

 All preschool students must be potty-trained (no exceptions). Children should be able to tend to their bathroom needs independently. Please have your child use the restroom prior to arriving at school. Though there will be a scheduled restroom break prior to snack time, no “unscheduled” restroom request will be denied.

**Clothing:**

Please dress your child in sturdy, comfortable clothing that is appropriate for the weather and allows for him/her to function throughout the day without assistance (especially in the bathroom). Any clothing that may be removed (ex. jackets, hats, mittens, etc.) should be labeled with the child’s name to prevent confusion/lost items.

**Clothing/Shoe Considerations:**

* Children should wear clothes that are acceptable to get dirty. Though students wear aprons during art projects, clothes may still become soiled with markers, paint, glue, etc.
* Children should wear closed-toe, comfortable shoes (Please no flip-flops, backless shoes, or heels)
* If boots are worn to school, please send a pair of shoes in the child’s bookbag (no boots are allowed in the classroom).
* No jewelry/dangling accessories permitted

**Extra Clothing:**

Please send in a Ziploc bag labeled with your child’s name that contains one pair of clean underwear and one pair of clean sweatpants. This bag will remain in his/her backpack at all times for use in the event that your child’s clothing becomes wet or soiled.

**Toys from Home:**

Toys from home are not to be brought to school except under certain circumstances (ex. show-and-tell, special activities) that will be announced in advance by the teacher. Toy weapons or any other toys that stimulate aggression will not be allowed at any time.

**Snacks:**

Daily snacks (including juice or milk), as well as refreshments for parties are provided for the class by parents/guardians according to a schedule determined by the teacher.

When it is your turn to provide a snack for the class, please send in:

* An unopened container of juice or milk
* One snack item (this can be individually packaged for each student or in its original bulk container (ex. small bags of pretzels or one large bag of pretzels). The snack must include nutritional information on the package.

Due to potential allergies/State regulations, **no peanuts/tree nuts (including nut butters), grapes or hot dogs be brought in for** **snacks.**

If your child has an allergy that requires the potential use of an Epi-Pen, please provide his/her own separate snack daily.

**Outdoor Play:**

Shepherd of the Ridge does not have an outdoor play area. However, weather permitting, staff members often take the children outside for structured game play on the church grounds. If a child is in attendance, he/she will not be allowed to stay inside during scheduled outdoor play/activities.

**In order to participate in outdoor play/activities, all children must have on file a Routine Trip Permission form (JFS 01225).** This form allows staff members to walk child back and forth to designated areas. Please note that staff-to-child ratios are maintained at all times during outdoor play.

**Field Trips:**

 Every field trip must have the prior approval of the Board of Preschool Ministry. These field trips will be scheduled (and specific details announced) well in advance so that parents have a chance to plan transportation/accompany their children on the trip.

**Chapel Days:**

 Once each month, students will honor Jesus with singing, recitals, and a Bible lesson from Pastor Paul Pater. On Chapel days, we encourage students to bring in small cash donations (loose change, dollar bills) which will be given to North Ridgeville Community Resource Center. Please have your child wear his/her SOTR t-shirt on Chapel days.

**Supplies:**

Please send in the following supplies on the first day of school:

* 2 pump-bottles of hand soap
* 2 rolls of paper towels
* 1 container of disinfectant wipes
* 1 family-sized pack of napkins
* 1 pack of 5-oz dixie cups

**Celebration of Holidays/Birthdays:**

 The recognition or celebration of holidays in the classroom shall be under the sole guidance of the Board of Preschool Ministry and the Administrator. The teacher does not have the discretion regarding this matter without the specific consent of the Administrator.

 Classroom holiday parties will be held throughout the year. Information/party sign-ups will be provided at the appropriate time.

 If you would like to provide the class with a special snack or treat to celebrate your child’s birthday, you may do so. When choosing a treat to send in, please consider the following:

* provide enough for each child in the class
* make sure to include the nutrition information label (including allergy information) for any edible treats
* please do not send in whole cakes (cupcakes or cookies are a better option) or candles of any kind

 **Please do not send personal party invitations into school with your child. We request that you contact parents directly through other means (i.e., mail, e-mail, phone), away from the school grounds, in order to extend invitations.**

**Administration of Medications:**

 Preschool staff may only administer a medication (prescription or non-prescription, including topical ointments) with the written authorization of the Administrator. If a child requires/could possibly require the administration of medication during the school day (i.e., inhalers/Epi-pens), the parent/guardian must complete a Medical Care Plan Form as soon as possible (preferably at the time of enrollment) and train the staff in the administration of the medication.

 The only exception to this policy is in the case of the administration of emergency First Aid by trained personnel.

**STUDENT ARRIVAL AND DEPARTURE:**

**Pick-Up/Drop-Off Procedure:**

Please familiarize yourself with our “curbside” drop-off/pick-up procedure:

* Form a car line starting on the right side of the entrance drive (by the steps leading down to the classrooms). You can pull into the parking lot and circle around to get in line.
* **Please have your name card in the right side of the front window**
* At arrival or dismissal time a staff member will come out to escort your child to/from the vehicle. Have your car in “park” at this time.
* Once your child is in the vehicle, drive forward and park to buckle him/her into the car seat (the driver—NOT the teacher—is responsible for buckling the child).
* A staff member will signal the next car in line when to pull up to collect their student.
* Parents may also use car pools as desired in accordance with the Transportation Form.
	+ Please note: **only those persons authorized on the Transportation Form will be permitted to take a child unless arrangements have been made (in advance) with the Administrator and teacher in writing. Without written authorization, we cannot release a child to anyone not on the Transportation Form**.
* If you need to have a conversation with your child’s teacher, please park in the parking lot and come into the building. The teacher will meet with you after drop-off/pick-up is completed.

**Late Arrival/Pick-Up:**

In the case that your child is arriving after class has started, you must park your vehicle in the lot and walk with your child to the classroom door (knock on the door to be admitted). Do not leave your child until he/she is in the care of the teacher.

In the case that you are picking-up your child after class has already been dismissed, you must park your vehicle and walk to the classroom door (knock on the door to be admitted) to collect your child.

**Late Pick-up Fee:**

You are responsible for making arrangements for your child to be picked-up on time. If you know you are going to be late picking-up your child for any reason, immediately contact the Office Secretary or Administrator.

Persons who are late picking-up their child will be issued one warning. After the initial warning, a fee of $8.00 for every 5 minutes late will be incurred.

**PROBLEM RESOLUTION**

**Problem Resolution Procedure:**

If you have a problem, concern, or complaint that has to do with a **policy or procedure**, make an appointment directly with the Administrator to discuss the situation.

If you have a problem, complaint, or concern regarding the **preschool program/teacher/aide**, please take the following actions:

* Make an appointment with the teacher to meet and discuss your concerns
	+ This meeting should be held at the preschool facility outside of the class time.
	+ The teacher will make a written report of the meeting—one copy will be given to the parent, one copy will be placed in the student file, and the original will begiven to the Administrator within 24 hours of the meeting.
	+ The Administrator will contact the parent within 2 weeks of receiving the report to make sure the problem was resolved.
* If you met with your child’s teacher, but feel that the problem was not satisfactorily resolved, make an appointment with the Administrator to meet and discuss the matter during office hours.

Please note: The Administrator may at her discretion turn the matter over to the Board of the Preschool Ministry at its next regular meeting for a final decision, and will keep the parents informed of all decisions. **All decisions made by the Shepherd of the Ridge Board of Preschool Ministry are final in the resolution of any problems.**

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(Revised 07/2022)