



First St. John Lutheran
day school

Parent Handbook

2023-2024

2471 Seaman St

Toledo, Ohio 43605

Phone 419-691-6480

www.firststjohndayschool.org

fsjdayschool@firststjohn.com



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Visit our websites at:

www.firststjohn.com

www.firststjohndayschool.org

First St. John Lutheran Church

Called through faith GATHERED in worship SERVING the community

For more than 150 years as a Lutheran congregation and almost a half century as a Lutheran School, First St. John has been serving the Toledo area and beyond. We believe we have been called through faith to share the Good News, to gather in worship, and to serve the community. We are glad to welcome you to learn more about our faith family and to join us in worship, learning, friendship, and Christian service. We hope you find time to read our newsletter and check out our calendar to see God's activities throughout this community and school.

Please join us! Our Sunday morning schedule includes:

September through May

8:00 a.m. Traditional Worship with Holy Communion on the 1st and 3rd Sundays.

10:30 a.m. Celebration Worship with Holy Communion on the 2nd and 4th Sundays.

9:00 a.m. JAM (Jesus and Me) - Anyone interested in a fun place for your children on Sunday morning to learn more about how much Jesus loves them is invited to join us for an hour full of singing and learning about God's love and grace.

June through August

9:00 a.m. Traditional 1st and 3rd Sundays, Celebration 2nd and 4th Sundays

Senior Pastor

Reverend Jerald Rayl, M.Div.
567-395-0143
pastor1@firststjohn.com

Day School Administrator

Andrea Buckley
419-691-6480
fsjdayschool@firststjohn.com

FIRST ST. JOHN

Lutheran Church and Day School



Evangelical Lutheran
Church in America
God's work. Our hands.

Called through faith. Gathered in worship. Serving the community.

Reverend Jerald K. Rayl, Pastor

2471 Seaman Street - Toledo, Ohio 43605 - 419-691-7222 - www.firststjohn.com



Jesus declared: "Whoever welcomes a little child in my name welcomes me."

Dear Parents,

On behalf of the members of First St. John Lutheran Church, it is my pleasure as the Pastor to welcome both you and your child to our Day School. For 40 years it has provided a quality early childhood educational experience affording a solid academic and personal development, grounded in God's love for each of our students reflected by our faith in Jesus Christ. This is a vital part of our outreach to the children and families of our community.

Again this year we are blessed to have a caring, dedicated and multi-talented staff who are willing to share their knowledge, experience, love and faith through their creativity and passion for teaching and nourishing your children. For me this is a daily joy to see.

You can be secure in knowing that the members of First St. John Lutheran Church, our Day School Board, the staff and myself are devoted to doing all we can to fulfill our Mission Statement in providing "Christ centered learning for Christ centered living."

We recognize the responsibility and privilege to be entrusted by God and you to help nurture and cultivate the character of each child. Please be assured that you and your family will be in our prayers throughout this time. The members of First St. John Lutheran Church stand ready to assist however possible in supporting our Day School community.

I look forward to seeing all of you as we journey together through the 2020-2021 school year. May God bless us with a wonderful year of faith, fun, learning and growth.

Sincerely in Christ,

The Reverend Jerald Rayl, Pastor



First St. John Lutheran day school

Dear Parents,

Welcome to First St John Day School. For many of you, this is you and your child's first school experience. We want your child to feel special, to grow in an environment created just for them.

This is a big step for many of the little ones who come to us. They are leaving the security of family and home to being dependent on strangers. We welcome them as family. Here the children will have many opportunities to grow physically, academically, socially, emotionally, and spiritually.

Each child is unique. They have come from different backgrounds and have different ideas and behaviors. Under the staff's guidance, they will grow and develop in God's time as we offer various opportunities for learning. We trust that God has called you here at this time and is giving us the opportunity to share the story of our Lord and Savior, Jesus.

Sincerely in Christ,

Andrea Buckley

Day School Administrator

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Mission Statement

Christ Centered Learning for Christ Centered Living

Welcome to First St. John Day School! This handbook contains information regarding our program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program.

It will answer many of the questions you may have.

Our Philosophy: First St. John Day School, as a ministry of First St. John Lutheran Church and in cooperation with congregation and community families, strives to prepare its students for the academic, social, and spiritual challenges they will face. We believe that each child was born a unique gift of God and that his or her needs should be met at his or her own level of development. This is achieved through a program of self-selected multi-sensory activities, along with activities presented by the teachers to develop specific concepts. Learning evolves through interaction with the teachers, the materials, and other children. The teachers plan activities and create an environment that addresses the unique needs of the child. The environment will enable the child to grow physically, emotionally, socially, spiritually, and intellectually. Equal emphasis is placed on all areas of development in order for the child to achieve school success.

Our Purpose: The purpose of our program is to provide Christian Education in a child centered environment that promotes problem solving, creativity, cooperation, and individual choice. We recognize that it is a responsibility and privilege to be trusted by God and our school families to help mold and develop the character of each student.

Our Objectives: First St. John Day School strives to help each child become aware that he/she is a child of God, to meet each child at his/her own level and help him/her to grow at his/her own rate, to provide many opportunities for each child to succeed every day, to provide a safe environment for children, to handle all discipline with love, and to help each child develop independence and simple responsibility. First St. John Day School partners with the church to be a positive outreach into the community to offer a developmentally appropriate early childhood educational program.

Curriculum: Our curriculum is designed to be age and developmentally appropriate and follows the State of Ohio Early Learning and Development Standards. The curriculum is learner-centered, hands-on, and developmentally appropriate for each child. The school offers a unique atmosphere composed of small classes designed by the teachers to meet each child's intellectual, social, emotional, physical, and spiritual needs. We use an array of techniques, materials, and activities to challenge our students.

Through hands-on experiences, abstract ideas become real, meaningful, and useful to children. We model Christian behavior and nurture the development of your child's character, creating a community where children know that the group is valued, the individual is respected, and that each person has responsibilities to the community.

GOVERNANCE

First St. John Day School is a ministry of the congregation of First St. John Lutheran Church. The school is governed by the Day School Board of Education. The Board consists of five elected congregation members, the school administrator, and the pastor (s).

Admissions: "First St. John Day School admits children of any race, color, religion, national, and ethnic origins to all the rights, privileges, programs, and activities generally made available to children at the school. It does not discriminate on the basis of race, sex, color, disability, religion or national and ethnic origin in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101."

Each child must have a Child Enrollment and Health Form, Child Medical Statement, Immunization Record, and Photo Use Policy/ Authorization for Pick Up completed in full before beginning school.

Registration: There is a \$150.00 registration fee for each child attending school. The registration fee covers the cost of administration and records. The registration fee must accompany the application for the child to be registered. **The registration fee is non-refundable.**

Transition Policy: All transitioning will be done within 30 days of school starting. First St. John Day School does not transition children into other programs during the school year. No child will be transitioned into the next age group by the request of the parent or guardian.

Staffing Ratios: The table below indicates the child to teacher ratios permitted by state law. It is our practice to maintain lower ratios than required, thus creating more individualized attention to your child.

Child Age	Child to Teacher Ratio	Group Size
3 years	12 to 1	16 to 2
4 to 5 years	14 to 1	24 to 2
School Age	18 to 1	36 to 2

Hours and Days of Operation

Preschool: 3 years old by August 1

Class Time: Tuesday/Thursday 9:00-12

Monday-Friday 9:00-12 noon.

Extended Care: 6:00 a.m.-6:00 p.m.

Pre-Kindergarten: 4 years old by August 1

Class Time: Monday/Wednesday/Friday 9:00-12

Monday through Friday 9:00-12 noon

Extended Care: Monday-Friday 6:00 a.m.-6:00 p.m.

Beginnergarten

Class time: Monday-Friday 9:00 a.m.-3:00 p.m.

Extended Care: Monday-Friday 6:00 a.m.-6:00 p.m.

Summer Program: 3 to 12 years old

Monday through Friday from 6:00 a.m. -6:00 p.m.

****ALL CHILDREN MUST BE TOILET TRAINED**



SAMPLE DAILY PROGRAM SCHEDULES:

PRESCHOOL/PRE-KINDERGARTEN

First St. John Day School is a place where children have been successfully taught to love learning for forty years. Children express their creativity while mastering essential academic skills in a dynamic learning environment. The curriculum is learner-centered, hands-on, and developmentally appropriate for each child.

OPENING CIRCLE: Children will be involved in activities such as: rhythm and movement, sound/letter correspondence, building friendships, Bible study, memorization, practicing listening skills, sharing words/stories/interests, literacy experiences, hands-on interactive experiences (cooking projects, science experiments), problem solving, using critical thinking skills. They will follow a routine, getting familiar with a schedule. They will develop a sense of being part of a group, build their self-confidence, and learn to appreciate and embrace similarities and differences.

CHAPEL: Once a week the children will attend a short devotional story or lesson in the chapel led by the pastor, the administrator, or a teacher.

FREE CHOICE/CENTERS: Children engage in hands on developmentally appropriate activities across the curriculum. The centers are designed to promote learning. While these centers are developed primarily around the Early Learning and Development Standards for Ohio, they are specifically geared to address the individual needs of each student. Specific skills are worked on daily at each center. Center options include but are not limited to: blocks, sensory, dramatic play, scrap art, teacher directed art, library, writing, science, math, manipulatives (work jobs), art, and snack.

SMALL GROUP/INDIVIDUAL ACTIVITIES: The teacher will assist and direct the group/child to focus on one or two specific skills (i.e. holding scissors, writing name, letter recognition). The teacher may also assess at this time. The teacher is able to determine the individual needs of the students and create learning opportunities to move them forward.

GROSS MOTOR: Through a variety of games, music, and movement the teacher will plan daily activities that give children practice in cooperation, teamwork, large and small muscle development, participating individually and in a group, and being introduced to new games.

THE BEGINNERGARTEN PROGRAM

Our curriculum is based on the Early Learning and Development Standards for Ohio which defines what your child should know and be able to do from birth through kindergarten in all domains of school readiness. Standards in language arts (reading and writing), mathematics, science, and social studies serve as an important framework for creating learning experiences and designing teaching strategies to meet the needs of all children. With an emphasis on individual needs, the teacher will provide activities that allow children to practice the skills needed for further formal education. Teaching and materials are always developmentally appropriate. Our daily schedule allows time for the child to work alone, in small groups, and in large groups. This will enable the child to develop and practice the many skills necessary for dealing with various academic and social situations.

CHAPEL: Once a week the children will attend chapel to hear a devotional story or lesson led by either the pastor or a staff member.

OPENING CIRCLE: Prayer, pledge, calendar, weather, counting/math concepts review

PHONEMIC AWARENESS AND PHONICS ACTIVITIES: Alphabet songs and games, rhyming, word wall and word family activities.

SHARED READING: The teacher reads a book with the class. This is a book that has a predictable pattern (a rhyming or repeated sentence or phrase as in "Brown Bear, Brown Bear" by Bill Martin). The book is revisited over several days. Shared reading provides students with the opportunity to learn a variety of reading skills as a class, while actually engaging in the reading process with the teacher.

POETRY: The teacher may read a poem to the class about a theme or learning concept. The poem may be written and the class will read it together. Art or writing activities may be used as an extension to the poetry read in the classroom. In addition to fostering an appreciation for the art itself, reading poetry also helps teach a variety of reading skills.

WRITING: Handwriting will include practice with the upper and lower case letters and numbers, as well as writing words and sentences before the year has ended.



MATH CONCEPTS: Math encompasses more than just learning to count and recognizing the numbers. The children work on number sense and number relationships, describing and comparing, patterning and sequencing, measuring using non-standard units, geometric shapes and spatial relationships. All of these concepts can be learned through play and are very important as the foundation for future academic mathematical understanding.

S.T.E.A.M.: Science, Technology, Engineering, Arts, Mathematics: STEAM activities encourage children to be curious and ask questions as they observe and explore the world about them. The teacher provides various activities to give the children opportunities to develop vocabulary, explore the environment, and discover how things work. These activities help develop problem-solving skills that lead to independent thinking and future innovations; skills needed for lifelong learning.

CENTERS: Children engage in hands on developmentally appropriate activities across the curriculum. The centers are designed to promote learning. While these centers are developed primarily around the Early Learning and Development Standards for Ohio, they are specifically geared to address the individual needs of each student. Specific skills are worked on daily at each center. Center options include but are not limited to: blocks, sensory, dramatic play, scrap art, teacher directed art, library, writing, science, math, manipulatives (work jobs), art, and snack.

CHRISTIAN LEARNING: Learning about God and His Son, Jesus, is a huge part of our curriculum and is incorporated into everything that we do. The children hear stories from the Old and New Testament as they point to the work of our Savior.

GROSS MOTOR: Through a variety of games, music, and movement the teacher will plan daily activities that give children practice in cooperation, teamwork, large and small muscle development, participating individually and in a group, and being introduced to new games.



EXTENDED CARE PRESCHOOL / PRE-KINDERGARTEN

The Extended Care children attend the preschool program in the morning. Anything mentioned in this handbook concerning these classes also pertains to these children. They will receive all the instructional time, the parties, and any other portion of the aforementioned programs.

ARRIVAL: Enter and leave through the double glass door off the rear parking lot of the school building. After your child puts their things in their cubbie, have them stop in the restroom to wash their hands. Each child must be brought in and presented to a staff member.

SNACKS AND LUNCH: A morning and afternoon snack will be provided. Because we are open early, space is provided if parents wish to send in breakfast for their child to eat here. Lunch will be served to all preschool children in session between 12:00 p.m. to 12:30 p.m. All lunches are planned in compliance with licensing laws governing nutritional requirements for 3-6 year old. Menus will be posted weekly. We prefer children not pack a sack lunch. Exceptions may be made in the event of severe allergies. If lunches are packed, parents must follow the portion sizes and nutritional requirements for lunch, meeting one-third of the child's recommended daily dietary allowance as established by the USDA. Parents and guardians will be provided written nutritional information.

NAPS: All preschool children are required to rest/nap during the day as per state licensing. A cot will be provided for each napping child. Please send a crib-sized blanket and pillow with name clearly marked for your child to use during his/her nap. Bedding will be sent home weekly for laundering.

OUTDOOR PLAY: All children will go outside for a play period each day in favorable weather. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit; considering precipitation, the heat index or wind chill factors. Please make sure your child is dressed for the weather. When necessary, send boots, hats, mittens, jackets, scarves, etc., all clearly marked with names. In case of inclement weather, severe cold, or a safety issue an active play period will be held up in the gym.

WATER PLAY ACTIVITIES: The center requires written permission from the parent or guardian before the child will be allowed to participate in water or swimming activities that involve getting into a large tub or wading pool. The permission slip must be signed, dated, and include the child's name and a statement indicating whether the child is a swimmer or non-swimmer.

FREE PLAY: After naps the children will have an afternoon snack and then will have a mixture of teacher-directed and child-directed activities until departure time.



DEPARTURE: A parent or guardian must come into the room to pick up and sign out the child. Any time someone other than the parent or legal guardian will be picking a child up, a note must be sent notifying who will be coming and giving the parent's permission for us to release the child. A staff member on duty must be told when a child leaves.

HOLIDAY CLOSINGS: The Extended Care will close for the following holidays: Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Easter Monday, Memorial Day, and July 4. We will be open for Christmas Break and Spring Break as long as there are ten or more children signed up to attend. Because of our need to provide the best care for your children, once you have confirmed your need for attending on these days you will be charged whether or not you attend (these three weeks were not included in the cost of your tuition).

BUILDING ENTRY

Two key cards will be issued to parents of children in the Extended Care and Summer Program at a cost of \$6 each. Cards are to be returned on the last day of school. All cards will work at both doors of the Education Building from the hours of 6:00 a.m.-6:00 p.m. If you arrive to pick up your child after 6:00 p.m., you must press the doorbell to gain entry. **Please don't hold the door open for anyone standing behind you.**

CLASSROOM VISITORS: Teachers will invite various community helpers for talks and demonstrations, (for example, a firefighter, artist, dental assistant, policeman, etc.)

ARRIVAL / DEPARTURE: We ask that you come up the church drive, stop, and wait near the glass doors at the rear of the Educational Building. At 9:00 a.m./12:45 p.m., a teacher will come out to help your child enter. Exit down the Genacross Toledo Home driveway. Use the same procedure for pickup: stay in your car, place your child's name card in your windshield so it is clearly visible and your child will be brought out to your car. If you are carpooling, you should have the names of all the children who are riding with you. **DO NOT LET YOUR CHILD ENTER THE BUILDING UNATTENDED. PROMPT PICKUP AT THE END OF THE SESSION IS EXPECTED.**

TUITION:

First St. John Day School is a not-for-profit, tax-exempt faith-based organization. The school tax identification number will be given upon request. We appreciate prompt payment as this pays teacher salaries and daily expenses. We understand that at times a family may have difficulty meeting some of their financial obligations. **If this occurs, please speak to the administrator, who will help in setting up other financial arrangements.**

Unless paying in full, First St. John Day School will only accept tuition from TUITION EXPRESS, our EFT (Electronic fund Transfer) Management Company. If an account returns as NSF (non-sufficient funds) or Credit Card declined, a \$25.00, fee will be charged to your account. If an account should become 30 days delinquent, the child's participation in the program will be suspended until the tuition is paid.

Non-Payment or consistently late payments will result in the removal of a child from the program.

There is a 10% discount for each child in a family after the first child.

Fees and Tuition costs are listed on the Program Fees

and Tuition Worksheet.

SCHOOL CLOSINGS:

First St John Day School will not automatically follow either Toledo or Oregon Public Schools for snow day cancellations. We will use their lead as a guideline, but we will call our own snow days. An email or text message will be sent out as early as possible when a decision is made. You may check the television during these times for specific notices about the status of First St John Day School. We are listed on Channel 13ABC under School Closings.

School closings and absentee days are not deductible for any of our programs or options.

Extended Care will not be charged for the two weeks of Christmas Break and the one week of Easter/Spring Break. Extended Care will be open on an as-needed basis over these holidays. Regular rates will apply for those using the service.

Extended Care will be available on Snow Days or during Christmas or Spring Breaks to siblings (ages 3 -12 years) of our Day School students. Parents must complete the Child Enrollment & Health Information, Medical Statement, Immunization Record, and Photo Use Policy & Authorization for Pick Up forms prior to the first day of use. The cost for the children will be our current half or full day rate.

The Extended Care program will only close when Lucas County declares a Level 3 travel alert.

Although we will be open during conditions that may be questionable, we leave it solely up to the parents' discretion if their child attends. Please watch your television during these times for specific notices about the status of FSJ Day School. We are listed on Channel 13ABC, under School Closings. You will also receive an email and a Class Dojo message if there is a change to the school schedule due to weather.

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 6:00 p.m. Please remember our staff are anxious to get home on time to their families and commitments.

WE WILL NOT CLOSE DUE TO FOG.



SAFETY POLICY

In case of severe injury of a child, trained staff will administer first aid. Parents will be called immediately. Staff will constantly monitor the child until the parent, designated adult, or emergency squad arrives.

If needed for an emergency, 911 will be called and transportation will be provided by an ambulance or local rescue squad to the nearest hospital. Parents must consent to this transportation for their child to be enrolled. Parents or guardians will be notified as soon as possible. Staff may not transport a child in their personal vehicles.

First Aid Kits are located in every classroom in boxes marked first-aid.

The center has immediate access to a working telephone. Emergency phone numbers are posted in the school office as well as in the classrooms.

Children's records, including their Enrollment and Health Information forms are in the file cabinet located in the school office. A copy of each child's Enrollment and Health Information is located in each classroom. The daily attendance sheet is located on the clipboard in each classroom.

A Medical/Physical care plan is on file in the school office and in each classroom binder for all children that require staff to monitor the child for symptoms related to any medical condition.

The Day School requires that all children must be up-to-date with their vaccinations. **Children who have not been vaccinated will not be admitted.**

In the event of a dental emergency, the staff will follow the directions on the Ohio Department of Health Dental First Aid Chart.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury for the following: an accident or injury requiring first aid, a bump or blow to the head, emergency transportation, or an unusual or unexpected event which jeopardizes the safety of the child. A copy will be kept in his/her file.

In the case of a general emergency, the children will be moved to a safe location and parents will be notified, if necessary. The first designated safe area is Majestic Care Toledo Home. A sign will be posed on the Day School entrance door if we evacuate to any location.

The director and each employee are required to immediately notify the local public children services agency when it is suspected that a child has been abused or neglected.

No weapons or handguns (concealed or otherwise) may be carried into the school by any individual or organization while the children are present. Only authorized law enforcement officials who can document that his/her jurisdiction requires ready and immediate access may have a weapon.

CUSTODY AGREEMENTS: If there are custody issues involving your child, the school must be provided with court papers indicating who has permission to pick up the child. We cannot deny either legal parent from visiting or picking up their child at the school unless we have an issued court document. If during the course of the school year this changes, it is your responsibility to notify the school and provide new documentation. The director and each employee will follow custody agreements as stated by the court.

EMERGENCY PROCEDURES

FIRE: In case of a fire, children will be evacuated in an orderly manner through the nearest available door. The teacher will bring the attendance records and the emergency files with the Child Enrollment and Health forms. In the event that the building is unsafe to reenter, staff will take the children to the Genacross Toledo Home, on the east side of the building. A sign will be posted on the Day School entrance door.

TORNADO: In case of a tornado warning, children will go to the basement hallway. Children will sit on the floor and teachers will position them in a safe area. The teacher will bring attendance records and the Child Enrollment and Health Forms.

DRILLS: Fire drills will be held monthly at varying times and a record of these will be maintained at the school. In case of a fire emergency or weather alert, the administrator/teacher/aide is aware of the posted safety procedures as well as an evacuation route diagram in each classroom and will carry them out promptly.

Weather Drills are conducted in the months of March through September and a record of these drills will be maintained at the school. Emergency/ Lockdown Drills are conducted quarterly in accordance with local police and fire department regulations. Written documentation of these drills is kept in the school office.

LOSS OF POWER/WATER: In case of loss of power for more than two hours, parents will be called to pick up their children. The school will remain closed if

the power is not restored by 5:30 a.m. the following morning. Parents will be notified if there is a loss of water for more than four consecutive hours . The school will close after the last child is picked up and will remain closed until water is restored.

INTRUDER: In the event of the threat of an intruder, the staff will gather the children into a classroom or safe area. Other staff will lock down the classroom door (s).

EVACUATION: In the event that the building must be evacuated due to any of the above emergencies the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and con-tact the parents as soon as the situation allows. An incident report would also be provided to the parents.

Complete Emergency Procedures are available. Please see the Administrator for a copy.

SUPERVISION: At no time will a child be left unsupervised (within sight and hearing) by qualified Child Care Staff Members. Child Care Staff Members must complete the trainings required by The Ohio Department of Job and Family Services. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and hearing of a staff member; or on a cot in the administrator's office.

COMMUNICATION: In the event of an extreme emergency, please call the church office at 419-691-7222, and your message will be relayed.

CONFLICT RESOLUTION:

If you have a problem please first contact your child's teacher. If the problem is not resolved you may contact the Administrator and request a conference or intervention. FSJ Day School works with parents and makes all attempts to resolve any problems or concerns. The Ohio Department of Job and Family Services also may be contacted to report suspected violations of licensing law or administrative rules. A toll-free telephone number is listed on our program's license. The licensing rules governing child care are available for review in either electronic or paper copy format upon request.

MANAGEMENT OF ILLNESS & COMMUNICABLE DISEASE

Ohio licensing standards prohibit children from attending preschool during times of contagious illness. Therefore, children will be observed each day upon arrival for illness symptoms and will not be admitted if they could infect others. The administrator/teacher/aide is required to complete the American Red Cross Common Childhood Illness course, which includes signs and symptoms of illness as well as hand-washing and disinfecting procedures. We will follow the Ohio Department of Health Communicable Disease chart, which is posted on the bulletin board in the staff lounge for the appropriate management of suspected illnesses. The following is a list of symptoms for which a child shall be discharged.

Please do not send your child to school with any of the following:

- *Temperature of 100°F (auxiliary) or higher and/or in combination with any other signs of illness
- *Diarrhea (3 or more abnormally loose stools within a 24 hour period)
- *Severe coughing causing a 'whooping' sound or the child's face to be-come red or blue
- *Difficult or rapid breathing
- *Yellowish skin or eyes (possible signs of hepatitis)
- *Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- *Untreated infected skin patches, unusual spots or rash
- *Unusually dark urine and/or gray or white stool
- *Stiff neck with elevated temperature
- *Evidence of untreated head lice, scabies or other parasitic infestations
- *Sore throat or difficulty in swallowing
- *Vomiting more than one time or when accompanied by any other sign or symptom of illness

A child with any of the above signs or symptoms of illness shall be immediately isolated from the other children. Decisions regarding whether the child needs to be dismissed will be determined by the administrator/teacher and the parent of the child. Parents will be notified in writing and/or via email if children have been exposed to a communicable illness. Children must be **fever-free and symptom-free for at least 24 hours before returning to school**. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious. Please call the school phone line at 419-691-6480 anytime your child is absent for any reason and for any illness or communicable disease as well as when your child is expected to return.

MEDICATIONS: The staff will administer medication to children only when it must be administered during school hours and only when specific procedures are followed. All medications require JFS form 01217 and/or form JFS 01236 to be filled out completely before being administered (only one medication per form). Medications must be handed to the teacher or administrator to be placed in a secure area. Prescription medications must be in their original container with the child's name and administered in accordance to instructions on the label (including exact dosage, number of doses to be given daily, and method of administration). **If medication is only to be given once or twice a day, this must be done at home unless the doctor instructs the medicine be given at a specific time when your child is at the center – this must be indicated on ODJFS 01217 and signed by a doctor.**

Non-prescription medications may be administered in accordance to label instructions (exact dosage for the age and weight of the child) if they are in the original container with written dosages printed on them. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form ODJFS 01217. All medication must be labeled with the child's name and stored in a designated area inaccessible to children.

Medications (including inhalers) may NOT be stored in any child's book bag. Chapstick, Lip- gloss, lotion, and sunscreen are considered topical products and are not allowed at school unless a JFS form 01217 is completed for the product. Nor are these products allowed to be kept by students in their book bag.

Americans with Disabilities Act (ADA) policies:

Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.

Administering medication to children with disabilities:

As my program administers medication, I administer medication to children with disabilities in accordance with the child's documented medical/physical care plan.

EMPLOYEE ILLNESS: If a teacher becomes ill while working or calls in ill, a substitute will be available.

MANDATORY FORMS: Each family must complete the mandatory forms that were contained in the registration packet. Most of these forms are required by the State of Ohio and must be filled out completely, signed, and returned to the FSJ Day School office prior to your child's attending classes. A deadline date is indicated when the packet is sent. Please follow the instructions carefully, provide all the requested information, and return the completed forms promptly. Your child may not be

allowed to start classes if any of these necessary forms are not completed properly. If you have any questions or concerns, or have not received any of the forms, please contact the FSJ Day School office and we will assist you. Copies are also available on the FSJ Day School website.

The forms include:

Child Medical Statement

Child Enrollment and Health Information

FSJ Day School Photo Policy/Pick-up/Routine Field Trip

CACFP Income Eligibility Application and Enrollment

Family Information Questionnaire Ages and Stages
Questionnaire

GUIDANCE POLICY: We believe that helping a child 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 their teachers and their friends. Our expectations will be kept with-in 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. Staff will not impose punishments for failure to eat, sleep, or toileting accidents. Occasionally, a child will need "time away" from an activity or from the other children to help them manage their behavior. Whenever separation is used as a guidance technique, the following guidelines will be used: the child will sit for a brief period of time away from the group, yet within the sight and hearing of an adult. We realize and expect children will have difficult days occasionally. It would be helpful to share information about any special circumstances that may affect your child's behavior.

When a child's behavior is unacceptable, all staff will be required to comply with the guidelines set by ODJFS 5101:2-12-19.

HEALTH SCREENING POLICY

Nurturing and caring for the physical needs of your child is very important to us. Optimal learning happens when your child is in good health. Beware of the suggested weight for your child's height. Provide and encourage your child to eat a variety of foods, especially fruits and vegetable. The USDA suggests preschool children drink 1% milk as early as age 3. The Day School serves healthy snacks and meals, per USDA guidelines. Involve your child in physical activities every day. A moving child is a learning child!

We suggest the following screenings for your child during their early development years. Talk with your child's pediatrician when and where these screenings can be done. The Lucas County Health Department (<http://www.lucascountyhealth.com/>) can also do most of them.

It is recommended that children, after age 1, begin practicing good dental hygiene; by age 3 begin regular visits to the dentist.

As children grow and are able to discriminate, their vision and hearing should be evaluated by age 4. This insures optimal learning as they begin letters, sounds, shapes, colors, etc.

A blood lead and hemoglobin test is suggested for all children, especially those living in older homes or apartments.

Upon your child's arrival at the school, the teachers take note of any unusual symptoms or behaviors that are not normal for that child.

As always, please keep your child home if they have had a fever within 24 hours of attending the school program.

CHILD DEVELOPMENTAL SCREENING POLICY

The Ages & Stages Questionnaire is a developmental screening tool for children from birth to 5 ½ years old. The purpose of the tool is to identify potential developmental delays as early as possible. There are 21 questionnaires to use, depending on the age of the child. Each family will be given a questionnaire at the time of enrollment to complete during the first two weeks of August. There is no right or wrong answer to the questions; they are based on observations of what your child can do. This questionnaire can be returned at Orientation or during the first week of school.

The questionnaires will be scored by your child's teacher. Your child's results will be shared during the Parent-Teacher Conference in November (or within 60 days if enrolled later). If your child scores below the cutoffs for any section, you will be contacted to set up a conference prior to November to discuss the results. The teacher and parents can discuss the results. Additional factors may have affected the results so further screening

may be necessary. Based on the conference professional observation may be necessary. We want to offer intervention or services as early as possible to help your child be prepared for further education.

DISCIPLINE POLICY: We realize that children are just developing social skills and part of our responsibility is to guide our students to use appropriate behavior with adults and the other children. Rules will be established in each classroom and the children will be encouraged and reminded to follow them. Should there be a need to discipline a child; a staff member in charge of the group shall be responsible for the discipline. The child will be talked to in a quiet manner away from the rest of the group. He or she may be asked to sit quietly until the inappropriate behavior has stopped. Our goal is that the children will learn to take responsibility for their own behavior. We will not, however, allow the persistent misbehavior of a child to interfere with the operation of the school or to infringe on the rights of other students. This includes, but is not limited to: physical attacks on the other students and/or staff members, disrespect to adults, and blatant and reoccurring disregard for rules. Should this occur, First St. John Day School has a three-step discipline policy.

First there will be a conference between the parents and the teacher (and other staff if necessary), to discuss what happened and what can be done to prevent future disruptions.

If there is no improvement, the second step will be a conference with the parents, teacher, and administrator, to discuss the challenging behaviors. A written behavior plan may be created as an intervention for the child. An outside evaluation may be done if necessary. A 1 to 2 day suspension will be assigned to the child to allow the family to address the behavior (s).

If the problem persists, the final step will be the child's dismissal from the school at the discretion of the Administration with the preauthorization of the First St. John Day School Board.

PARENT PARTICIPATION: Any parent of a child enrolled in First St. John Day School shall be permitted unlimited access to the school during all hours of operation for the purpose of contacting his/her child, evaluation of the care provided by the staff, or evaluating the premises. Upon entering the premises, the parent shall notify the administrator or church secretary of his/her presence and sign in on the Visitor's Log. Parents are always welcomed and encouraged to participate whenever



the school such as field trips and holiday celebrations. Please keep in mind that our staff is very busy at arrival and dismissal times. Whenever the need to communicate arises, place a note in your child's folder and the teacher will answer or call you after class. If an emergency should arise and you need to get a message to the teacher, please call the school office at 419-691-6480.

CONFERENCES: During the school year there will be two parent teacher conferences. Parents must attend these conferences. During conferences parents and teachers will meet about the child's progress and discuss the ways in which he/she enjoys learning. Conferences are a great time to get to know your child's teacher as well as to learn how your child reacts in a learning environment.

HOME/SCHOOL COMMUNICATION: A master school calendar will be distributed at the opening of classes, noting special activities and other important dates. A monthly newsletter will be sent home giving a calendar of events, volunteer opportunities and a description of what will be occurring in your child's classroom. Children's folders should be checked daily for additional information and important papers.

Please remove papers from your child's folder once they have been read. Written correspondence to the staff should be sent via children's folders, which are checked at the beginning of class.

SNACK: All of our school program schedules include a daily snack for each child.

BIRTHDAYS: Your child's birthday will be celebrated at school as close to his/her birthday as possible. A special snack may be sent in, please be sure that it is both nutritious and peanut free. Special plates, cups, and napkins may be sent in, if desired. Children with summer birthdays will be celebrated throughout the school year.

CLOTHING: There is no official dress code. Children are encouraged to wear comfortable, washable play clothes and rubber soled shoes. For safety on the steps, no flip flops, please. Children should dress according to the weather. Please mark your child's outer clothing, sweaters, and boots. If possible, keep outer clothing easy to remove. All children who use the extended care services will be asked to have a set of spare clothing to keep at school.

FIELD TRIPS: Occasional field trips are scheduled in each class. Information and permission forms will be sent home when fieldtrips

are scheduled. Before any child may attend a field trip scheduled by the school, the parents must sign a permission form. The written permission form will include the child's name, the destination of the field trip, the date and time of the field trip, method of transportation, and signature of the parents. **Please turn in any payments and the form together by the date indicated.**

Alternate arrangements will be made for children whose parents are unable to transport them. By state law children less than 8 years old, unless they are at least 4 feet, 9 inches tall, **MUST** use a booster seat. Whenever children are transported or escorted away from the school, there will be the following:

- *The school's First Aid Kit.
- *Staff members trained in first aid.
- *An identification tag on each child including the school's name, address and phone number.
- *Each student's file that includes the Enrollment and Health form and health records.





Unless paying in full, First St. John Day School will only accept tuition from TUITION EXPRESS our EFT - Electronic Fund Transfer Tuition Management Company. If an account should become 30 days delinquent, the child's participation in the program will be suspended until the tuition is paid.

Why should I use Tuition Express?

It's safe, convenient and easy. It also makes processing tuition and fee payments efficient for your provider- giving staff even more time to spend with the children.

How secure is my account information? Tuition Express is a Payment Card Industry (PCI)

Level 1 service provider-collecting tuition payments, while keeping account information secure.

How will I know a payment has been processed?

If you pay online or swipe your card you'll know right away. Otherwise, you will receive an emailed receipt after your provider processes a payment.

What if there is an error?

Report the error to your provider immediately. The center will adjust your account accordingly.

What if there's a payment dispute?

You have the right to dispute any charges you do not agree with. Contact your bank or credit card company.

Does my provider have access to my card or bank account?

No. By using Tuition Express, you're simply giving your credit card company or bank permission to release a payment.

Tuition Express is a service
of Procure Software®.



ENACTED

Appendix

Appendix C to rule 5101:2-12-07 5101:2-12-07

Center Parent Information

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

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

The administrator and each employee of the center 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 of a child enrolled in the center shall be permitted unlimited access to the center during all 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 parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center 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.

It is unlawful for the center 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.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit: <http://jfs.ohio.gov/cdc/families.stm>

WHAT IS CHILD AND ADULT CARE FOOD PROGRAM AND WHY DOES MY CHILD DAYCARE CENTER NEED IT?

Child and Adult Care Food Program (CACFP) is part of the US Department of Agriculture's (USDA) Food and Nutrition Service (FNS), the same office that administers the national school lunch program. USDA authorizes specific agencies to manage CACFP at the state level, most often the state's department of education. In Ohio, the Ohio Department of Education (ODE) is the state CACFP sponsor. State agencies then contract with organizations to direct CACFP programs in local communities. The Child Care Resource Center (CCRC) has been a local CACFP sponsor for over 20 years, with participants in Defiance, Erie, Hancock, Hardin, Huron, Lorain, Lucas, Ottawa, Paulding, Putnam, Richland, Sandusky, Seneca, Wood and Williams counties. As a local sponsor, the CCRC: Provides training and technical assistance to participants Monitors participants to ensure program integrity and compliance with nutrition policies Reviews monthly reimbursement claims and submits claims to state agency for payment Disburses reimbursements Supports participants with business management resources

Your child care center needs CACFP because:

- CACFP supports high-quality child care
- CACFP supplies funds to purchase healthy food
- CACFP develops staff administrative skills

- CACFP improves compliance with state licensing requirements pertaining to ratio and supervision

- CACFP Increases center income/compensation and cash flow

- CACFP provides accountability so that grant makers and families (customers) feel confident about investing in the center

Parents may contact the Child Care Resource Center CACFP Center Specialist with any questions: Phone: (440) 242-0413

Child and Adult Care Food Program's Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.



School Schedule 2023-2024

August 21, 2023– First Day of School

September 4, 2023– Labor Day No School

November 22-24, 2023– Thanksgiving Break No School

December 21, 2023-January 5, 2024 Christmas Break No School

January 15, 2024 MLK Day No School

January 16 & 17, 2024 Parent Teacher Conferences *(No classes; extended care still available)*

February 19, 2024– President's Day No School

March 29– April 5th, 2024– Spring Break No School

April, 2024 TBA Teacher Work Day No School

May 24, 2024– Last Day of School



Important Notes