



Preschool Parent Handbook 2017-2018

BETHLEHEM LUTHERAN SCHOOL

~ Established 1999 ~

1240 South Maple Avenue ~ Fairborn Ohio 45324

(937) 878-7050

Email: BethlehemSchool@aol.com
<http://www.mybethlehemschool.com>

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Mission Statement

Bethlehem believes the Bible in the inerrant Word of God and children are a precious gift from Him. We work with parents to foster Christ-like qualities in all academic and social pursuits providing excellence in the light of God's Word.

Purpose Statement

Bethlehem Lutheran School is an integral part of the total ministry of Bethlehem Lutheran Church of Fairborn, which is a member congregation of The Lutheran Church – Missouri Synod.

Philosophy Statement

Bethlehem Lutheran School functions in obedience and response to:

- ❖ Gods promise that we are to “*train up a child in the way he should go, and when he is old he will not part from it.*” (Proverbs 22:6)
- ❖ God’s command that the parents are to bring up their children “*in the nurture and admonition of the Lord.*” (Ephesians 6:4)
- ❖ God’s commission that the church makes disciples of all nations, including children, and teaches them to “*observe all things commanded by the Lord.*” (Matthew 28:19-20)

We believe that God is our loving Father and that we are His children. All are sinful and in need of a Savior. God sent His only Son, Jesus, to die for our sins. Those who believe in Jesus’ death and resurrection are His disciples. Jesus’ disciples follow His commands. Our goal then is to lead students to be disciples of as well as disciple-makers for Jesus.

We believe that the family is a child’s primary disciple-makers. Our school is in partnership with parents in enhancing the development of the whole child. This partnership provides a solid base of communication, the purpose of which is the furthering the student’s relationship with God and the enhancement of positive Christian family interaction. We believe children develop at their own individual pace. We believe a positive learning environment, which utilizes a variety of teaching styles to accommodate diverse learning styles, is essential. Our aim is to have students realize and achieve their own God-given potential and recognize failure as a valuable part of the learning process.

As a diverse, professional team, our staff is committed to the *total* development of our students. We are dedicated servants who carry out the mission of the church through our personal witness and involvement. We desire to encourage the children, yet set high academic standards and behavioral boundaries.

Our educational plan is built, with academics being the highest priority. Yet, in ministering to the *whole* child, we include co-curricular and student-support programs. We understand the importance of continually reviewing our programs to insure success.

We also believe that students in our school need to achieve and grow in areas outside the academic domain. The ability to accumulate, evaluate and apply information in order to develop problem-solving skills based on Scriptural guidelines is important. We want students to develop self-discipline, and demonstrate forgiveness and respect for others.

Preschool School Year – 2017-2018

4-year old class on Mondays, Wednesdays and Fridays
 8:30 – 11:30 a.m., August 28, 2017, through May 25, 2018
 3-year old class on Tuesdays and Thursdays
 8:30 – 11:30 a.m., August 29, 2017, through May 24, 2018

| No-School Days | Dates |
|-------------------------------------|-------------------------------------|
| Labor Day | September 4, 2017 |
| Ohio District Teachers' Conferences | October 12-13, 2017 |
| Fall Parent/Teacher Conferences | October 24 & 26, 2017 |
| Parent/Teacher Conferences day off | October 27, 2017 |
| Thanksgiving Break | November 22-26, 2017 |
| Christmas Break | December 20, 2017 – January 2, 2018 |
| Martin Luther King Jr. Day | January 15, 2018 |
| Presidents' Day | February 19, 2018 |
| Spring Parent/Teacher Conferences | March 13 & 15, 2018 |
| Easter Break | March 30-April 8, 2018 |

| Special Events | Dates |
|---|--|
| Evening Parent/Teacher Conferences | October 24 & 26, 2017 March 13 & 15, 2018 |
| Veterans' Day Special Chapel & Celebration | November 11, 2017 |
| Preschool & Primary Christmas Program | December 7, 2017 (Location: TBA) |
| National Lutheran Schools Week and School Choice Week | January 21-27, 2018 |
| Grandparent's Day (In the morning) | February 16, 2018 |
| <i>Other Special Days will be announced</i> | |

Policies

Tuition

Tuition for the 2017-2018 year is as follows: \$1670.00 per year for the 3-Year Old class; \$1990.00 for the 4-Year Old class; and \$2610.00 for the Kinder Ready class. For families who enrolled a child for the first time during or after the 2015-2016 school year, a 15% tuition reduction is available for each additional student. There is a non-refundable registration fee of \$75.00 per child with a family cap of \$225.00.

Admission

Bethlehem Lutheran School recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiation desegregation.

Preschool students for the 3-year old program must be at least 3-years old by September 30 of the year of admission and must be fully potty trained. No pull-up are permitted. Admittance to the Kinder Ready/4-year olds' class requires the child being aged 4 or 5 by September 30 or the year of admittance.

All the necessary state-required forms, i.e., Emergency Contact Form, and completed, up-to-date Medical Form, must be turned in on or before the first day of school.

Withdrawal

In the event of a necessary withdrawal from Bethlehem Lutheran Preschool, thirty-days notice in writing or one month's tuition must be submitted to the school. All fees and tuition payments must be up-to-date before transfer of any records can be completed.

Inclement Weather

Weather-related closings and delays are announced on local TV channels 2, 7, and 22. They may also be found on the whiotv.com website and on the school's website at: www.mybethlehemschool.com.

Delayed opening plans for preschool students are:

- For a one-hour delay – morning preschool students should arrive at 9:30 a.m.
- For a two-hour delay – ***No morning preschool.***

Teacher/Parent Communication

Good communication is necessary to build a strong partnership between the home and school. E-mail, telephone calls, written notes, and face-to-face meetings will help to ensure that the parent and teacher work together for the good of the child. Please avoid talking with your child's teacher during times they are supervising students. Let the teacher know which is your preferred method of communication: Phone call, email, written note or face-to-face.

Bringing and Picking Up Your Child

When your child is brought to class, they should be accompanied by an adult. Upon entering the classroom, the child should be encouraged to hang up their own jacket, backpack, etc. The adult needs to sign the child in, marking the time and initializing it. The parent must sign them out at the end of class. Please notify the school if you will be late bringing your child or picking them up. If you are more than 10 minutes late picking your child up you must go to the office to get them.

Medical Information

[Ohio law](#) requires that families immunize children participating in preschool programs to the extent that the State Board of Education considers appropriate to prevent the spread of communicable disease. Effective July 1, 2017, parents will no longer be able to use reasons of conscience as a valid exemption for declining immunizations for one's child in programs that the Ohio Department of Education licenses. Other exemptions set forth in law are still acceptable. Families must note the exemptions on the medical statement that [Ohio law](#) requires.

In accordance with the laws of the State of Ohio, all students, Preschool through 12th grade, must have on file prior to the 15th day of school, evidence of one of the following:

The specific date (month/day/year) that each dose of the following required immunizations were given: Preschool - 4 DPT; 3 polio; 1 MMR; TB/Tine; HIB - 15 mos., 4 yrs.

Report of Immunization records will be provided to the Greene County Health Department as required each fall.

In addition to immunization records, a physical by a Doctor is required by the State of Ohio for Preschoolers. This form must be turned into the school office by the first day of school.

Medication Policy

Usually children needing medication can better be cared for at home. The law permits schools to allow administration of medication only under strict guidelines. If a doctor determines it is necessary for a student to take oral medication, the parent should try to arrange the dosage so that the medication may be given at times other than during school hours. In such cases where the dispensing of medication at school is necessary, the following procedures must be adhered to:

A Medication Form signed by a parent or legal guardian with the child's name, the dosage, and the dates the dispensation begins, must accompany all medicine. In the cases of children who suffer headaches, a bottle marked with the required information, may be sent to the school office with a blanket permission slip for the year.

Both Medication form and medicine must be placed together in a bag with the student's name on it and brought to the office.

Medications to be taken at school will be stored, out of view, in the school office. (Refrigeration will be provided when necessary).

Children are not allowed to self-medicate. A school staff member must dispense all medication taken at school. In the event the doctor and parents approve students to self-administrate an inhaler, we request that the student report any use of this medicine to the office.

Injections will not be given at school.

Prescription medication must be in the original container.

While epipens and inhalers are legally self-carry items, we encourage them to be held in the school office for the safety of all children.

Bethlehem Lutheran School will not administer medicine unless all of the above conditions are met. If there is an unusual circumstance or you have any questions, please call the office.

Communicable Diseases

Children should NOT come to school if they exhibit *any* of the following:

- Skin rash
- Diarrhea and/or vomiting *within the last 24-hour*
- Difficult or rapid breathing
- Yellowish skin or eyes
- Evidence of lice infestation
- Conjunctivitis (Pink Eye)
- Untreated infected skin patches
- Unusually dark urine, and/or gray or white stool
- Stiff neck
- Inflamed and swollen tonsils, severe cough, or continual nasal discharge
- Fever within the last 24-hours

Parents are asked to *call the school*, 937-878-7050, if their child will not be attending school due to any of the above or other reasons. This includes preschool students.

In cases of illness occurring *at* school, the student will be sent to the office. A parent will be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms shall be isolated immediately in a room or part of a room not being used in the school program but within sight or hearing of a staff member, generally in the school office, and discharged to a parent or other authorized person on the child's pick up list.

- A fever over 100° F.
- Abdominal pain
- Diarrhea
- Severe coughing which causes the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (Pink Eye)
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Signs or symptoms of communicable disease
- Has been injured and it is determined that medical attention is needed

Decisions regarding exclusion from school shall be determined by the school office staff and the parents, either immediately or at some later time in that day. While isolated, the child will be observed for worsening conditions and will be kept comfortable in a warm, safe environment. All linen and blankets used by any ill child shall be laundered before being used by another child. The cot used by the ill student will also be disinfected.

Any of the following symptoms in addition to those listed above, will determine the necessity of immediate removal from the school by the parents or guardians:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation

The following diseases must be reported immediately to the Ohio Department of Health and will also be reported to parents:

- Botulism
- Cholera
- Diphtheria
- Plague
- Rabies (human)
- Smallpox
- Yellow Fever
- Pertussis (Whooping Cough), and
- Disease outbreaks of any public health concern.

In cases where a mildly ill child does not wish to complete daily activities, the parents will be called and the parent and teacher will decide together whether or not that child will remain in school or be sent home.

Exposure to a communicable disease will be reported to parents through their preferred method of communication, i.e., email, phone call, or note home. The exception being any exposure to diseases required to be reported to the Ohio Department of Health. In these cases, the parents will also receive a written letter sent to their home address in addition to being notified by their preferred method of communication.

Medical and Dental Emergencies

All students must have a current Emergency Medical Authorization Form on file. These are distributed at registration and must be filled out and returned to the school office no later than the first day of school. Parents must sign either the “to grant consent” part of the form or the “refusal to consent” part of the form. Parents should call the school office and inform the office manager of any phone number changes during the year. The office manager should also be notified in writing of caregiver plans if the parents plan to be out of town.

A staff member trained in CPR, First Aid, Communicable Disease Detection, Child Abuse and Neglect Recognition is in the building at all times as required by the Department of Human Services. A First Aid kit is located in the school office and in each classroom.

The Ohio Department of Health Dental First Aid chart is located in the school office and in each classroom. Staff members know and will follow the instructions as listed on the Dental First Aid chart.

In case of injury or illness, the student will be taken to the school office where he/she may lie down on a cot while the parents are notified.

In case of an emergency, the parents are telephoned and the ambulance called at 911.

The child will be transported to the hospital or released to the parents, depending upon the situation. Other emergency numbers that are posted near each telephone are:

Fire Department.....754-3100
Police.....754-3000
Poison Control Center.....222-2222
Children's Medical Center.226-8320
Children's Services.....426-8334

If the parents cannot be contacted, the emergency numbers will be called. A file is kept in the school office containing two emergency numbers for each child, as well as the child's home telephone number and the parents' work and cell phone numbers.

If the parents or emergency contacts cannot be reached, and a determination is made that urgent care is required a staff member will accompany the child to the Emergency Room to the hospital chosen by the paramedics. The staff member will take the child's school registration form and emergency transportation authorization form and will remain with the child until the child's parent or guardian assume responsibility. These forms are on file in the school office. The incident is then recorded on the form provided and will be filed.

During emergency situations, the administrator will attend to the children crisis and the teacher will remain with the class.

Administration of Medicine

Usually children needing medication can better be cared for at home. The law permits administration of medication in school only under strict guidelines. If a doctor determines it is necessary for a student to take oral medication, if possible, the parent should arrange the dosing during the times when the child is not at school. If this is not possible and medication must be dispensed at school, the following procedures must be adhered to:

Medication Form must be signed by a parent or legal guardian with the child's name, the dosage and the dates the dispensation begins, must accompany all medicine. In the cases of children who suffer headaches, a bottle marked with the required information, may be sent to the school office with a blanket permission slip for the year.

1. Both medication form and medicine must be placed together in a paper bag with the student's name on it and brought to the office.
2. Medications to be taken at school will be stored, out of view, in the school office. (Refrigeration will be provided when necessary).
3. Children are not allowed to self-medicate. A school staff member must dispense all medication taken at school.
4. Injections will not be given at school.
5. Prescription medication must be in the original container.

Bethlehem Lutheran School will not administer medication unless all of the above conditions are met. If you have any questions, please call the school office.

Allergies

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings and life threatening foods. In the case of a bee sting allergy, the parents are responsible for providing the school with bee sting medication and a doctor's statement about how the medication is to be administered.

Early and Periodic Screening, Diagnosis, and Treatment (EPSDT),

known in Ohio as Healthchek, is a required Medicaid program covering children under age 21. The program requires state officials to periodically screen Medicaid eligible children for health problems. If a child's screening identifies health problems, the law also requires the EPSDT program to provide necessary health care, diagnostic services and treatment. Those services include medical, vision, hearing and lead testing. However, any service that will correct or improve a child's health problems must be provided, if the service is included in a list of federal Medicaid services. Learn more about EPSDT:

- [Important Benefits for Medicaid Eligible Children: Early and Periodic Screening, Diagnosis and Treatment \(EPSDT\)](#) (DRO publication)
- [EPSDT and Title V Collaboration to Improve Child Health](#) (U.S. Department of Health and Human Services, Health Resources and Service Administration)

Snacks

Daily snacks are provided by the parents/guardians of the preschoolers. Snacks for the entire class should be provided. Each day of class the snack provided will be drawn from two of the food groups listed below. A suggestion of snacks list will appear online at SignUpGenius.com and by typing in my school email address: bonnie.fugatebls@gmail.com and following directions. Substitutions may be made as long as the suggested food group is followed, i.e., instead of grapes, you provide raisins or tangerines, etc.

You will be informed if there are any dietary restrictions among your child's class mates. We encourage healthy snack choices and avoid sugars of all kinds, if possible.

Per Ohio Revised Code 3301-37-09, a choice from two of the following groups must be served each day.

- Protein group
- Grains group
- Fruits group
- Vegetables group
- Dairy group

Go to www.ChooseMyPlate.gov for more information.

Birthdays

Birthday treats may be brought in for your child's class if this is your desire. NO cupcakes/muffins, PLEASE! Plain or iced cookies are preferred. If birthday party invitations are brought in to the school to distribute, please make sure all the children are included otherwise find a way to invite only those you wish to invite so as not to hurt anyone's feelings.

Clothing

We are a preschool. There is no uniform. We get messy and dirty sometimes. We paint, glue, and play outside. The children should be dressed for fun and be ready to get messy and dirty. Good clothes should be reserved for Picture Day or special occasions.

Tennis shoes, not sandals or open-toed shoes, are the best footwear. Boots for snow or rain are acceptable. A change of shoes may be sent to school on these days.

Be sure dress is appropriate for the weather with coats/jackets and scarves, hats and gloves when necessary. We go out even when it is cold outside even if it may only be for 10 minutes.

Becoming independent is one of the things we learn in preschool, therefore, please don't have your child wear clothing that is difficult to fasten or unfasten or with belts and buckles, buttons, zippers that they cannot figure out how to work.

Identify all book bags, sweaters, jackets, etc. by writing his or her name on their possessions. They don't always remember which coat or jacket or backpack is their own.

Field Trips

In order to insure proper supervision and to protect the children, these procedures are followed for any field trips for the preschoolers:

1. At least one staff member will accompany the preschool children and their parents/guardians on each field trip.
2. At no time will the children be left unattended, in a building or in a vehicle.

Each child shall be transported to and from events by their parents or guardians using proper seat protection for the children, according to the state of Ohio. Unless the child is more than four years old and weighs at 40 pounds and is at least 4 foot 9 inches he or she should be properly restrained in a state approved car seat or booster seat. Without the proper seat, a child may not participate in the field trip activity.

3. Signed and dated permission slips from each parent/guardian are required for a child to participate in field trips also.
4. The supervising teacher will have with them on all field trips, the following:
 - a) First-Aid kit, which an attending teacher or assistant will be trained to use and to administer necessary first aid.
 - b) Emergency authorization paperwork for each child
 - c) Health records of each child regarding allergies or health-related conditions.
 - d) Emergency authorization paperwork for each child
 - e) Health records of each child regarding allergies or health-related conditions.
 - f) Special procedures or precaution instructions which should be taken during the course of the field trip, if necessary.
 - g) Each child will have identification containing their name, the name of the school, address and phone number of the school and teacher/supervisor the event a child becomes lost.

5. Any drivers for a field trip must have a completed Volunteer Driver Statement* on file in the school office, even if they are transporting their own children. **May be obtained in the school office.*

Parental Participation and Involvement

Parents are welcome to come and observe at any time. Please contact the teacher to arrange a visit. We prefer that you wait until the second month of school to visit, however, in order that your child can adjust to the classroom situation.

Sometimes an extra pair of hands is needed and you may be asked to come in and help on a project.

Permission must be granted by the parents/guardians for the child's information to be published on a class roster prepared for those enrolled in the school.

Parents/guardians are welcome at the school board monthly meetings and PTO monthly meetings. Days and times of such meetings are published in the church bulletins, the church's newsletter and on the website calendar.

Parent/Teacher Conferences are held twice a year, once in the Fall and once in the Spring or at the request of a parent or teacher.

In order to understand what the Lutheran Church believes and teaches, parents/guardians are strongly encouraged to attend Bethlehem Lutheran Church Adult Information Class. This class covers basic Lutheran doctrine and will help parents understand the point of view being taught to their child during the year.

Behavior, Discipline, Corporal Punishment and Safety Policies

Behavior: Students at Bethlehem are expected to behave in a Christ-like manner at all times.

Obedience to parents and to teachers and respect and kindness for them and fellow students and their fellow students' right to learn is expected. Developing self-control is a sign of maturity and growth and will be cultivated at Bethlehem.

Our policy for behavior is one of love and forgiveness as taught to us by our Lord and Savior, Jesus Christ. Unacceptable behavior will be pointed out and the consequences of it will be dealt with depending upon the seriousness of the behavior. In preschool, the response may be to encourage behavior, such as apologizing and asking for forgiveness in the instance of offending or hurting a fellow student or to distract the offending child with an alternate activity. In extreme cases, the child will be pulled away from the other students to insure privacy so that the teacher may quietly speak with the child about his/her behavior to other students. Reviewing expectations and encouraging "better" choices will be done. Time out is a last resort and would never be for more than a minute or two to allow a cool-down of emotions. Each child will be made aware of the "Quiet Area" in the room where they are encouraged to go if they feel overwhelmed or upset in anyway or just want to be alone. Whoever is in the Quiet Area can stay there until they are ready to leave it.

Discipline: A child will not be subjected to physical, cruel, harsh or unusual punishment. No child shall discipline another. Children will not be humiliated, shamed, subjected to verbal abuse or frightened. Our goal in disciplining our students is so we can provide a safe environment that displays respect for both children and staff.

Parents are strongly encouraged to make an appointment to discuss problems or questions with the teachers and to alert the teachers of any changes at home that may affect the child's behavior. All information is kept confidential.

Each teacher must be able to teach and each student must be able to learn without disruption. Classroom rules are posted in each classroom and it is expected that each student follow the rules. Our goal is for each child learn to regulate his/her emotions and actions. As a preschooler, this is most difficult and that, of course, is understood. It will be our process of learning to acquire more self-regulating skills as the year progresses.

Corporal Punishment is not practiced at Bethlehem Lutheran School. We believe this falls under a parent/s or guardian's authority. None of the following shall be tolerated by any staff member at Bethlehem: Cruel, harsh, corporal punishment; unusual punishments such as, but not limited to, pinching, punching, shaking, spanking, or biting. No discipline shall be delegate to any other child. Physical restraints shall not be used to confine a child other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. No child shall be placed in a locked room, a confined, enclosed area such as a closet, box or similar cubicle. No child will be subjected to profane language, threats, derogatory remarks about himself/herself or their family or any other verbal abuse. Discipline shall not be imposed for refusing to eat, or toileting accidents. No humiliation, shame or attempt to frighten a child is acceptable. Food, water, rest or toilet use will not be withheld. Separation from the rest of the class shall be brief and appropriate to the child's age and developmental ability and the child will be within sight and hearing of a staff member in a safe well lighted and ventilated space. No worker shall abuse or neglect children and they shall protect children from abuse and neglect.

Safety in the school environment is essential. The following safety guidelines will be observed in the preschool:

1. No child is ever left alone or unsupervised.
2. Parents/Guardians/Babysitters are responsible for their preschool child (and any children in their car pool) until the child enters their classroom. The adult must sign their child in, noting the time and leaving their initials. The teacher nor the school shall be responsible for that child until they are signed in. The teacher nor the school is responsible for the safety of any other children in the care of the parent/guardian/babysitter while they are dropping off or picking up a Bethlehem student. Children, other than the students, are not permitted on the playground or school grounds unsupervised or to be left in the care of the teacher or other staff member at any time. Preschool children may not enter the building alone, escorted by siblings, or be left in the classroom unsupervised.

Doors to the building are locked at all times. Parents wishing to enter the school are to ring the buzzer and wait for a teacher/adult to open the door. At no time should you ask a child to open a door even if it is your child. Children are never to open the school doors, even for someone they know. ID may be required.

3. Preschool students are to be signed out and picked up at their classroom door, by their parents/guardians or an adult who is on your approved pick-up list provided to the School Office Manager. Exceptions must be arranged with the preschool teacher.

4. Bethlehem does not provide nor assume responsibility for the transportation of the preschoolers to or from school or to and from field trips. Drivers for field trips must complete the Field Trip Volunteer Driver Statement 2015-2016 (obtain from the Office Manager) and return it to the office prior to driving for a field trip. The school must have a list of specified drivers and children from car pools. Changes should be sent to the office. In case of emergency, please call the school.
5. Fire Drills occur once a month at various times. Fire drill information is posted inside all the schoolrooms and the teachers are aware of actions to be taken if there is a fire drill.
6. Severe Weather drills are conducted in the Spring and Fall at random times. A weather alert plan is posted inside all the schoolrooms and the teachers are aware of actions to be taken if there is a severe weather warning.
7. First Aid Kits are available in the school office and in each classroom. A staff member trained in First Aid is at the school at all times.
8. During field trips the First Aid Kit will accompany the class and each child must wear a label/tag identifying him/her as a student at Bethlehem and will contain emergency contact information. Information on each child is carried on all field trips in case of a medical need or emergency.
9. Running in the school and classrooms is not permitted, nor is climbing on or over furniture. All toxic materials are stored safely out of reach of children. Electrical outlets are covered.
10. Equipment and games are monitored for cleanliness and safety with removal of any broken or unsafe items.
11. Annual inspections by the local fire department are made to ensure building safety.
12. Annual inspections by the Greene County Health Department are made to ensure building safety. Should an accident or injury occur or if any other incidents necessitate the administration of Syrup of Ipecac in accordance with Rule 5101:2-12-51, OAC or the emergency transportation of a child in accordance with Rule 5101:2-12-49OAC, the teacher will complete a report in accordance with Rule 5101:2-12-39, OAC. This report will be given to the parent or guardian on the day of the incident and a copy will be on file at the school
13. The State of Ohio requires all schools to work in cooperation with state and local to develop a Crisis Management Plan. Bethlehem Lutheran School does have such a plan in place. A copy of this plan is located in the school office and is available for parents to view upon request.

Suspicion of Child Abuse and Neglect

School Teachers and other school staff are Mandatory Reporters of suspected child abuse or neglect. Physical, sexual, emotional/psychological abuse and/or neglect, must, by law in the State of Ohio, be reported.

The consequences of not reporting child abuse and neglect are severe. There are established links between abuse or neglect and social maladjustment, juvenile delinquency, and adult criminal behavior and most frustrating statistics show that many abused children grow up to become abusive parents.

855-O-H-C-H-I-L-D (855-642-4453) has an automated telephone directory that will link callers directly to a child welfare or law enforcement office in your county. Calls can be anonymous.

General Rules and Regulations

- No running in the hallways, classrooms, on stairs or outside sidewalks.
- No pushing or shoving anywhere.
- Students should be quiet when travelling through the building.
- Quiet respectful, safe behavior is expected during fire and severe weather drills.
- Be quiet and well behaved in the bathroom. One student at a time only is allowed.
- All trash goes in trash cans.
- No gum or candy.
- Respect the rights of others.
- Respect school, church property and the property of others'.
- No abusive vulgar, or profane language.
- No throwing rocks anywhere in, on, or around the school property.
- Do not harass students or staff of the school.
- Follow directions given by any member of the school staff the FIRST TIME given.
- No toys from home are to be brought to school, except on permitted days, such as Show-and-Tell.

Licensing and Inspection Information

Bethlehem Lutheran School is licensed to operate by the State of Ohio Department of Education (ODE). The licensing record includes compliance report forms from the ODE and evaluation forms from the Health, Building, and Fire Departments that inspect the school annually are available on request from the Office Manager. The laws and rules governing Childhood Early Education are available upon request from the ODE. Their phone number is 1-614-431-0351. This number may be used to report a suspected licensing violation by the school. The administrator, each staff member and employees are required by law to report any suspicion of child abuse and neglect.

Anyone wishing to obtain a copy of inspections reports from the school will be provided a copy upon request from the Office Manager.

Anyone wishing to file a complaint may hand-write or type the complaint and submit it to the administrator in the school's office.

Do child care staff members have whistle blower protection? No employer shall discharge, demote, suspend or threaten to discharge, demote, suspend or in any manner discriminate against any employee based solely on the employee taking any of the following actions: (1) Making any good faith oral or written complaint to the ODJFS or other agency responsible for enforcing Chapter 5104. of the Revised Code regarding a violation of this chapter or the rules adopted pursuant to Chapter 5104. of the Revised Code; (2) Instituting or causing to be instituted any proceeding against the employer under section 5104.04 of the Revised Code; (3) Acting as a witness in any proceeding under section 5104.04 of the Revised Code; (4) Refusing to perform work that constitutes a violation of Chapter 5104., or the rules adopted pursuant to Chapter 5104. of the Revised Code. (*ODJFS Child Care Center Rules*)

License Number: 052597.143040

Parents/Guardians may discuss any complaints or concerns with the State of Ohio Department of Education License to Operate.

Disputes may also be filed with the Ombudsman at 1-877-644-6338.

Procedures Regarding Custody Agreements

Divorced/Separated parents and/or guardians are responsible for providing the school with a copy of their custody agreement, particularly as it relates to who is authorized to pick up their child(ren) at school. This shall be in addition to the authorization form on file in the child's records indicating persons the parent/guardian has authorized to pick up their child. A parent of a child enrolled at the school who is not the child's residential parent shall be permitted unlimited access to the school and be afforded the same rights as the residential parent unless there is court documentation on file limiting access and conditions of the nonresidential parent. (OAC 5 101:2-12-30)

Daily Schedule

4-Year Olds (Mon., Wed., Fri.) and 3-Year Olds (Tues, Thurs.)

Arrival: By 8:15-830 a.m.
8:30 a.m. Free Play
9:35 a.m. Bible Time
9:50 a.m. Song Time & Movement
10:05 a.m. Potty, Handwashing, Snack
10:30 a.m. Inside/Table Work
10:50 a.m. Outside/Gross Motor Activities
11:30 a.m. Dismissal

Preschool Handbook Sign and Return

I have read the 2017-2018 Preschool Handbook for Bethlehem Lutheran School and with my signature below I acknowledge that I have read through and understand all that is written therein. I agree to abide by the policies and regulations outlined in the handbook.

Parent/Guardian 1, Print Name and Date

Parent/Guardian 1, Written Signature and Date

Parent/Guardian 2, Print Name and Date

Parent/Guardian 2, Written Signature and Date

Please sign and return to school office as soon as possible.