



Christ Lutheran Preschool

PARENT HANDBOOK
2009 - 2010



Christ Lutheran Preschool
32747 Lake Road
Avon Lake, OH 44012
phone: 440.933.6714
NSAdmin@centurytel.net
www.celcal.org

TABLE OF CONTENTS

| | |
|---|--------|
| School Information | Page 3 |
| Calendar | 4 |
| Class Information | 5—6 |
| School History | 7 |
| Licensing | 8 |
| Enrollment | 8 |
| Nondiscriminating Policy | 8 |
| Financial Policy | 8 |
| Forms and Records | 9 |
| Management of Communicable Disease | 10 |
| Signs and Symptoms of Illness | 10 |
| Policy & Procedures for Illness, Medication & Emergencies | 11-12 |
| Evacuation Procedures | 12 |
| Field Trip Safety | 12 |
| Snow Days | 13 |
| Child Guidance and Management | 13 |
| Arrival, Dismissal and Release of the Child | 14 |
| Curriculum | 15 |
| Parent Roster Information | 16 |
| Parent Involvement and Visitation | 16-17 |
| Policy on Dress, Toys, and Transportation | 18 |
| Supply Lists | 18 |
| Snack Ideas | 19 |

Christ Lutheran Preschool Information

Christ Lutheran Preschool Office

440.933.6714

Administrator office hours are Monday through Thursday
from 3:15—3:45 a.m. and Friday from 9:30 -11:30 a.m.

To reach your child's teacher, please call the Preschool office at
440.933.6714 and leave a message.

FEDERAL TAX IDENTIFICATION NO.

34-0942-409

CONTACT INFORMATION:

Christ Lutheran Preschool

32747 Lake Road

Avon Lake, OH 44012

phone: 440.933.6714

web: www.celcal.org

e-mail: NSAdmin@centurytel.net

Preschool Board Members:

Stacy Jantz, President

Rev. Lynn Schlessman, Pastor

Tom Reiner, Council President

Teri Pienoski, Administrator

Michele Olds, Treasurer

Laura Musat, Elected member

Shirley Mitchell, Elected member

Yearly Calendar for All Classes 2009 - 2010

| | | |
|---------------------|--|------------------------------|
| August 18: | Parents Night | All 4 year old classes |
| August 19: | Parents Night | Pre-K and 3 year old classes |
| September 1: | Open House | All 4 year old classes |
| September 2: | Open House | Pre-K and 3 year old classes |
| September 8: | School Begins | |
| October 14: | School Pictures | |
| October 16: | No School - Columbus Day | |
| November 25-27: | No School - Thanksgiving Break | |
| December 16: | Last Day of classes before winter break | |
| December 17: | Christmas Program (during the day) | |
| Dec. 21-Jan. 1: | Christmas Break | |
| January 4: | Classes resume | |
| January 18: | No School - Martin Luther King Day | |
| Jan. 25-29: | No School - Conferences | |
| February 4: | Public Registration for 2010 - 2011 school year | |
| February 15: | No School - Presidents Day | |
| April 1-9: | No School—Easter Break | |
| April 12: | Classes resume | |
| May 7: | Art Show / Pasta Dinner | |
| May 27: | All School Class Picnic at Weiss Field | |



Class Information

AM 3—DAY FOURS — Mrs. Cunningham

| | |
|-----------|-----------------------|
| 9:00 a.m. | Arrival |
| 9:10 | Circle Time |
| 9:25 | Daily Projects |
| 10:25 | Clean up / Letter Box |
| 10:40 | Bathroom / Snack |
| 11:00 | Large Muscle |
| 11:15 | Story / Prayer |
| 11:30 | Dismissal |

2-DAY THREES — Mrs. Cunningham

| AM | PM | |
|-------|-------|------------------|
| 9:15 | 12:45 | Arrival |
| 9:20 | 12:50 | Circle Time |
| 9:30 | 1:00 | Daily Projects |
| 10:15 | 1:45 | Clean up |
| 10:25 | 1:55 | Bathroom / Snack |
| 10:50 | 2:15 | Circle Time |
| 11:00 | 2:30 | Large Muscle |
| 11:15 | 2:45 | Story / Prayer |
| 11:30 | 3:00 | Dismissal |

PM 3-DAY FOURS — Mrs. Knip

| | |
|------------|-----------------------------------|
| 12:30 p.m. | Arrival Activities |
| 12:45 | Circle Time / Letter of the Week |
| 1:00 | Group activity—Music/Math/Science |
| 1:15 | Large Muscle |
| 1:30 | Snack |
| 1:45 | Projects / Free Play |
| 2:45 | Story / Prayer / Closing |
| 3:00 | Dismissal |

Class Information, continued

AM 3-DAY THREES — Mrs. Knip

| | |
|-----------|----------------------|
| 9:15 a.m. | Arrival Activities |
| 9:30 | Circle Time |
| 9:45 | Large Muscle |
| 10:00 | Bathroom / Snack |
| 10:30 | Projects / Free play |
| 11:15 | Story / Closing |
| 11:30 | Dismissal |

AM 2-DAY FOURS — Mrs. Knip

| | |
|-----------|-----------------------------------|
| 9:00 a.m. | Arrival Activities |
| 9:15 | Circle Time / Letter of the Week |
| 9:30 | Group activity—Music/Math/Science |
| 9:45 | Large Muscle |
| 10:00 | Snack |
| 10:15 | Projects / Free Play |
| 11:15 | Story / Prayer / Closing |
| 11:30 | Dismissal |

PRE-K CLASSES — Mrs. Pienoski

| A.M. | P.M. | |
|-------|-------|---|
| 9:00 | 12:30 | Arrival and selected table activities |
| 9:15 | 12:45 | Circle time — Pledge, Weather, Calendar |
| 9:30 | 1:00 | Projects followed by free play |
| 10:15 | 1:15 | Music, Math or Science Activity |
| 10:30 | 2:00 | Large Muscle |
| 10:45 | 2:15 | Letter of the Week |
| 11:00 | 2:30 | Handwashing / Snack |
| 11:15 | 2:45 | Story / Prayer |
| 11:30 | 3:00 | Dismissal |

CLASSROOM RATIOS

max. 16 - 3 year olds / 1 teacher and 1 aide

max. 18 - 4 year olds / 1 teacher and 1 aide

max. 18 - 5 year olds / 1 teacher and 1 aide

SCHOOL HISTORY

Christ Lutheran Preschool began as a mission outreach of Christ Evangelical Lutheran Church in December of 1968. Its first class, under the direction of Mrs. Joanne Kreinbihl, consisted of six four-year old students. It began as a Christian Day Nursery School and continues to be the only preschool school in Avon Lake which includes Christian teachings and philosophies as an important part of its curriculum. In September 1979, due to the growing needs of the community, the Preschool began a class for three year olds. Afternoon classes were initiated in September of 1981 and a four day program for older fours and fives was begun in 1984. A two day four year old class was added in 1993. In 2002 we opened a third classroom using the church's Sunday School classroom. Since the church's major addition in 2006, the third classroom has moved to the area previously occupied by the boiler room. A restroom and sink were added to the room for the convenience and safety of the children. Assistant teachers were added to each class in 2007 and a three day three's program was begun bringing our total enrollment to 138.

The preschool is governed by the Preschool Board which is made up of four church members, the pastor, the church council president, the nursery school administrator and the nursery school treasurer.

PURPOSE AND GOALS:

The philosophy under which Christ Lutheran Preschool operates includes the following purposes and goals:

- 1 To initiate and instill in the minds of the children the desire to learn.
- 2 To introduce the children to the wonder of God and the love that He and His Son Jesus have for all of us.
- 3 To assist the child in making a gradual, smooth adjustment from home to school and from play to more structured activities.
- 4 To broaden the child's interest in promoting good health habits and his/her physical and motor development.
- 5 To increase the child's ability to recognize, isolate, meet and solve problems.
- 6 To promote the growth of language and communication skills.
- 7 To provide experiences which will challenge the child intellectually and encourage his or her creativity.
- 8 To help the child recognize reasonable behavior, limits, and encourage the growth of self-discipline.
- 9 To provide a pleasant atmosphere in which the child can grow socially, spritually, intellectually and physically.

LICENSING:

Christ Lutheran Preschool is licensed by the State of Ohio Department of Job and Family Services. The license, which enables us to operate legally, is displayed in the Preschool Room 2 on the small bulletin board above the sink for your review. The laws and rules which govern our center may be viewed at www.jfs.ohio.gov/CDC/childcare.stm or you may view a copy upon request from the administrator. You may also call the toll free number 866.886.3537 (option 4) if you have questions.

ENROLLMENT:

Our preschool is in operation Monday through Thursday from 9:00 a.m. to 11:30 a.m. and from 12:30 p.m. to 3:00 p.m. We will have a maximum of 16 children in a three year old class with one teacher and one aide. The fours and pre-K classes will have a maximum of 18 children with one teacher and one aide.

To qualify for enrollment in the three and four year old classes your child must be three or four by September 30th. For enrollment in the pre-K class, your child should have one year of preschool experience and be five years old by December 31. Exceptions to these requirements must be approved by the teacher and the school administrator.

NONDISCRIMINATION POLICY:

It is the policy of this preschool that no child shall be refused admission to any class because of race, religion, color, sex, national origin or disability. (ADA act of 1990, 104 Stat. 32,42 USC 12101 et seq.)

FINANCIAL POLICY:

REGISTRATION: A registration fee of \$35/child or \$40/per family is due when you register your child for class. This fee is NON-REFUNDABLE and is required whether your child enters at the beginning of the school year or after the school year has started. Tuition for the month of May is also due at the time of registration.

TUITION: The tuition is a yearly fee divided into 9 equal monthly payments.

\$80.00 per month for a 2-day a week class

\$100.00 per month for a 3-day a week class

\$120.00 per month for a 4-day a week class

Tuition may be deducted from your checking or savings account on the 2nd of each month, September through April. Information regarding this program is in your fall packet or see the administrator for more information. Tuition payments made by check or cash are DUE on the FIRST OF THE MONTH and should be placed in the TUITION BOX located in each classroom. Checks can be made out to CHRIST LUTHERAN PRESCHOOL or CLPS. There is a \$10 late fee charged for tuition received after the 5th of the month. There is a \$30 charge for each returned check.

Tuition is due as long as your child is enrolled whether or not your child is able to attend

classes. If for reasons of illness or family emergency, your child is absent from school for TWO or more consecutive weeks and written notice of this has been given to the administrator, tuition will be adjusted accordingly.

Due to our limited enrollment, a space cannot be guaranteed for your child if tuition has not been paid or arrangements have not been made with the administrator.

If, for any reason, withdrawal from school is necessary, TWO WEEKS written notice is required. Prepaid tuition cannot be refunded unless this requirement is met.

LATE CHARGE: If you are late picking up your child you will receive a letter of warning. If this occurs a second time, you will be charged \$10 for every ten minutes that you are late. This charge is to be paid directly to your child's teacher on the next day of class.

SCHOLARSHIPS: CLPS is proud to be able to offer tuition financial assistance to those who qualify. Please call the Preschool office at 440.933.6714 to request an application. Proof of income and the application must be returned to the school for consideration. Scholarships run from September through January and from February through May. You must re-apply in January for the February through May term. To qualify for the 2nd half scholarship, your tuition must be current.

Scholarships can be forfeited if:

- Your child is absent 5 consecutive days without written notice or doctor's note
- Your application contains inaccurate information
- You are 2 months behind in tuition

FORMS AND RECORDS:

On the first day that your child attends class, the following forms must be on file:

Enrollment form: All of the information on this sheet needs to be complete and current. We CANNOT accept a child whose parent or guardian completes PART II of the Emergency Transportation Authorization box indicating that they will NOT allow us to transport their child to a hospital in the event of an emergency.

State law requires that we ask your permission to publish your name and phone number on the roster that is given to each family in your child's class. You may have your phone number omitted from the roster by checking the appropriate box on the form.

Medical form: This form needs to be completed and signed by a licensed physician or a nurse practitioner. The medical form expires one year from the date of the exam. When a child enrolls after the school year begins, the medical form must be completed and on file within 30 days of the child's start date.

Parent questionnaire: The information on the front of this form will help us to become better acquainted with your child. The back of the form includes authorization for your child's name to be on the parent roster, family church information, a list of people whom you authorize your child to be released to, and a photo release form. If you have questions about any of these areas, please see the administrator or your child's teacher.

MANAGEMENT OF COMMUNICABLE DISEASE:

STAFF: The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This information will be reviewed periodically at staff meetings.

No staff member shall attend the preschool if they show signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.

STUDENT: A teacher shall observe each child upon entering the classroom. A child with any of the following signs or symptoms of illness shall be sent home immediately with his or her parent or guardian or designated person.

SIGNS AND SYMPTOMS OF ILLNESS:

- 1 Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
- 2 Diarrhea (three or more abnormally loose stools within a twenty-four hour period);
- 3 Severe coughing causing the child to become red or blue in the face or to make a whooping sound;
- 4 Difficult or rapid breathing;
- 5 Yellowish skin or eyes;
- 6 Redness, burning or itching of the eye, obvious discharge or matted eyelashes;
- 7 Untreated infected skin patches, unusual spots or rashes;
- 8 Unusually dark urine and / or gray or white stool;
- 9 Stiff neck with an elevated temperature;
- 10 Evidence of untreated lice, scabies, or other parasitic infestations;
- 11 Sore throat or difficulty swallowing;
- 12 Vomiting more than one time or when accompanied by any other sign or symptom of illness.

If signs of illness occur during class time, the child will be isolated under adult supervision. The parent or guardian will be contacted by phone and asked to pick up the child as soon as possible. The parent may designate someone to pick up the sick child. A cot and blanket will be provided for the child while he or she waits to go home. The cot will be sanitized with appropriate germicidal detergent and the blanket will be promptly laundered after each use.



Policy for Re-Admittance After An Illness:

The child is to remain away from school for at least 24 hours AFTER the signs of illness have disappeared.

Parents are asked to notify their child's teacher of the nature of any illness. Other parents will be informed by a note on the class bulletin board or a note will be sent home if the illness is contagious.

Please note: A communicable disease chart is posted in each of the preschool's bathrooms. A dental first aid chart is on the bulletin board above the sink in each classroom.

Policy Regarding Medication:

Christ Lutheran Preschool **does not administer** medication, vitamins or fluoride supplements.

Procedures for Emergencies and Accidents:

The following safety guidelines have been established by the preschool and are to be followed by each teacher:

- 1 No child shall be left alone or unsupervised.
- 2 To insure that a preschool school staff member is aware of each child's presence at our school, each child must be accompanied to and from the classroom by an adult when arriving or departing from the preschool. Children CANNOT be dropped off outside of the building and enter the school by themselves.
- 3 A child shall only be released to persons sixteen years of age or older, except when written permission signed and dated by the parent or guardian is on file.
- 4 State law requires any custodial parent or guardian of a child enrolled in a child care center shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child(ren), or evaluating the care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of their presence.
- 5 A working classroom telephone shall be immediately available when needed.
- 6 Fire drills will be held monthly at varying times. A record of fire drills is available in each classroom.
- 7 An updated first aid box shall be available at all times in each classroom.
- 8 A medical and dental emergency plan shall be posted in the classroom in plain view.
- 9 All staff members shall have training in first aid and in the recognition of common childhood

illnesses. One staff member, also trained in the recognition of child abuse shall be available at all times.

- 10 A plan which explains the action to be taken and staff responsibilities in case of a fire emergency or severe weather alerts along with diagrams showing evacuation routes shall be posted in each classroom.
- 11 A list of the children enrolled, their addresses, home phone numbers and two emergency numbers is readily accessible to the teacher.
- 12 Equipment shall be inspected at regular intervals, repaired, cleaned and/or discarded so as to avoid child injury.
- 13 Each parent or guardian shall complete the Emergency Transportation Authorization Form on the enrollment form for their child.
- 14 In the event that a child needs emergency transportation, an arrangement has been made with the Avon Lake Fire Department to provide emergency transportation.
- 15 The center shall notify parents, within the next day of the center operation, when their child has been exposed to a communicable disease.
- 16 The use of aerosols shall be prohibited when children are in attendance at the school.
- 17 The administrator and each employee of a child care center are required under section 2151.421 of the Revised Code to immediately report their suspicions of child abuse or neglect to their local children's protective services agency.
- 18 The administrator and each employee of a child care center shall protect or remove children from a person or situation that is determined to be unsafe.

EVACUATION PROCEDURES:

If there is a need for school evacuation, the staff will take the children to the Avon Lake Teen/Senior Center, located across Rt. 83. We will then begin immediate notification of all parents/guardians. In case of a natural disaster where evacuation is not needed, the school will have on hand water, snacks, and a battery-operated radio to provide for your child until they are picked up.

FIELD TRIP SAFETY:

- 1 The teacher shall carry a first aid kit with her on each field trip.
- 2 A person trained in first aid shall accompany the class on each trip.
- 3 Each child shall wear identification containing the child's name and the name, address, and phone number of the preschool while on a field trip.
- 4 The teacher shall carry the Enrollment Forms for each child with her on a field trip.
- 5 Each parent or guardian must submit a permission slip for their child in order for that child to be transported to and from the preschool. This permission slip contains the date and destination, the child's name, the parents' signature and the date signed.
 - A. No more than one child may be strapped in each seat belt. Children shall not be permitted to stand in a moving vehicle or sit on the floor.

B. Children required to be restrained in a child safety seat, shall be restrained in accordance with Ohio law.

C. The driver shall see that each child boards and exits the vehicle from the curb side of the street and out of the path of moving vehicles.

D. The driver shall conduct a check of the vehicle at each destination to ensure that no child has been left in the vehicle.

E. Smoking is prohibited in all vehicles when occupied by children.

PLEASE NOTE: The three year old classes DO NOT go on field trips.

FIELD TRIP DRIVERS MUST:

1. Be at least 21 years old.
2. Hold a currently valid driver's license required for the vehicle driven in accordance with Ohio law.
3. Not be under the influence of any substance which could impair driving abilities.

SNOW DAYS:

If the Avon Lake City Schools are closed due to inclement weather, we will also be closed. If the schools are delayed because of weather, we will close for the entire day. We will make up classes after 1 week of snow days.

CHILD GUIDANCE AND MANAGEMENT

Our preschool's philosophy regarding discipline is to respect the individuality of the child, stressing the positive behavior and discouraging the negative behavior. In the busy atmosphere of the preschool classroom, situations arise daily requiring the intervention of the teacher. Whether these incidents are the result of disregarding safety rules, being uncooperative, not respecting the rights of others, not wanting to share, etc... you should be aware of how the situation will be handled. The teacher will first evaluate the situation and then discuss the problem with the child or children involved. A child may be asked to play in another area to avoid conflict, or, in extreme cases, be isolated from group activity until he feels he is ready to rejoin the group. Isolation involves separation from group activity under supervision for 2 to 3 minutes in duration (in a different location of the classroom) discussion of the problem with the child and then re-entry of the child to the group. A parent or guardian may be called in for a conference with the teacher if the problem persists. Removal of the child from the preschool will be requested if no other alternative is found.

Each teacher is responsible for the discipline in her classroom. However, the methods used shall not be cruel or harsh, nor shall they humiliate, shame or frighten the child or deprive the child of food. Love and concern are the best ways to encourage cooperation and positive behavior.

This policy applies to all employees of the preschool.

ARRIVAL, DISMISSAL AND RELEASE OF THE CHILDREN:

Children in all classes should enter the building with an adult by way of the double doors at the eastern end of the walkway. All children must be escorted to their classroom by an adult (parent, guardian, or responsible adult).

Please abide by the following schedule when arriving at school:

| CLASS | ARRIVAL TIME |
|-------------|----------------------------|
| A.M. Threes | No earlier than 9:10 a.m. |
| A.M. Fours | No earlier than 8:55 a.m. |
| A.M. Pre-K | No earlier than 8:55 a.m. |
| P.M. Threes | No earlier than 12:40 p.m. |
| P.M. Fours | No earlier than 12:25 p.m. |
| P.M. Pre-K | No earlier than 12:25 p.m. |

The time prior to the arrival of the children is used by the teacher for preparation of class materials and business matters which may require her to be away from the classroom. Children cannot be left unsupervised: therefore we ask your cooperation in observing these arrival times.

Dismissal is at 11:30 for all MORNING CLASSES and at 3:00 p.m. for the afternoon classes. No child will be permitted to leave the classroom unless an adult is present to pick him up. The preschool's policy regarding the release of a child to any person other than the custodial parent or guardian is that the teacher must be informed through the Child Release Form signed by the custodial parent or guardian as to whom the child shall be released. The teacher shall be informed of any changes by written note, or in case of emergency, by verbal communication from the custodial parent or guardian.

If there is a possibility that you will be late picking up your child, please let the teacher and your child know. It is often disturbing for a child to be the last one in the classroom waiting for his parent.

In compliance with the preschool's safety policy, no child may be dropped off outside of the building and go into the classroom by themselves. **Children must be accompanied by an adult when arriving and when being dismissed.**

We reserve the right to refuse to dismiss your child if we feel this will endanger the child in any way. We will do everything to maintain your child's safety; including calling the police if we feel the person picking up your child is in any way impaired.

THE PRESCHOOL CURRICULUM

The preschool program for all age groups is carried out in an atmosphere of structured play. Although the individual programs differ in content and in the amount of structure, they are all designed to help the children develop spiritually, socially, intellectually and physically. The levels of content and structure are increased with the age level of the class.

The emphasis in the THREE YEAR OLD CLASS is in introduction. Along with adjusting socially to the school environment, learning how to play with others through sharing, taking turns and learning respect for all people is emphasized. Also included in the curriculum are large and small muscle development activities, pre-reading and pre-math readiness games, art and cooking activities, stories, songs, finger plays, and an occasional video. The classroom schedule is divided into short and varied activities to meet the children's attention span while using whole group, small work stations and individualized teaching styles.

The program for all the FOUR YEAR OLD CLASSES has been planned to help prepare your child for entering kindergarten,. Emphasis is placed on listening skills and following directions as these skills are especially important for a successful kindergarten experience. Activities include music and rhythms, math and language arts readiness games, science, social science, simple religion units, field trips, classroom visitors, free play, story time and special emphasis weeks. Children are encouraged to try new things and to do as much as they can do on their own so that they are able to develop confidence in their ability.

The program for the PRE-K CLASS has a much greater emphasis on readiness activities. Special projects, cooking activities, a weekly letter chart and special themes each week are just a small part of what is included.

As a Christian Preschool, the spiritual development of the child is an important part of our curriculum. In addition to learning prayers, songs, and stories from the Bible, the children will be introduced through DVD's, CD's, books, art activities, games and finger plays to Bible stories. Most importantly, each child will learn of the love that Jesus has for each of us.



PARENT ROSTER INFORMATION:

The preschool will prepare a parent roster for each child's class. You have the option of omitting your name and phone number from this list by indicating your preference on your Child's Enrollment Form. This roster will be sent home to you.

PARENT INVOLVEMENT AND VISITATION:

Our preschool's policy regarding parent visitation is as follows:

Custodial parents and guardians are welcome to visit our school at any time. Please notify a staff member upon entering the building. We encourage you to participate in preschool activities as often as possible. Your involvement gives you a better understanding of what is taking place in the classroom and shows your child that you are interested in what he/she is doing in school. The following areas are some ways you may participate throughout the year.

CLASSROOM VOLUNTEER: You are welcome to volunteer your help in your child's class at any time. We ask that you sign up on the snack sheet to come in and help although it does not have to be your child's snack day. We really appreciate your help when a busy project demands an extra pair of hands and eyes. Your child's teacher will indicate when she needs this kind of help. Your child will enjoy having you in the classroom.

FIELD TRIPS: All of the classes, except the three year olds, go on field trips during the school year. Although most trips are taken separately for each class, it may be occasionally necessary to combine morning and afternoon classes for a trip.

Parents are asked to accompany the classes on field trips to provide transportation and supervision. You may be responsible for as many as 5 preschoolers on a trip, so we ask that you do not bring other children with you when you volunteer as a field trip parent. If at all possible, we ask that each parent plan to go on at least one trip during the year so that your child will not feel left out.

A permission slip for each walk and field trip away from school will be sent home about a week before each trip. This form **MUST** be signed and returned to your child's teacher before the field trip.

PARENT TEACHER CONFERENCES: Conferences for parents or guardians of all children enrolled in school are held at least once during the year. These conferences are scheduled before registration for the following year to help parents with placement. Conferences are now required by state law and must be included in our yearly schedule. Classes for the children will not be held during conference week. Time schedules for conferences will be posted two weeks before they will be held so that you may arrange your schedule. If you are unable to attend during the scheduled week, you **MUST** make arrangements with your child's teacher for another time. Additional conferences can be arranged upon request of the parents or the classroom teacher. We will have short conferences in October and again in May to monitor your child's progress.

SPECIAL DAYS: Some days during the school year are planned with the involvement of family members in mind. They include:

OPEN HOUSE: This is usually the first opportunity for your child to come to school, to see his/her classroom, to meet their teacher, and to meet their new classmates. They have the security of having other family members with them so this new world will not seem quite so strange. This takes place the week or two before school starts.

BIRTHDAYS: Your child's birthday is probably one of the most exciting days of the year. We would like him to be able to share some of the excitement with his friends at school. We ask that you sign up for snack on the closest day to your child's birthday. If you can, please plan on spending the day to help him celebrate. If your child has a summer birthday, please choose a date during the year to celebrate his "unbirthday".



CHRISTMAS PROGRAM: This is an opportunity for family members and friends to join in our celebration of Christ's birth. Hearing your child tell this story in his own words, sing songs, and recite the poems and finger plays that he has learned makes this a real special event. Check the calendar for the date.

FAMILY PICNIC: This is held on the Thursday before Memorial Day at Weiss Field in Avon Lake. The entire school will be meeting together along with the whole staff. This gives you a chance to talk to all the teachers and visit with other parents while enjoying a wonderful picnic.

DRESS:

Please dress your child in play clothes so that he will feel comfortable about climbing, crawling and painting. This is to be a happy time for the children, and they should not have to worry about getting their clothes dirty. Because of the amount of large muscle activity the children are involved in, tennis shoes or crepe soled shoes are the best type to wear to school. Children have a hard time running and participating when they wear crocs, sandals, or dress shoes.

Please bring a book bag with a complete change of clothes inside (don't forget shoes and socks). We will be using many messy things such as the water table and shaving cream and as much as the children wear smocks, they can still get dirty or wet enough to want to change. Many children do not like wearing the school's clothes, so please provide us with an extra set. The book bag will go home with your child every day.

TOYS:

We realize a toy or stuffed animal from home can be a much needed security blanket for your child when they first come to school. However, after the initial adjustment to school, we encourage the children to leave their toys at home unless they are part of a special day. Toys tend to get lost or broken or even forgotten at school.

TRANSPORTATION:

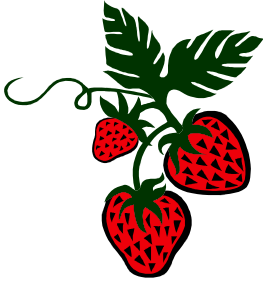
Each parent or guardian is to provide transportation for their own child. If you wish to form a carpool the teachers will be glad to be of assistance.

SUPPLY LISTS:

Your child will receive a supply list in July for the school year. Please note the Pre-Kindergarten class supply list is different from the preschool's list for the other classes. If obtaining supplies is a problem, please contact the Administrator.



SNACK TIME



Dear parents;

Our school will help your child learn about good food choices and healthy food. To help in this process, we ask that when it is your family's turn to bring in snack, that you choose something from the following list or another nutritious snack that is low in high fructose corn syrup and is peanut free.

Water will be the only drink served at snack time. The older children will pour their own water as well as practice their manners by asking for the water to be passed to them and taking turns. Using only water will also cut down on the cost of the snack for the family and eliminate wasted juice boxes and other costly drinks.

Birthday Celebrations: A small cookie, brownie, or mini-cupcake may still be brought in for birthday celebrations.



SNACK SUGGESTIONS:

CRUNCHY: carrots, celery, stuffed celery, carrots and ranch dip, pretzels, bread sticks, gold fish crackers, animal cookies, saltines

JUICY: apples, oranges, applesauce, strawberries, melon, grapes (cut in half please), bananas

SUBSTANTIAL SNACKS: cheese and crackers, cheese sticks, muffins, yogurt, salami with cream cheese, pizza

DRINK: Water will be served daily with snack.

****IMPORTANT** DUE TO PEANUT ALLERGIES WE ASK THAT ALL SNACKS BE FREE OF PEANUTS AND ALL OTHER NUT PRODUCTS.**