

# Zion Lutheran Preschool



Parent Handbook  
2019-20

## PHILOSOPHY

Zion's education philosophy focuses on the child rather than the teacher. We believe that children learn best through their own discoveries, active cooperative learning, experiments, questioning, sharing, speaking and listening. This can be accomplished through hands on activities and the use of many different manipulatives and resources. We also believe in the whole-language approach and surrounding the children in a language rich environment even before they can read. The program and High Scope curriculum are developmentally appropriate and is planned to meet the intellectual, physical, social and emotional needs of the preschool child.

As teachers our role is to make the children's activities as fun and interesting as possible, and then guide the children through these activities - not dictate them. Also, through our everyday actions we will be serving as a constant Christian role model to the children.

## ZION LUTHERAN PRESCHOOL GOALS AND OBJECTIVES

### I. PHYSICAL

#### A. Gross Motor

1. To develop ability to run, jump, hop, skip, balance, and climb.
2. To gain confidence in their physical ability.

#### B. Fine Motor

1. To be able to work with manipulatives such as puzzles, blocks, and art supplies.
2. To be able to cut with scissors, draw with crayons and other drawing implements.
3. To learn to button, zip, and dress oneself.
4. To develop ability to discriminate among shapes and figures.

### II. SOCIAL

- A. To increase the ability to make friends, cooperate, and play together.
- B. To develop the ability to take turns, share, and respect the rights of others.
- C. To increase level of involvement in group activities.
- D. To improve the ability to express one's feelings in positive and negative situations.

### III. EMOTIONAL

- A. To develop increased confidence and self-esteem.
- B. To accomplish successful separation and increase independence.
- C. To acquire patience in interacting with others.

### IV. INTELLECTUAL

- A. To develop the ability to communicate with others (listening, speaking, sharing).
- B. To increase exploration, experimentation, manipulation, and problem solving.
- C. To begin to acquire basic information; i.e. colors, shapes, number concepts, written communication.
- D. To develop the ability to understand and follow directions.
- E. To learn memory and sequencing skills.
- F. To develop the ability to match, classify, and seriate.
- G. To have the opportunity to creatively express themselves through art and music.
- H. To gain appreciation for literature.
- I. To improve the ability to make transitions and follow classroom routine.
- J. To develop the ability to choose and complete activities.

### V. SPIRITUAL

- A. To feel and know of God's love in his/her life.
- B. To understand that he/she is a unique individual created and loved by God.
- C. To encourage each child to develop a concern for others, a sense of community, and a spirit of sharing.

## Zion Lutheran Preschool's Curriculum

The most important goal of our early childhood curriculum is to help children become enthusiastic learners and develop a love for learning. We encourage our children to be active and creative explorers who try out their ideas and think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We allow them to learn at their own pace and in the best "learning" environment. Through our everyday actions we will be serving as a constant Christian role model to the children. Our curriculum is guided and shaped by our experienced staff, standards of developmentally appropriate practices and the Ohio Department of Education Early Learning Content Standards. The 4 year old curriculum centers on the alphabet with the "letter" of the week. The classes incorporate the Handwriting without Tears Program and are preparing to incorporate High Scope Curriculum into the classes as well. The 3 year old curriculum centers around the "theme" of the week once again developmentally appropriate and are preparing to incorporate High Scope Curriculum. With these curriculums all the areas of development are incorporated.

- **Social:** to help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of a group.
- **Emotional:** To help children experience pride and self-confidence, develops independence and self-control, and has a positive attitude toward life.
- **Cognitive:** To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.
- **Spiritual:** To help children understand that they are a unique individual created and loved by God, and to encourage each child to develop a concern for others, a sense of community, and a spirit of sharing.

The activities that are planned for the children, the classroom environment, the selected toys and materials, the daily schedule and talking with the children are designed and implemented by the preschool staff to meet and accomplish the goals of our curriculum.

## FEE POLICIES AND PROCEDURE

Enrollment is open to children ages 2-1/2, 3, 4, and 5 years old.

Cost for the programs are as follows:

- Tuesday and Thursday is \$1,089.00 per year or \$121.00 per month plus a \$30.00 supply fee.
- Monday, Wednesday and Friday is \$1,440.00 per year or \$160.00 per month plus a \$40.00 supply fee.
- Monday through Friday is \$2,394.00 per year or \$266.00 per month plus a \$50.00 supply fee.

We charge a yearly rate and divide by nine months, so that you pay the same amount each month regardless of the number of school days. There are no tuition reductions for holidays, illness, weather or other absences.

The total yearly rate may be paid in advance with a 10% reduction in cost.

For families with more than one child enrolled at the same time a \$15 discount is offered for each additional child.

Zion Lutheran Church members (attending services regularly, communing and contributing) will receive a 15% discount per child.

A non-refundable registration fee of \$50.00, per child, will be collected at the time of registration.

Payment is due on or before your child's first session of each month. There will be a \$5.00 late fee charged if not paid by that time. More than 2 unpaid months is reason for automatic withdrawal from the program. A \$50.00 registration fee will be needed to re-enroll your child into the program.

Bank charges of \$15.00 for returned checks will be added to the current balance.

If you are late picking up your child you will be charged a late fee of \$1 per minute after a 5 minute grace period. This payment must be made within 1 week.

Thirty days notice in writing or one month's tuition must be given prior to a child's withdrawal. Any child enrolled as of April 1 will be charged tuition through the end of the school year.

**\*Completed child enrollment and health information forms, medical form, \$50.00 registration fee, first month's tuition and the supply fee must be turned into the preschool's office at your child's orientation held the week before preschool begins.**

### Enrollment Information

Children who are 2-1/2 years old and completely potty trained by the first day of classes, classes will be held on Tuesday and Thursday or Monday, Wednesday and Friday. Children who are 4 years old by September 30th or 5 years old (and not in kindergarten); classes will be held on Monday, Wednesday, and Friday or Monday - Friday. Sessions will operate from 9:00-11:30 am.

### School Calendar

The term begins the Tuesday after Labor Day and ends the Thursday before Memorial Day.

### Inclement Weather

Zion Lutheran Preschool will follow West Carrollton City Schools for weather related or any other emergency closings. If West Carrollton is closed, Zion will be closed. If West Carrollton is on a 1 or 2 hour delay, Zion Lutheran Preschool will begin our day as scheduled at 9:00am unless communicated otherwise. Closings will be posted on Zion Lutheran Preschool's Facebook page as well as through the REMIND app (more information to come).

### Telephone Information

The telephone number for Zion Lutheran Preschool is 937/439-4140. Please keep this number handy at all times in case you need to contact the pre-school for any reason. Please call as soon as possible and leave a message if your child will be absent from preschool or if you will be late picking up your child. If you have an emergency and we are not able to answer the preschool telephone, please call the Zion Lutheran Church at 937/434-9422 and ask them to locate a staff member.

### Children's Attire

We recognize the expense of children's clothing today, and because of the activities that your child will be participating in while at the preschool, we recommend and encourage the following clothing:

- Sturdy, comfortable clothing
- Tennis or gym shoes
- Weather appropriate
- Washable play clothes

Each child will need to bring a backpack with an additional change of clothing to school everyday. If a child has an accident and does not have a change of clothes, we will make attempts to contact the child's parent as well as check the small stock of extra clothing we have at preschool. If the parent cannot be reached, this can be an unpleasant experience for your child. Make sure that everything is labeled with the child's name.

### Chapel Time

The preschool director, the youth director or the pastor of Zion Lutheran Church will lead the chapel time once a month which will provide children the opportunity to hear familiar Bible stories, hear and learn simple Christian songs, and to offer simple prayers. Prayers will be prayed at snack time and during the opening and closing each time the class meets. Prayer requests may also be communicated to Ms. Alisa or your child's teacher.

### **Special Needs Children**

Zion Lutheran Preschool seeks to provide a needed, affordable service to the community. Children with handicaps or special needs are accepted into the program as long as:

1. The child does not require supervision or educational services beyond the qualifications of the current staff;
2. Their participation does not constitute a danger or threat to that child;
3. The condition does not require specialized equipment or furnishings that are not available at the pre-school;
4. The current program, and the method in which it functions, can be adapted to meet the needs of the child.

Special needs children will be accepted into the program after a consultation with Pre-school Administrators and parent(s). The teacher, with who this child will be placed, will also be consulted and his/her input will be taken into consideration.

### **Custody Situations**

It is the policy of Zion Lutheran Preschool to require copies of all necessary custody agreements for all students to be kept on file in the preschool office. Once copied and filed, Zion Lutheran Preschool staff will follow all agreements finalized by the courts. If we do not have these papers on file, we cannot enforce any custody arrangements.

### **Items from Home**

The preschool prefers that children do not bring toys or items from home. Children will not be permitted to have toys from home in the classroom. We provide many opportunities for play and provide toys for the children to play with at school. Show & Tell times will allow the children to bring something from home to share with the other children. The teacher will let you know which day your child has show & tell. Zion Lutheran Preschool does not take responsibility for the loss or damage of any item brought from home.

### **Gum and Candy**

Due to the children's activities we request that gum and candy are not brought to the pre-school. There may be special occasions when treats are acceptable, such as holidays and birthdays, and only then may candy be brought to school to be passed out to your child's entire class.

**ZION LUTHERAN PRESCHOOL ENROLLMENT AND  
HEALTH INFORMATION NEEDED FOR ADMISSION**

1. Each child attending Zion Lutheran Preschool shall secure and have on file verification of a medical exam. This statement shall verify a date of exam within the past 12 months and be on file within 30 days of the child's date of admission and every 13 months thereafter.
2. The medical statement shall contain:
  - The child's name and birth date
  - The date of the examination
  - The signature, business address and telephone number of the licensed physician or certified nurse practitioner who examined the child
  - The statement that the child, according to age, has had immunizations required by the Ohio Department of Health
  - The statement that the child has been examined and is in suitable condition for group care
3. Zion Lutheran Preschool will maintain enrollment records which include health records, emergency transportation information and parent/ guardian roster permissions for all children attending Zion Lutheran Preschool on the JFS01234 "Child Enrollment and Health Information Form" (2 pages).
4. Zion Lutheran Preschool will secure and have on file all children's enrollment records no later than the first day of attendance. They will be reviewed and updated annually and they shall be strictly confidential.



## THE DICK BOWDEN SCHOLARSHIP FUND

The Dick Bowden Scholarship Fund gives the opportunity for students to receive a quality, Christian education that they may otherwise not be able to afford. There is a limited amount of scholarships available and there is no guarantee that all requested scholarships will be funded.

Families requesting a preschool scholarship need to complete a scholarship request form along with a worksheet (obtained from the director). Return the completed forms along with financial information (tax forms, pay stub etc.) to the director. No more than 50% of the tuition cost will be given during each month. The Preschool Board will review the information and make a decision as to who receives a scholarship and the amount to be given. If a scholarship is granted the school reserves the right to review the request in the middle of January to see if the scholarship amount needs to be adjusted.

## PARENT PARTICIPATION

1. An orientation will be held the week before school starts. At that time parents will have a chance to meet the teachers, administrator and visit the classrooms.
2. Conferences will be scheduled in the fall and spring for each parent or guardian in order that the parents or guardian and preschool teacher may discuss the child's progress, behavior, any social or physical needs, and any other pertinent matter. All conferences will be documented in writing and the documentation kept on file at the office.
3. Parents are welcome to phone the preschool with any questions they may have and are also welcome to request a special meeting if necessary. We encourage open communication at all times between parents and teachers. If there is a problem, we will try to help you and your child in any way we can, or if we can't help you, perhaps we can direct you to those who can.
4. Zion Lutheran Preschool has an open door policy. Parents are welcome to visit at any time, and we encourage everyone to attend sometime during the year. We do, however, prefer that you check with the teacher in advance so there are not several visitors at the same time. We also prefer that you wait until your child's second month of school in order to give the children a chance to adjust to the class situation without interruption.
5. Unless informed otherwise, we will plan to celebrate each child's birthday, and plan that the parent will provide the birthday treat. For children with summer birthdays, we can schedule a half-year birthday at your request.
6. A monthly newsletter will be sent home to inform parents of the activities at the preschool.
7. A roster will be prepared with the names and telephone numbers of parents or guardians of the children enrolled in the preschool. Parents must sign a document giving or denying permission to be included in this roster which will be given out to the parents or guardians of the children, upon request.
8. We also appreciate any talents, creativity and time you can share to make our preschool even better. Some suggestions are:
  - assisting with class parties and your child's birthday
  - helping to supervise on field trips
  - helping with repair and maintenance of toys
  - coming to the center to talk to the children about such things as your occupation, hobby, collection, special talent (example: magic, or special instrument you play), another culture, or sharing a pet. add new and enriching experiences for the children
  - assisting the teacher in a special project unit

It is important for your child to know you care about their school and are interested and involved in what they are doing!

## GUIDANCE AND DISCIPLINE POLICY

1. Zion Lutheran Preschool shall maintain a positive approach to discipline and guidance and our guidance shall apply to all persons on the premises.
2. Zion Lutheran Preschool staff will model and praise positive behavior. All desirable behaviors will be rewarded with positive reinforcement.
3. In the event that the child exhibits disturbing behavior the teacher or caregiver shall verbalize the feelings of the child, and enlist his/her help in solving the immediate problem.
4. If the child's behavior is endangering his/her safety or the safety of other children, this child will be removed from the situation, with adult supervision, where the child can experience some time away from a disturbing situation, and can discuss the pertinent problems he/she is feeling.
5. If the child's behavior consistently becomes too disruptive to the learning environment or his/her actions are consistently too threatening, the school board has the right to dismiss the child from preschool. Zion Lutheran Preschool has the responsibility to keep all of the children safe while attending preschool.

The ultimate goal of our discipline and guidance policy is:

1. To keep the atmosphere positive.
2. To help the child see the consequences of his/her actions and to accept responsibility for them.
3. To administer discipline with loving concern. A child will never be left alone or unsupervised; never be subjected to physical, cruel, harsh, or unusual punishment such as, but not limited to, punching, pinching, shaking, spanking or biting; no discipline technique shall be delegated to any other child; no physical restraints shall be used to confine a child by any means 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 subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse; no child will be shamed or frightened; no child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle; discipline shall not be imposed on a child for failure to eat or for toileting accidents; techniques of discipline shall not humiliate, shame or frighten a child; discipline shall not include withholding food, rest or toilet use; separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space; and the preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
4. To 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. Please do not assume your child will tell teachers about those changes.

All information will be kept confidential. All specifications stated in Rule 22 from The Ohio Department of Job and Family Services Child Care Manual applies to all employees of Zion Lutheran Preschool of Dayton, Inc.

## COMMUNICABLE DISEASES POLICY

1. All staff members are to be trained in First Aid, Communicable Disease, Child Abuse Prevention and CPR. Courses will include signs and symptoms of disease as well as proper hand washing and disinfecting procedures. This staff list is posted in the pre-school office.
2. When staff members are ill, a substitute will be secured to take over their duties until the staff person can resume them.
3. No child will be admitted and will be discharged from the pre-school if he/she exhibits any of the following signs of illness:
  - a. Temperature 100 or above taken by auxiliary method (underarm)
  - b. Skin rash
  - c. Diarrhea (2 or more abnormally loose stool within a 24 hour period)
  - d. Difficult or rapid breathing
  - e. Yellowish skin or eyes
  - f. Evidence of lice infestation or other parasitic infestations
  - g. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
  - h. Untreated infected skin patches
  - i. Unusually dark urine and/or gray or white stool
  - j. Stiff neck with elevated temperature
  - k. Inflamed and swollen tonsils or continual nasal discharge.
  - l. Vomiting more than 1 time
  - m. Sore throat or difficulty swallowing
  - n. Severe cough that may cause a child to become red or blue in the face or to make a whooping sound.
4. If your child has allergies or pre-existing medical conditions, specific forms are to be completed per the Ohio Department of Job and Family Services, the Child Medical/Physical Care Plan and Medication Form prior to your child being admitted. If your child has allergies, a note must be submitted from the physician. Teachers must be made aware of any allergies including food.
5. A Communicable Disease Chart is located in the preschool snack room.
6. Readmittance of a child after an illness will be determined by the classroom teacher and/or the administrator. The child should be free from fever for a 24 hour period (without medication) before returning. If there is a question, the administrator will make the final decision. A doctor's note may be submitted by the parent and Zion Lutheran Preschool may request a note from the doctor for the child to return.
7. A mildly ill child shall be observed carefully for signs and symptoms of a worsening condition. A "mildly" ill child is defined as one of the following:
  - a. A child who is experiencing minor cold symptoms but who is not exhibiting any of the symptoms specified in #3 of this policy;
  - b. A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in #3 of this policy.
8. A Request for Administration of Medication form must be completed in order for medications to be administered (i.e. and Epi-pen). Over the counter medication will not be administered at Zion Lutheran Preschool unless specified on the medication form for emergency purposes.

9. Any child suspected of having a communicable disease is isolated in the pre-school office until parents or emergency person can pick him/her up. The child will be within sight and hearing of a staff member at all times and they will be provided with a cot and made comfortable. After use, the cot shall be sanitized with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and sanitized with an appropriate germicide. All linens will be promptly laundered. The child will be attended at all times. Parents of exposed children are notified by posted notices at the main entrance, pre-school office, and the classroom doors.

## MEDICAL PROCEDURE AND EMERGENCY POLICY

1. All staff members are trained in First Aid, Management of Communicable Disease, Recognition of Child Abuse and CPR as required by the Ohio Department of Human Services. A list of these staff members is posted in each classroom and the preschool office.
2. A first aid kit is located in the pre-school office.
3. The Ohio Department of Health dental first-aid chart is located in the pre-school office and in each classroom. Staff members are required to know and follow the instructions as listed on the dental first-aid chart.
4. A list of students and their home telephone number, emergency telephone number and preferred doctor is kept in each classroom. This file box is always taken by the teacher during drills and on field trips.
5. In case of any injury or illness, the child is taken to the pre-school office where the child may lie down while the parents are notified.
6. In case of an emergency, the parents are phoned and the Rescue Squad called at 911.
7. The child is taken to the hospital or released to the parents, depending on the situation. Other emergency numbers that will be posted by each phone:
  - Fire Department 433-4400
  - Police 433-4400
  - Poison Control Center 222-2227
  - Children's Medical Center 641-3600
  - Children's Services 276-6121
8. If the parents cannot be located, the emergency numbers are called. A file will be kept in the classrooms and in the preschool office containing two emergency numbers for each child, as well as the child's home phone number and parents' work numbers and cells.
9. If the parents or emergency contact people cannot be reached and there is a real emergency, a staff member must accompany the child to the Emergency Room at the hospital, take the child's health and medical records as required by ODJFS rules 5101:2-12-37 and 38 of the Administrative Code, and remain with the child until the child's parent and/or guardian assumes responsibility. These forms are on file in the pre-school office and in each classroom. The incident is recorded and filed.
10. All forms and records are kept on file in the Preschool office. Copies of the Child enrollment and Health Form pages 1 and 2 and copies of the JFS 01236 "Medical/Physical Care Plans" (if applicable) are kept on file in the classroom and first aid kits as well.
10. Emergency situations will be handled in the following manner: one teacher will attend to the child in crisis and another teacher or director will remain with the classes.
11. An incident/injury report will be completed by the staff member in charge of the child when the following occur; illness, accident, or injury requiring first aid treatment; bump or blow to the head; emergency transporting; unusual or unexpected event which jeopardizes the safety of children or staff (i.e. child leaving school unattended).
12. Zion Lutheran Preschool will document the Incident/Injury on the ODJFS 01299 "Incident/Injury Report." The completed report will be given on the day of the incident/injury to the parent, guardian or person picking up the child for the preschool. In situations requiring emergency transportation (via ambulance), the incident/injury report shall be available at Zion Lutheran Preschool for the parent/guardian within at least 24 hours following the incident/injury. Licensing will

be notified verbally within 24 hours if the incident is "serious" and followed up in written form within 3 business days as well. Copies of the Incident/Injury Report shall be kept on file at the preschool for at least one year.

13. In case of a general emergency (threat to the safety of the children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, wind etc. or loss of power, heat or water), Zion Lutheran Preschool will
  - \* have fire/weather alert plans posted in all classrooms and spaces used by the children
  - \* have access at all times to a working non-coin operated telephone and/or cell phone
  - \* maintain direct contact to the building alarm system
  - \* keep all outside doors locked and gain access by door bell
  - \* review/practice all other general emergency procedures with staff and children throughout the school year
  - \* set up a phone chain to contact parents/guardians if loss of power, heat or water occurs during the school day



## SAFETY POLICY

In addition to providing a happy and stimulating environment for your child, it is important that it is also a safe environment. The following safety guidelines are observed:

1. All children will be supervised at all times.
2. At arrival, parents (or caregiver) are responsible for the child (and the children in the carpool) until the child (children) is escorted to their cubbie and is greeted by one of the teachers. A teacher trained in communicable diseases will observe the child (general appearance and temperature reading) before admitting to the classroom. If a child is absent, the administrator will contact the parent(s) or guardian to confirm absence.
3. At pick-up time, all cars should enter the church parking lot at the indicated ENTRANCE sign; a car line should form at the side of the church moving forward to the pre-school door. Please do not block the road, pull into the church parking lot and form a line. The teachers/aides will assist your child in packing their book bags and getting coats on and form a line in the snack room while awaiting their automobile to pull forward to the sidewalk at the pre-school door. **Please remain in your car. The teacher will open the back passenger car door for the student; however it will be the responsibility of the parent to buckle their child once they've pulled into a designated parking spot.** Once the child has been safely secured that car will immediately exit the parking lot via the indicated EXIT sign and the remaining cars will move forward. Please leave space between cars if someone is trying to exit the back lot. \* Please see diagram on Insert #1 on page 19.\* Parents will be given a laminated card with their child's name to place in their front windshield on the passenger's side. Please use this at all times throughout the year. We want to ensure the proper child goes with the proper parent/caregiver. If you will be unavoidably detained, please call the director or leave a message on the pre-school's answering machine.
  - It is the policy of Zion Lutheran Preschool to only release a child to the custodial parent or guardian or to others specifically designated by the custodial parent or guardian. You must make us aware of your carpool plans and inform us in writing of any changes. Staff will document arrival/departure for each child on the attendance record.
4. Fire drill/tornado drill information is posted inside all the preschool classrooms and the teachers are aware of all exits. There will be monthly fire drills with documentation kept on file for review as well as tornado drills in March, April and May with documentation kept on file as well, insuring the ability of the staff and children to leave the area quickly in a safe and orderly manner. Annual inspection by the local fire department is made to insure building safety.
5. A lock down drill will be held quarterly to insure that all staff and children will remain safe if there's an intruder inside or threatening situations occur outside the building.
6. A weather alert plan is posted inside all the preschool classrooms and teachers are aware of action to be taken in the event of a severe weather warning.

7. First aid kits are available in the pre-school office. All teachers have first aid training. During off-site events the first aid kit will accompany the class.
8. Teachers are alert at all times to any activity which could cause accidents, and will encourage children to walk rather than run in the classroom. Climbing on chairs, tables, and play furniture is not permitted. Toxic materials such as cleaning supplies are stored in a location not accessible to the children. Electrical outlets are covered. All equipment and games are continually monitored for cleanliness and safety with broken items removed immediately for proper repair. Spray aerosols are never used when school is in session.
9. The preschool door is locked once all children have arrived and kept locked during class time. All staff has been instructed on "lock-down" procedures, per the State Attorney General, should any person with unsafe intentions enter the building. The staff is equipped with walkie-talkies and the church building is equipped with an alarm system.
10. Should an accident or injury occur, as defined by the Ohio Administrative Code, Child Care Center Rule 5101:2-12-35, or the emergency transportation of a child in accordance with Rule 5101:2-12-34, the teacher will complete a report in accordance with Rule 5101:2-12-35. 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.
11. All members of staff are trained in First Aid, Communicable Disease and Child Abuse Recognition and CPR.

## TRANSPORTATION POLICY

Zion Lutheran Preschool cannot assume responsibility for the transportation of its students to or from school. Car pools may be formed by the parents, in which case the school must have a written list of specified drivers and children. The school should receive written notice of any changes. In case of emergency, a phone call should be made to the school.

## FIELD TRIP POLICY

1. Parent chaperones are our means of transportation for all preschool fieldtrips. **If there are not enough chaperones to help transport all children - the fieldtrip will be canceled.** If a chaperone volunteers to drive, he/she must complete a driver's form. A staff member may accompany the chaperone if requested.
2. At no time will the children be left unattended in a vehicle. Whenever five or more children are transported in a vehicle, a second adult must be in the vehicle.
3. For field trips the preschool must have written and signed permission from the parent or guardian before transporting or escorting a child to or from the preschool. Written permission for each field trip shall include:
  - the child's name
  - the destination
  - the date of the field trip
  - the signature of the parent or guardian
  - the date the permission was signed.
4. The following will be available on all field trips including walking field trips:
  - the first aid box
  - the child enrollment and health information forms
  - the health record of any child who has allergies or health conditions which require special procedures or precautions during the course of the field trip.
5. Each child on the field trip will have identification attached to him/herself containing his/her name, the name of the preschool, address, and telephone number to contact in the event the child becomes lost.
6. A staff member trained in first aid, communicable disease management and CPR will be on each field trip.
7. It is the parent's responsible to provide the appropriate carseat for their preschooler. Every preschooler **must** have a carseat or booster to attend the fieldtrip. Parents must install the child's carseat into the driver's car.

INSERT #1

DIAGRAM FOR PROCEDURE FOR DISMISSAL

