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# ASCENSION LUTHERAN PRESCHOOL HANDBOOK

## MISSION STATEMENT

Ascension Lutheran Preschool is a mission outreach of Ascension Evangelical Lutheran Church. Our Preschool exists to educate young children and reach into our community with the love of Christ.

## WELCOME

Welcome to the teaching team of Ascension Lutheran Preschool! This handbook has been developed to give you an understanding of what to expect from Ascension Lutheran Preschool and what Ascension Lutheran Preschool expects from you. You are encouraged to bring your questions and input to the Director.

The Preschool is pleased you have joined this ministry to provide quality early education and care to young children so that the Gospel of Christ can be spread effectively from generation to generation.

## HISTORY

Ascension Lutheran Church was established in 1979; the congregation built an addition to the church with the intention of starting a preschool. Ascension is a congregation that was motivated to share their building and their faith with children and their families. Ascension's intention has been to fill that need in Jesus' name by opening and operating a full day, year round Preschool. Ascension Lutheran Preschool's doors have been open to our community since 1994.

## PHILOSOPHY

Jesus said, *"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."*(Mark 10:14) By these words Jesus indicated His love for children and His desire that they be brought to Him so He might bless them. The

members of Ascension Lutheran Church have established a Preschool in order to bring children to Jesus so they might learn to know His love for them and to trust in Him as their Savior.

Ascension Lutheran Preschool believes the Bible is the true Word of God and on its pages is written God's plan to save His children. By nature all are sinful and in need of His forgiveness. God sent His only Son, Jesus Christ, to take that sin upon Himself and thereby grant everyone forgiveness. *"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life"* (John 3:16). God brings all people to this life-saving faith in Jesus through the work of the Holy Spirit.

Ascension Lutheran Preschool knows that each child is a special, unique gift from God and that God has given parents the primary responsibility for the raising of their children. *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* (Ephesians 6:4) The Preschool is pleased that parents have enlisted them to help in this God-given responsibility. Ascension Lutheran Preschool is prepared to support and encourage parents in this most important task.

The Preschool strives to provide each child with an individual learning plan based on their knowledge of child development and their understanding of each individual child's needs. The environment is safe and educational so that each child may develop to their full potential. The teachers and staff are positive role models for children so that children may receive Christian guidance and observe Christian behavior.

Ascension Lutheran Preschool is delighted to share our faith, love, and knowledge with preschool children and their families.

## **GOALS**

Through their experiences at Ascension Lutheran Preschool our children will:

### **Spiritual Development**

know the Bible is God's Word

exhibit a simple faith in Jesus as their Savior from sin

trust in Jesus as their Best Friend

speak to Jesus in prayer

act out of love for Jesus in a way that pleases Him  
share the good news of Jesus our Savior with all people

### **Social-Emotional Development**

understand their feelings and express them in words  
demonstrate growing independence and confidence in their abilities  
grow in self-discipline  
develop responsibility for themselves and their environment  
show curiosity and a desire to learn  
learn to play, work, and communicate with peers and adults  
show love and respect for all God's children

### **Cognitive Development**

expand logical and mathematical thinking  
acquire problem solving skills  
make choices, plans, and bring them to completion  
gain knowledge and concepts about the world  
develop in their ability to understand language and to communicate  
develop an interest in books and reading in various ways  
demonstrate writing in various ways  
use creativity and imagination  
appreciate and express themselves in art, music, and movement

### **Physical Development**

learn to care for their own bodies  
develop good nutrition habits  
observe safety precautions  
use large motor skills with confidence, control, and coordination

refine small motor skills by using small muscles

learn to coordinate eye-hand movements for self-help skills

learn to use drawing and writing tools

### **Family Development**

know Jesus as their Savior

worship regularly as a family

attend Adult Bible Classes and Sunday School

share in maintaining a partnership between home and Ascension Lutheran Preschool

attend center related services, meetings, and programs

### **CURRICULUM**

The curriculum of Ascension Lutheran Preschool is designed to meet the spiritual, physical, cognitive and social-emotional developmental needs of our children. The Preschool includes extended education hours of developmentally appropriate activities for those children who need a full day of childcare.

Our curriculum is based on our Christian faith, our understanding of child development, current theories in early childhood education, and our knowledge of each individual child, their interests, needs, abilities, and background. Our day consists of active and quiet times; individual, small, and large group experiences, and indoor and outdoor play.

During **Bible Circle** children learn about Jesus through Bible stories, verses, songs, and prayer. This is a large group activity that also fosters children's listening, comprehension, and verbal skills. By teaching the Bible in a child's language using fun activities, children find joy in learning God's Word. Doing things the "Jesus Way" is how they will want to respond to God's love. We want each child to develop to his or her full potential to fulfill God's will on earth.

The rich classroom environment allows children to be comfortable practicing the skills they have learned and encourages them to try new experiences. Children will develop the skills, attitudes, and concepts that will enable them to make sense of the world, be successful, and therefore develop a true feeling of self-worth. Following a daily routine helps children feel secure by giving them a sense of control as they come to know what to expect.

The teachers act as facilitators in this child-centered classroom as they guide and extend play to foster learning. Children are encouraged to make choices, engage in active learning, and build relationships with peers and teachers. The learning centers are filled with concrete, process oriented experiences for children. Through supervised play children become better thinkers, better problem solvers, and develop creativity.

Other small and large group times involve children in teacher-initiated experiences. These are scheduled throughout the day and may include listening to stories, playing a game, cooking, singing, learning a finger play, experiencing music movement, or planning and sharing.

We believe this curriculum will create capable learners who are able to think for themselves, solve problems, and live as children of God. Children will be challenged to use language and to construct meaning from print. They will stretch their ability to think logically, solve problems, see relationships, and use their senses. It is the integration of these preschool experiences that helps children learn and builds a foundation for further education in reading and math.

Learning Centers are an integrated part of the total curriculum. Although each center serves to help children meet the goals in all areas of development, this list will accentuate developmental goals that are particular to some of our learning centers.

#### In the **Pretend Center:**

The children learn about themselves, families, and their community; take on a role or occupation and imitate behavior; make-believe and use their imagination; engage in socio-dramatic play; develop social skills as they share, negotiate, compromise, and appreciate others; develop abstract thinking skills by recalling and visualizing experiences to re-create.

#### In the **Block Center:**

The children grow in strength and coordination as they carry and place large and small blocks & props; experiment with construction; use blocks, animal and people figures, and vehicles for dramatic play; develop abstract thinking skills as they re-create pictures of the outside world; develop math concepts as they count, sort, weigh, match, compare, order, and measure.

#### In the **Library Center:**

The children develop an interest in reading; enjoy stories, poems, rhymes and music through books, tapes, CD's, flannel boards, and puppets; develop an understanding that

written words are symbols and a means of communication; increase vocabulary; experience working with a computer; gain information and knowledge from books.

#### In the **Tactile Table**:

The children develop small motor control and hand-eye coordination; have a tactile experience with a variety of materials; make constructions using tools; engage in dramatic play using props; explore science concepts of cause and effect make comparisons; learn about size, shape, volume, and quantity.

#### In the **Creative Art Center**:

The children engage in the process of working with art and writing materials; express feelings and ideas and have sensory experiences; develop small motor skills; experiment with color, shape, line, size, and texture; use language to enhance their work.

#### In the **Table Toys**:

The children use self-correcting toys to build independence; use open-ended toys to improve small motor skills and eye-hand coordination; use manipulatives to practice sorting, matching, classifying, comparing, and sequencing; use cooperative games to develop visual discrimination skills, counting, and numeral recognition; use science tools to explore and discover how the world works.

#### In the **Playground**:

The children develop large muscle skills of balance, coordination, and spatial awareness; develop small muscle skills; dig and construct in sandbox play; use riding toys and a climber; experience a quiet play area for art, music, games, or dramatic play; learn about science and nature.

The classroom **CENTERS** offered are: **Bible, Science, Math, Language & Listening, Computer, Music, Writing, Manipulatives, Tactile Table, Pretend, Blocks, Art and Quiet Center.** These are areas that students are able to access throughout their day while in the classroom.

## **DISCIPLINE**

Preschoolers are practicing independence and assertiveness. They are learning how to use words for their feelings, needs, and desires. They are learning how to be part of a group. They are building relationships. Preschoolers are beginning to understand that what they say and do affects others. A healthy sense of self-control over their lives, and a positive self-esteem

comes from learning to solve problems, resolve social conflicts, and make choices and decisions.

Teachers guide these young Christians in learning about making God-pleasing choices, or doing things the "Jesus Way". As Christian teachers, our foundation for guidance is having faith in Jesus as our Savior. Children will want to love others through words and actions, because of what Jesus has done for them. Teachers guide children through this Biblical perspective using their understanding of child development, their knowledge of the individual child, and implementing appropriate expectations.

Christian guidance occurs when teachers develop a positive relationship with each child and interacts with them rather than managing their behavior. Teachers make positive comments about children's experiences. Teachers show love and concern for children by letting them know what is expected and setting appropriate limits. Teachers are consistent; give clear directions and state rules positively and firmly. Teachers try to anticipate problems and plan accordingly.

Teachers encourage children to think for themselves, correct their own mistakes, and solve their own problems. The techniques of redirection and negotiation are used to change children's behavior and assist in conflict resolution. Time out will be used only for behavior that is repeatedly aggressive, defiant or unsafe. The teacher may work with all the children involved in a conflict, only the child who needs help, or just be nearby to support children in their own negotiations.

Persistent behavior problems will be brought to the attention of the family, so that both the teacher and the family may work together for positive changes. Learning to get along with others and accept limits takes time and adult patience.

Teachers' attention will be focused on the problem behavior and not the child. No one will do anything that could break the spirit of a child, be humiliating, frightening, or abusive. No one will use food, rest, toileting, or physical punishment to manipulate a child.

The most important part of positive discipline is the proper use of Law and Gospel. Children need to know their sin (disobedience to God's Word) and be encouraged to do what is God-pleasing.

Teachers need to maintain a Christian atmosphere and attitude in their classroom. They will plan ahead for the day's activities in order to be organized and have a classroom that is calm and secure for the children.

They will set limits that are clear, well defined, and consistently enforced. Teachers will allow enough time for each activity and give children transition time. They will invite children to participate in activities, but respect a child's wish to observe.

Teachers help children express themselves by giving them the words to describe feelings and behavior. They give children time to practice being kind. They will recognize every child's efforts. They will work together with parents, always taking the best interest of the child into account.

When redirection is needed the teacher will:

Tell the child what they cannot do.

Tell the child why they cannot do it (unsafe/take turns, etc.).

Ask the child for ideas of what might be a better choice.

Make a positive comment on the decision the child has made

When negotiations are needed the teacher will:

Recognize children's feelings.

Find out what is happening and clarify the problem.

Ask for alternatives. Example: "What would be the 'Jesus Way'?"

Evaluate the alternatives with the children.

Support the children as they make a God-pleasing choice.

When a 'time out' (for behavior that is repeatedly aggressive, defiant or unsafe) is needed the teacher will:

State the behavior that is not God-pleasing and direct the child to time out, not to exceed 5 minutes.

Find out what happened.

Search for God-pleasing alternatives.

Encourage the child to act on what he has learned and assure him of Jesus love and forgiveness.

When the problem involves another child, the offending child will tell the offended

child they are sorry and will be assured they are forgiven. In this way children learn to seek forgiveness and learn to forgive, just as in Christ they have been forgiven.

## **ORGANIZATIONAL STRUCTURE**

### **Delegation of Authority**

Ascension Lutheran Evangelical Lutheran Church Voter's Assembly

Members Ascension Church Council

Ascension Christian Education Committee

Ascension Lutheran Preschool Director

Ascension Lutheran Preschool Teacher

Ascension Lutheran Preschool Teacher Assistant

### **Changes in Preschool Policy**

Ascension Christian Education Committee reserves the right to amend the policies herein from time to time, as it deems necessary and in its sole discretion. However, all Preschool policies and procedures will be reviewed and therefore amended if needed no less than once a year. Any changes, revisions, or amendments to Preschool policies will be presented to the staff members at least 2 weeks before going into effect. The Church Council will recommend the adoption of the Preschool policies to the voters. The voters will ratify the Preschool policies.

### **Christian Education Committee (School Board) Purpose**

The purpose of the Christian Education Committee is to govern, assist, and support the operation of Ascension Lutheran Preschool according to its mission, philosophy and goals.

### **Christian Education Committee Members**

The Christian Education Committee consists of a minimum of three members to include: one voting member in good standing of Ascension Evangelical Lutheran Church, and two other members in good standing of Ascension Evangelical Lutheran Church. Designated Parent Liaisons are also invited to participate on this Committee.

The members of the Christian Education Committee will be volunteers. The Church Council will ratify the membership. The Preschool Director, School Principal, and the Pastor will be in an advisory role on this Board.

The Christian Education Committee Chairman will prepare agendas, conduct monthly meetings, and ensure that appropriate reports and recommendations are presented to the Church Council and Voters Assembly in a timely manner.

The Christian Education Committee Secretary will take minutes of all meetings and distribute copies to all committee members.

The Ascension Evangelical Lutheran Church Treasurer will keep a record of income and expenses and be responsible for preparation of payroll.

### **STATEMENT OF NONDISCRIMINATION**

Ascension Lutheran Preschool will not discriminate against any person because of age, race, color, sex, handicap, political persuasion, national origin, or ancestry. However, it is our goal that staff be members of the Wisconsin Evangelical Lutheran Synod or the Evangelical Lutheran Synod and participate in the Christian worship, devotional activities, Bible study, prayers and songs as believed and confessed by Ascension Evangelical Lutheran Church.

### **RECRUITMENT OF STAFF**

- 1-Advertise position to Congregation via media release in church emails, newsletters and Sunday bulletin.
- 2-Advertise position to surrounding WELS Congregations.
- 3-Advertise position to public.
- 4-Applications are received from and turned in to the director.
- 5-Interview by director.
- 6-Director checks transcripts, references, and performs background checks as required by the State of Florida.
- 7-Recommendation to hire will be brought to the Christian Education Committee.
- 8-Christian Education Committee makes hiring decision.
- 9-Christian Education Committee Informs Council and Voters

## CENTER POLICIES

### **Child Orientation**

Staff will need to spend extra time with a new child the first few days, getting to know them. Hopefully, the parent and child have had a chance to spend some time at the Preschool together before the parent leaves the child on that first day.

Let the child know what is going to happen next. Let them know who will be taking care of them when you leave, if you leave before the child does. Our goal is to make the transition from home to the Preschool as comfortable as possible for the child and family.

### **Children with Special Needs**

Children with special needs will be admitted on an individual basis. The Preschool will make reasonable accommodations that are affordable and do not adversely affect the quality of the program or the safety of the other children. The Preschool needs to be able to provide care for the child that is safe and appropriate while guaranteeing the continual, quality care of all the children enrolled.

The Preschool will need copies of records and reports of previous evaluations and educational plans and to consult with parents and other professionals concerning the child's particular needs. All staff who will be working with the special needs child will be involved in an orientation program *before* the child is included in the classroom to ensure that the child will be comfortable and successful.

### **Staff Child Ratio**

It is the responsibility of the staff to keep the Director informed of the number of children and staff in their room. Proper ratios must be maintained at all times.

### **Statement of Non-Discrimination**

All children are welcome to enroll without reference to race, religion, national or ethnic origin or gender.

## Admission

Ascension Preschool is a year-round preschool program for all children who are at least 3 years old and toilet trained (self-sufficient in the bathroom). *All children will be enrolled for a probationary period of one month.* If after one month there are no reasons to exclude them from attendance according to the policy for exclusion, they will be admitted.

Children shall be enrolled for the Fall term prior to March 1<sup>st</sup> according to the following priority:

- Children of members of Ascension Lutheran Evangelical Church or other WELS/ELS congregations
- Children of families with no church home
- Children of families who are members of another church

Children shall be enrolled for the Fall term on a first-come, first-served basis after March 1st.

## Exclusion

### *Reasons for exclusion*

The child appears ill, overtired, or unable to participate in the daily program.

Child is not developmentally ready for the preschool curriculum or routine.

Child's behavior is inflicting mental or physical harm to staff or students.

Child is not toilet trained.

Preschool cannot meet the needs of the child with reasonable accommodations.

Parents do not observe the policies outlined in the Parent Handbook.

Non-payment or late payment of fees. (See Financial Policies)

Late pick up of children. (See Financial Policies)

### *Procedure for temporary exclusion*

Parent will be asked to take an ill child from the Preschool immediately if present, or within one hour of notification if not present.

Director will inform the parents verbally or in writing concerning the reason for exclusion, the date exclusion will begin, and the conditions necessary for the child to return to Preschool. There will be no adjustment in tuition.

#### *Procedure for permanent exclusion*

Director will inform the parents in writing concerning the reason for exclusion and the date exclusion will begin. The director will notify the Preschool Board of Education as soon as possible. Parents may contact the Board in writing within one week. Parents will be notified in writing of the Board's decision within two weeks of the Board's receipt of Parent's contact.

### **Withdrawal**

At least two weeks written notice is required upon withdrawal from the Preschool. Refunds for credit balances will be considered when made in writing to the Preschool Director at least two weeks before withdrawal.

**Credits / Refunds:** All reasons for credits and refunds will be reviewed and any tuition adjustments will be made at the discretion of the Board of Education.

### **Registration Procedure**

Read this Parent Handbook

Complete & submit these forms prior to your child's first day of attendance:

- **Registration Agreement**
- **Agreement of Financial Responsibility (if applicable)**
- **Florida Certificate of Immunization** - Immunizations must be documented on DH Form 680 and must be signed by a practicing physician in the State of Florida. DH Form 680 may be obtained from a private physician or the local county Health Department.
- **Student Health Examination** -The Student Health Examination must be documented on DH Form 3040 and must be completed by a person given statutory authority to perform

health examinations. DH Form 3040 may be obtained from a private physician or the local county Health Department. The examination is valid for 2 years from the date it was received. However, upon admission the examination must have been received within the past year. Parents may consult their private physician or contact Sarasota County Health Department.

*Submit payments for:*

- **Yearly Registration Fee** (non-refundable) - This fee will confirm a place for your child in the program.
- Provide **Certificate of Eligibility** from the Early Learning Coalition as payment for VPK hours (if applicable).

Arrange a **visit** to the preschool with your child prior to the first day. Please speak with the Director with any concerns.

## **Tuition**

Tuition Payment (non-refundable) – Registered families will receive an email from TADS (a tuition management company) to verify and set up their account for payments to Ascension Lutheran Preschool through bank account withdrawal. A TADS fee may apply. If any families are in need of an alternate payment arrangement please see the Preschool Secretary for more information.

## **Scholarships**

In-house Scholarships: Scholarships are available to members of Ascension Evangelical Lutheran Church and members of the Wisconsin Evangelical Lutheran Synod (WELS). An application for these scholarships must be in place and the amount of each scholarship will be determined by the Scholarship Committee of Ascension Evangelical Lutheran Church. Scholarship monies are provided by the congregation.

Voluntary Pre-Kindergarten Scholarship (VPK) is available to all 4 year olds in the state of Florida. This state funded scholarship program offers all 4 yr. olds free preschool: 540 hours during the school year and 300 hours during the summer.

Ascension Lutheran Preschool is an approved site that offers the VPK program and currently and consistently has remained a 4.5 Star site in their 'Look for the Stars' quality childcare rating program.

Please see the director for more information about these scholarship programs.

### **VPK Daily Attendance (Sign In/Out)**

Every child must be signed in and out each day by the parent/guardian.

Parents of VPK children will need to sign the Student Attendance and Parental Choice Certificate on the last school day of each month. Signing this form will confirm the past month's attendance and also confirm parent plans for their child to attend VPK in the upcoming month. VPK students need to be delivered to their classroom/teacher by their parent/guardian no later than the 8:30 A.M. scheduled start time. Please refer to the VPK Attendance policy that was signed upon admission into the program.

Please see the preschool office if your VPK child is planning an extended absence.

### **Confidentiality**

Children's records are open only to the Teacher, the Director, the Secretary, an authorized employee of the Department of Children and Family Services, or the child's parent or legal guardian. Information parents share with the Director or Teacher will be kept confidential.

Only pertinent information will be reported to the necessary authorities.

### **Daily Attendance (Attendance Sheet)**

Staff must keep a record of daily attendance recording the time of arrival and departure of each child. This attendance sheet is to be up-to-date at all times and be with the staff at all times. Staff is responsible for the whereabouts of all children in their class at all times.

## Absence

Parents need to notify the Preschool within one (1) hour of your child's scheduled time of arrival if your child will be absent OR arriving late. This policy is in compliance with the Department of Children and Family Services regulation. Acceptable means of communication are phone call to the preschool office or message in our communication app. Parents can expect a phone call and/or app message from the preschool if we are not contacted first. Emergency contacts will be notified if a parent/guardian cannot be reached.

Ascension's requirements regarding VPK absences: VPK students who are absent more days than allowed by the State of Florida will be required to meet with the preschool director. Plans for vacations or any long absences should be discussed with your child's teacher. (See VPK Attendance policy)

## Daily Dismissal

For the children's safety, they will only be released to parents with legal custody or legal guardians. Children *will be released* to persons listed in writing on the registration form when the parents give written or verbal (phone call) instruction to do so. Children *will be released* to persons not listed on the registration form when the parents give written instruction to do so. Children will not be released to persons not listed on the registration form when the parents give only verbal (phone call) instructions.

Teachers must know the adult or must see photo identification before releasing the child. Be sure that the pick-up person comes with a photo I.D. or license to identify themselves.

Staff have been directed not to dismiss a child to any person (whether authorized or not) who is under the influence of an intoxicant or a controlled substance. Staff will call 911 for assistance if necessary.

Staff will greet the person picking up the child at the end of the day to be sure the child is safely back into the right hands and to convey any necessary information.

## Arrival and Departure

Be sure to bring/take all the belongings your child needs for the day.

(See: What to Bring/What to Wear)

Drop off and pick up in the child's classroom with the child's teacher is preferable and will occur whenever possible.

If local authorities advise a different procedure due to health restrictions we will do the following:

Vehicles will be directed through a Preschool Pick-up/Drop-Off loop at the high traffic program start & end times. Signing in and out will be done through touchless technology. Temperatures will be taken of anyone prior to entering the building and will not exceed 100.4 degrees. Students will be escorted to and from vehicles / classrooms by preschool personnel. Parents will be allowed to enter the building with an appointment on as needed basis.

## Hours

Operating Hours: 7:30 a.m. – 5:30 p.m. Monday through Friday

## Calendar

The Preschool may be closed in observance of the following holidays:

Labor Day

Columbus Day

Thanksgiving (5 days)

Christmas (2 weeks)

New Year's Day

MLK day

President's Day

Good Friday & Easter Monday

Memorial Day

Independence Day

Spring Break (5 days)

Preschool will possibly be closed up to 5 days for *Teacher Training Conferences* - 3 days in October and up to two alternate dates throughout the session. There is no fee reduction for any Preschool closings. Tuition costs for Program Hours reflect these closings.

**Daily Routine: (Times may vary)**

7:30 – 8:30am	Work Time / Learning Centers
8:30-8:40am	Transition / Program Drop - off
8:40 -9:15am	Morning Message / Calendar / Bible Time
9:15 –9:30am	Planning
9:30 – 10:20am	Work Time-Learning Centers / Snack
10:20-10:35am	Clean Up / Recall / Restroom
10:35 – 11:10am	Storytime / Small Group / Movement & Music
11:10 -12 noon	Outside Playground
12N – 12:10pm	Pick Up for VPK / Half Day Preschool
12:10–12:40pm	Lunch Time
12:40 – 1pm	Storytime / Puzzles / Books
1pm – 2:50pm	Rest Time
2:50 - 3:05pm	Rise Time / Restrooms
3:05 - 3:30pm	Work Time-Learning Centers
3:30 - 3:50pm	Afternoon Snack / Rest Rooms
3:50 – 5:30pm	Outside Playground / Inside Center Time

Full Day Preschool Available (children may attend up to 10 hours) from 7:30 am–5:30 pm Monday – Friday.

Full Day times include the following programs:

**Before Care** is available from 8:00-8:30 AM

**Preschool Program Hours** are from 8:30 AM -12:00N

The following times are available for drop off/pick up of students enrolled in 8:30AM-12N hours only:

10 minute drop off from 8:30-8:40AM/10 minute pick up from 12:00N-12:10PM

**Extended Education** is available from 12N-5:30PM

Daily "Drop Ins" Welcome – a daily cost will apply for the Extended Education Program; spaces are subject to availability on a first come/first serve basis. Any child on the premises anytime between 12:10PM and 5:30PM will be subject to the daily charge for Extended Education. To avoid any unwanted Extended Education charges please pick your child up promptly during designated pick-up times.

Pricing is subject to change, please contact the preschool office for the most updated information.

VPK Program Only Late Fees are listed separately.

### **Saying Goodbye on the First day of Preschool**

The first day of Preschool is exciting for your child, but it can also be filled with anxieties of separation and new experiences. Let your child know that you are enthusiastic about the coming events, and they will be, too. Dealing with change and new experiences is a life-long skill that takes practice. Life is filled with hellos and good-byes! Be kind to yourself, too. Remember, you are also experiencing a separation. Here are some ideas that will help to make a smooth transition from home to Preschool:

- \* Create a routine at home as you prepare for Preschool.
- \* Talk to your child and let them know what is going to happen -- "You're going to be at preschool while I go to work..."
- \* **Bring in a photo of their family to share with us.**

(If there are health concerns preventing inside drop off the following may not apply)

- \* Follow the same routine each morning when you arrive, (sign in, put belongings away, wave goodbye). Create a routine for going home when you pick your child up from Preschool, too.
- \* Allow a few extra minutes to spend with your child on the first few days.
- \* Talk together with your child's Teacher. Let your child see that you are all friends.
- \* Getting your child involved in an activity usually lessens the anxiety.
- \* Assure your child that you will come back to pick them up. One of their greatest fears is that you won't come back. Tell them when that will be. Use an activity for a reference point, such as "I'll be back when you finish your afternoon snack."

- \* Don't sneak away, even if it seems easier for you. Leaving unnoticed could violate your child's trust.
- \* Create a ritual for saying goodbye. Ask your child what they want to do. Do they want to have two hugs, three kisses, or rub noses?
- \* Once you start to leave, don't stop. It's important that you follow through even if your child cries. We will comfort your child.
- \* Feel free to call later in the morning or request a pic to see how your child is doing.
- \* Many children adapt quickly to the routine. However, it is perfectly normal for some children to take several days, or even weeks, to adapt. Some children adjust well at first and then later experience anxiety.

## What to Bring

### **\*NO FULL SIZE BACKPACKS left at school (due to space constraints)**

- \* Bring a *complete set of clothing* including shirt, pants, socks, and underwear in a large CLOTH bag (a pillow case could work well) with the child's name on it, to be left at school. Be sure to update the outfits when your child grows into a larger size or when the weather changes.
- \* Children staying for nap will need a **nap roll** (item to be placed on top of a nap mat). This item is available for purchase through the preschool office or an identical item can be store purchased (please check with the Director prior to purchase to confirm compliance). This item will need to be taken home weekly for cleaning.
- \* Children staying for lunch need a lunch in a **vinyl insulated lunch box** with cold packs.
- \*Do not bring toys. It is more difficult to teach children to share when the toy belongs to someone special. **Action figures and toy weapons are never appropriate for preschool.**
- \* Bring a drinking water bottle each day with a closeable spout and labeled with the child's first and last name. Their water bottle should be filled with WATER ONLY. Be sure your child can open and close it on their own. The bottle will be taken home daily to be washed and returned filled the next day or a disposable/recyclable bottle on a daily basis.

*All items (extra clothes, nap roll, outdoor clothing, lunch box, water bottle) need to be visibly labeled with your child's name. If any of these items need to be provided for your*

child by the preschool there will be a **Provision Fee of \$5.00 per item** each time items are provided.

## **What to Wear**

Children need play shoes with closed toes and non-skid soles (no sandals). Their shoes need to be safe for movement activities both inside and outside. Children need to wear play clothes that they can independently manage in the bathroom and that they are not concerned about when playing with messy materials. Plan for the weather. We will go outside daily unless it is raining. When it is hot, children will be comfortable in shorts and t-shirts. When it is cool, children will need jackets.

## **Lunch and Snacks**

### *Lunch*

Lunch will be supplied by the parent. The child needs to bring a lunch that meets USDA 'My Plate' Requirements (if you have any questions about this please check with the Director). Lunches need to be in a vinyl insulated lunch box (not a paper or plastic bag) with ice packs inside for proper storage. Lunch boxes are to be placed in the child's basket. Non-flavored milk (1 or 2%) will be offered by the preschool during lunchtimes. Parents are welcome to offer a substitute to cow's milk, i.e. lactose free, almond, or other kinds of milk substitutes approved by the preschool. These substitutes need to be in provided in your child's lunchbox daily. No fried foods, candy, gum, or soda are allowed at preschool.

### *Snacks*

Snacks will be provided by the Preschool and will meet USDA requirements. Snack donations from the list below will be graciously accepted and greatly appreciated. The Health Department regulation states that all food items need to be purchased from established health department inspected facilities (i.e. grocery stores, etc.). No homemade items can be accepted unless they are made on site.

Daily snacks provided by Ascension Lutheran Preschool will include two food group items. One of these items will be from the fruit or vegetable food group, offered fresh or in their own juice. Only 100% fruit juice should be offered as a snack item in addition to the two food group items.

Snacks *should not include* foods such as pastries, donuts, cakes, cupcakes, candy, suckers, or imitation fruit drinks. Snacks *should include* these types of nutritious foods:

fruit	low sugar cereals	crackers	muffins	granola bars
frozen yogurt	raisins	cheese	yogurt	
pretzels				
bread	vegetables	cream cheese	100% juice pops	
milk	trail/granola mix	peanut butter		

### *Food Allergies*

Doctors and parents will inform the Preschool of the child's allergies on the Student Health Examination form and the Registration for Enrollment. Upon request of the parent, a special diet may be served upon written instruction of a child's physician. The parent will be responsible for providing meals and snacks for children needing a special diet. Teachers must always check the posted allergy list before serving snacks.

### *Lunch and Snack Time*

This should be a relaxed time in which the teachers set a place at the table for themselves and eat with the children. Teachers should always model "good manners" and assist the children in serving themselves. This is a good time to chat, reviewing the events of the day and other topics of interest to the children.

A child's lunch and snack may not be shared with other children.

There can be no more than 3 hours between nourishment for a child. Menus shall be posted in the classroom and parent information center. Any changes to the menu shall be recorded on these posted copies. Children are to wash their hands before and after eating. (Refer to hand washing procedure.)

### **Special Occasions**

No one wants to knowingly disappoint a child. Therefore, the Preschool asks parents to be very discreet when sending out birthday invitations to classmates. First names of children will be given out upon request. Invitations for classmates need to be given to teachers. The teachers will put the invitation in the children's folders to go home to parents.

Our holiday celebrations will be centered on the true significance of these holidays for Christians. Jesus' birth will be the center of Christmas. Jesus' death and resurrection will be the center of Easter. On October 31 we will observe Reformation Day and celebrate the gift of God's Word.

## **Naps**

Our Full Day children are very active at preschool and therefore are required to have a nap or rest period each afternoon. Preschool will provide each child with a 1" thick vinyl mat for this purpose. These items are disinfected daily. Each child will need to bring nap roll (purchase). This item will need to be taken home to be cleaned on the last day of each week the child attends or more often if necessary. A child who does not sleep after 45 minutes of rest, or a child who awakens, shall be permitted to have quiet time through the use of equipment or activities that will not disturb other children. Children may bring a small stuffed animal to rest with. Please no toys. To make nap time a smooth part of the day, set up a routine that you follow daily. We allow for a wind-down period helping children ease into the transition (book or quiet activity). Helping the children relax by dimming the lights, playing soft music, or telling a story, Regardless of what you do, there will be some children who do not nap. We encourage them to rest quietly on their mats for 45 minutes and then may allow them to do quiet activities.

## **Photographs/Videos/Tapes**

Children may be photographed, audiotaped, and videotaped for use within our Preschool either for educational, promotional, or advertising purposes. Parents are asked to sign a release on the Registration Form granting us permission to photograph, audiotape, and videotape their child.

## **Technology in the Classroom**

Preschool television/DVD viewing is limited only to educational, age-appropriate programming and videos some of which are integrated with the curriculum. Television viewing is not used as a reward.

Computers/Tablets/SMART Boards are only available to preschoolers during a set time of day, each child will be limited to 15 minutes per day. Students will use technology programs, games, videos, etc. as a learning tool in the classroom.

## **Parents as Partners**

### *God's Word*

The Gospel of Jesus as our only Lord and Savior is God's power to create faith and give forgiveness. The Gospel message of salvation through faith in Jesus Christ runs like a golden thread through our entire curriculum. Therefore, we offer Bible information classes explaining the basics of the Bible that are taught by the Pastor of Ascension Evangelical Lutheran Church. In these classes you will learn about the basic teachings of the Bible, the ones we will be teaching your children. The Preschool encourages all parents to take advantage of this opportunity to learn about or review God's Word. Information about, and sign-ups for, these informal classes will be posted in the parent communication center. Ascension Lutheran Church offers Sunday School for all children from the age of 3 years to teen. Parents are invited to attend a Bible class of their choice during this time.

### *Visits*

It is expected that parents will make an appointment to visit the Preschool with their child when they are considering enrolling their child. After children are enrolled, parents are welcome to visit with their children anytime. The Preschool encourages parents to speak to the Director and take advantage of this welcome in a manner that fits their individual schedule.

### *Records*

For your child's safety, keep your child's registration information updated. Whenever you have a change of address, employment, or emergency information, be sure to let the Director know.

### *Policies*

Each parent will receive a copy of the Parent Handbook. A complete copy of the Parent Handbook will also be kept in the Parent Library, along with a copy of the Florida Administrative Code of Child Care Standards Chapter 65C-22

### *Conferences*

Informal "chats" will be ongoing. Parents may request a conference at any time. However, parents will be invited to a formal Parent/Teacher Conference no less than two times during their child's 10 month program (Fall / Spring). These conferences may take place at Preschool, or whatever is more convenient for the parent. If you feel you would be in need of a translator, please relay this information to your child's teacher to make those arrangements.

### *Singing in Church and other Special Programs*

Singing in Church and other special programs will be scheduled throughout the year. Parents will be notified in advance. Teachers will be expected to sit with the children and monitor their behavior during the service or other event. Parents and other volunteers may also sit with the children to help children learn how to attend.

### *Parent will receive Digital Communications*

The Preschool will send information via emails, texts and the Communication app as needed. Some of the information will include: weekly plans, special events, "good news" about exciting things that will happen or have happened, calendar, daily routine. . . Parents are expected to check the Communication app daily.

### *Folder Communication*

Information for you or from you should be put in your child's folder. Folders will be kept just inside the classroom door. One side will be used for papers to be brought home and the other side will be for papers that the child needs to bring to Preschool. The teacher and parent are both expected to check these folders daily. Newsletters, field trip forms and special notices are examples of items teachers will be sending home.

### *Weekly Newsletter*

At the beginning of each week (September - May) parents will receive a general newsletter letting them know what is to come and to report the news. These newsletters are also available online on our website.

### *Christ-Light*

At the beginning of each week the parents can view a detailed explanation of the Bible story the children will be learning that week with a color picture and application ideas. This will be posted in on the Parent Board in the Lobby. Copies will be available on request.

### *Bulletin Board Displays*

These photo or artwork displays may be found in the Preschool, School or Church. Volunteers in set up/take down are welcome!

### *Volunteers*

Those parents who are willing and have the time to volunteer are encouraged to speak to the Director about volunteer opportunities. A Volunteer Sign-Up Sheet will be available on Parent Night for those interested in volunteering for the upcoming school year.

### *Donations*

Parents may support the Preschool with donations of snacks (see the snack list) or milk (2 gallons of 1 or 2%), donations of quality toys, or donations of paper and other consumable or recyclable materials. Please ask us if we can use the item *before* you bring it to Preschool. The Health Department regulation states that all food items need to be purchased from established health department inspected facilities (i.e. grocery stores, supermarkets).

### *Parent Library*

Our lobby library has brochures of parent resources, parenting books, family devotions, Bibles, videos and books for children to borrow. Some materials may be checked out with the office

personnel, while other materials are for *reference* only. Please contact the Director if you are interested in a free Bible for your home.

### *Program Evaluation*

Parents will have the opportunity to evaluate the Preschool program using a short online survey form. Your feedback is essential. It lets us know what we are doing right, as well as things that need to be changed or improved. Please take the time to help us improve our program.

### *Teachers*

It is up to all teachers to maintain a Christian relationship with our families. Teachers need to be helpful and friendly to all visitors and parents making everyone feel respected and welcome. Early childhood teachers are here to minister to the needs of young children and their families.

Parents want to be kept informed of their child's Preschool experiences by daily contact and periodic conferences. Keep our parents aware of what's happening via the Parent Communication Center and our newsletters. Keep our displays in the Preschool, School and Church up-to-date.

Professional Christian educators are always eager to listen to concerns and comments from parents. Listen and understand what is being communicated, then respond in an honest, positive manner. Keep lines of communication open. Establishing a positive rapport makes it easier to approach a parent in any situation.

It is very important to let the Director know what parents are communicating to you. The Director is your best resource.

We will always maintain confidentiality.

Continually let parents know that their child is safe and will be cared for in a personal, loving, Christian environment.

Be a resource by offering options that may serve as solutions. In all possible ways we need to meet parent's requests and answer their questions. We are here to encourage and assist parents in their God-given command to, "Bring your children up in the training and instruction of the Lord" (Eph.6:4).

## **Emergency Closings**

### *Closing before the Day Begins*

The Preschool will be closed whenever Sarasota County Health Department determines need or Sarasota County Schools are closed for emergency reasons. The Director of the Preschool in consultation with the School Principal determines emergency closings specific to Ascension Lutheran Preschool. In this instance, the preschool will cooperate and contact every parent by phone (app) regarding the emergency closing.

If the Preschool to be is closed, the Director will contact all families via our communication app. If you do not receive an alert message from the Director or staff member, the Preschool is open and expecting your arrival.

### *Closing after the Day Begins*

If an emergency arises and the Preschool needs to close after we have opened in the morning, parents will be notified by app phone message. For this reason, please be sure all phone numbers given are correct and current and the communication app is set to show alerts.

There is no fee reduction for these days. If there is a concern in regard to this, the family is welcome to petition the Ascension Board of Education for assistance.

## **Reporting Child Abuse or Neglect**

Anyone working in the Preschool, who knows or has reasonable cause to suspect that a child has been abused, abandoned or neglected, is required by Florida law to contact the Department of Children and Families central abuse hotline (1-800-96-ABUSE).

All teachers are required to report this abuse regardless of who the suspected party is, even if it is a parent or co-worker. All information should be shared with the Director *before* making any calls. Do not discuss any part of the incident with anyone other than the Director.

## Health and Safety

### *Records*

Children must have a completed Registration Enrollment Form, Florida Certificate of State Immunization (or waiver), and Student Health Examination on file TWO weeks before their first day of attendance. These can be uploaded into your child's online account. Parents will give permission for the Director to share all medical information on the Registration Enrollment Form with all staff involved with the children.

### *Allergies*

Doctors and parents will inform the Preschool of the child's allergies on the Student Health Examination form and the Application for Enrollment. A special diet for food allergies will be served only upon written instruction of a child's physician and upon request of the parent. The parent will be responsible for providing meals and snacks for children needing a special diet.

When a new child enters your class, review their file for any allergy information or special needs. A child allergy list will be posted on the teacher information board in your classroom. It is each staff member's responsibility to be aware of each child's allergies and to follow the necessary guidelines.

### *Illness*

It is in the best interest of your child and the other children to keep your child at home when they have symptoms of illness. There is now a vital need for families to confirm health before allowing their child to go to preschool. Please contact the Preschool if your child will not be coming to preschool. The Director needs to be notified of a child's absence and the reason for it as early as possible

Some reasons for a child to remain at home or to be sent home are: fever (100 degrees or more), cough, sore throat, headache, difficult or rapid breathing, vomiting, skin rash or sores, inflamed or swollen eyes, diarrhea, dark urine and/or gray or white stool, yellowish skin or eyes, stiff neck, or head lice. **A child may return to the Preschool when they are free of symptoms for 48 hours and/or 24 hours after doctor prescribed medication has begun.** A

child who has had head lice may return after treatment has removed all lice, lice eggs, and egg cases.

Should a teacher feel that a child is unable to function properly at the Preschool due to illness, the parent, or a parent-designated person when the parent cannot be reached, will be notified immediately and requested to make arrangements for transportation home **within 1 hour**. The ill child will be isolated and supervised until pickup. A written report will be given or sent home to the parent upon pickup.

In the event that a child has a *contagious disease*, they may not attend the Preschool. The Preschool must be informed of the disease so notice of possible exposure can be given to all families enrolled and to the local county health department. A memo will be posted in parent communication. The child's name will be kept confidential. A child with a communicable disease will be readmitted to the Preschool only after allowing for the longest usual incubation of the disease or with a signed statement from their physician. The returning child needs to be well enough participate in all activities including those outside. Communicable diseases include, but are not limited to: COVID-19, chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, Fifth's Disease, or meningitis.

Teachers will, if a child complains of not feeling well, watch them closely by letting them do a quiet activity or rest. If a child vomits, has diarrhea, has a rash or eye inflammation, develops a fever of 100 degrees or more, or any condition having the potential to affect the health of other persons will be separated from the other children. Parents should be called immediately. Teachers will not leave the child unattended. The isolated child shall be provided a mat, a sheet and blanket, or sleeping bag. Any child who is ill must not return to the Preschool until they have been symptom free for at least 48 hours. The child is well enough to return when they can participate in all activities including those outside.

### *Medication*

Only when truly necessary, doctor prescribed medication will be administered by the staff with written consent of the custodial parent or legal guardian. Teachers will not administer over-the-counter medication, unless prescribed by a physician. The first dose of any medication will not be given at Preschool. The first dose of any new medication

should be given at home to allow the parent/guardian to observe the child for any type of unusual reaction.

The medication must be in the original container with a child resistant cap. The label must state the child's name, date, name of the medication, the physician's name, dosage and directions for administration.

The parent must fill out a *Medication Administration Record* (Regular or "As needed").

The Medication Administration Record must document the child's name, date, name of the medication, physician's name, directions for administering (including dosage to be given, time to be given and other specific directions as needed), and signature of the parent/guardian.

Upon written request of the custodial parent or legal guardian to administer doctor prescribed medication to child, Staff will log the child's name onto the Child Care Medication Use Log. The child's name will be crossed off the log when the medication is discontinued.

All medication is to be stored in a locked container, labeled "medication" and kept out of the reach of children. Medication needing refrigeration shall be kept in the refrigerator in a locked container clearly labeled "medication". A list of the children's special restrictions to medication and allergies will be kept in the *Medication Administration Notebook* at all times.

Medications that are no longer in use will be returned to the parent. Containers of medication are never to be given to a child to return to the parent or for any reason, but must be given directly to parent or legal guardian.

### *Insect Repellent/Sunscreen*

Insect repellent and/or sunscreen will not be applied by teachers or staff. Application of these items should occur before school hours.

### *Accidents/Incidents*

Parents will be notified immediately if their child is injured seriously enough to require professional medical treatment. Parents will be notified when they pick up their child if their child sustains a minor injury. Written permission from the parent to call a child's

physician or refer the child for medical care in case of injury shall be on file at the Preschool.

A closed container labeled "First Aid" containing soap, bandages, disposable latex gloves, cotton balls, sterile gauze pads and rolls, adhesive tape, tweezers, an ice bag or cold pack, a surface thermometer with disposable covers, and emergency phone numbers will be available to treat minor injuries. The kits will be accessible to teachers, but kept out of the reach of children.

Superficial wounds shall be cleaned with soap and water only and protected with a bandage. Ice may be applied. First Aid procedures shall be followed for serious injuries.

Suspected poisoning shall be treated only after consultation with a poison control center.

An *Accident/Incident report* will be written for every accident or incident regardless how minor. These reports will be signed and dated by the teacher and the parent and kept for the records.

All accidents and incidents must also be recorded in the *Accident/Incident Log Book* and reviewed monthly to insure the safety of the children.

If a child is injured while under a teacher's supervision whether on the premises or on a field trip, they will follow these steps:

1. Stay calm. If needed, call for another teacher to help.
2. If the injury is serious, call 911. An adult should stay with the child at all times.
3. First Aid/CPR (cardiopulmonary resuscitation) should be administered as soon as needed.
4. If the injury is serious, call the parent immediately. Then call the Director. If the injury is minor, let the parent know what happened when the child is picked up.
5. If the child needs to be taken to the hospital and a parent, or parent designated person, is not available to go along, a staff member must accompany the child.
6. Document all procedures on an Accident/Incident Form, which needs to be signed by the parent and kept in the child's file.

### *Emergency Contacts*

Ambulance 911 (non-emergency – 316-1201)

Fire 911 (non-emergency – 861-5000)

Sheriff Department (non-emergency - 316-1201)

Child Abuse/Neglect Hotline 1-800-96-ABUSE (1-800-962-2873)

Sarasota Memorial Hospital, 1700 S Tamiami Trail, Sarasota, Florida 917-9000

### *Health Checks*

Staff will check over the children daily as they arrive for symptoms of illness or injury and record findings on the *Daily Health Checklist*. Notice especially runny noses, teary eyes, coughs, fevers, or rashes. This is best done while greeting each child in the morning. Any injury shall be brought to the attention of the Director immediately.

### *Controlling Infectious Diseases in the Classroom*

One of the most important factors parents take into account when selecting a childcare center is cleanliness. The Preschool needs to establish a daily schedule of cleaning tasks to maintain cleanliness. Teachers can help control the spread of infectious diseases in the classroom.

Teacher will wash their hands when they begin working or come in from the playground, after assisting children in the bathroom or in nose blowing, before preparing or serving food, after cleaning up spills, and after assisting a sick child. Children must also wash their hands when they enter the Preschool from home or from the playground, before eating, after using the bathroom, after coughing, sneezing or nose blowing, and before water table play.

*The following hand-washing procedure will be used:*

1. Put one pump of foam soap on hands.
2. Rub hands vigorously, between fingers, palms, backs and wrists as well. Have soap on hand for 20 seconds. (Singing ABC handwashing song)
5. Turn on water; Rinse hands well under running water (water will turn off automatically)

6. Dry hands with a paper towel.

7. Dispose of paper towel.

*Teachers will be instructed to do the following:*

Not allow the sharing of cups, eating utensils, or towels.

Wet or soiled clothing will be changed promptly.

Disinfect toys, chairs and furnishings as on a daily basis. Tables must be disinfected before and after each time food is served.

Clean up frequently. Food and litter should be taken care of as it accumulates. Spills must be wiped up immediately.

Inform the parents of any contagious diseases that have been reported, explaining to them the symptoms and incubation period.

### *Universal Precautions*

To prevent contamination from direct exposure to blood or blood contaminating body fluids all staff will complete the following procedure:

1. Have latex gloves in their rooms and emergency bags and will put gloves on *before* coming in contact with blood or bodily fluids whenever possible.
2. Wash their hands immediately with soap and warm, running water if contact has occurred before putting on rubber gloves, then continue to assist the child, while wearing gloves.
3. Wash all contaminated surfaces with disinfectant solution.
4. Place gloves and all disposable products in a plastic bag and seal it.
5. Place all the child's washable belongings in a double plastic bag, seal it, and label it with the child's name to be taken home by the parent and laundered.
6. Wash hands with a disinfectant soap and warm, running water.

### *Safety Guidelines*

Children's physical welfare and safety is of primary importance. Teachers will follow these rules to make their room a safe place:

Supervise children at all times.

Use the methods of Christian discipline in this handbook to prevent or redirect inappropriate behavior.

Position themselves so they can observe and interact as needed with all the children in the classroom and on the playground.

Have in their possession a telephone when on the playground or when only one teacher is supervising the group.

Be alert to hazardous conditions and notify the Director immediately so that any repairs can be made.

Maintain proper staff/child ratios in the classroom and on the playground.

Not allow children to climb on furniture or shelves, or misuse equipment.

Remind children to use walking feet inside the building.

Know how to operate a fire extinguisher. Pull-Aim-Squeeze-Spray (PASS)

Always make sure chemicals, medications, etc. are inaccessible to the children.

Keep playground gates closed (and if necessary, locked) at all times.

Do not allow children to climb the fence.

### *Accident/Incident Report*

These forms are to be available in each classroom and outside. All accidents and incidents are to be recorded. These forms are to be signed by the teacher who observed and took care of the accident/incident and by the parent when they are notified. The forms are then left for the Director to review and put in the child's file. A copy will be kept in the office three ring binder for quick reference.

### *Lost Children*

The staff must notify the Director immediately when they cannot locate a child in their care. A search will be organized and the Director will call both the parents and the police department if the child is not found within 10 minutes.

### *Fire Extinguisher Location and Operation*

All teachers will know the location of and how to operate the fire extinguishers. This will be covered at orientation and repeated yearly. A notice to the location of fire extinguishers will be posted by the exit in each room. Pull-Aim-Squeeze-Spray (PASS)

### *Emergency Preparedness Drills*

FIRE DRILLS: Building evacuation procedures and exit routes are posted by the exit in each room showing primary and secondary routes. Teachers and children will practice evacuation drills on a monthly basis. Evacuation drills include Fire Drills and Stop/Drop/Roll. It is the teacher's responsibility to:

1. Leave the building immediately, checking all bathrooms and hiding places for children. DO NOT STOP for coats, shoes, etc.
2. Take attendance sheet, registration book and telephone with you.
3. Close all doors.
4. Take all children to the location designated on the evacuation procedure.
5. Use the attendance sheet to account for all the children.
6. Stay outside until the Director or other authority gives the okay to go back inside.

### *Tornado / 'Lock Down' Drills / Additional Drills as needed*

Teachers will follow posted predestinated safety routes; taking children to designated safe areas within the building. Teachers will take roll from Attendance Books and any specific instructions regarding Tornado, Lockdown Drills, or any additional Drills will be implemented as per state regulations. **Please note: in the case of an actual emergency, parents will not be allowed to pick up their child until the all clear has been given by the Director, Principal, or outside authority.**

## Voluntary Pre-Kindergarten (VPK)

VPK PROVIDER: Ascension Lutheran Preschool

**PROGRAM:** This state funded 540 hour program is available all children entering their Pre-Kindergarten year and is free of cost between the hours of:

### VPK:

**8:40AM to 12:00N** (10 minute drop off/pick up 'windows' on either side of program time are free of charge)

This VPK schedule is included inside of the multi-age classroom setting.

**Schedule:** (subject to change)

8:30am – 8:40am	Transition / Program Drop – off
*8:40 -9:00am	Morning greeting / Bible Circle / Calendar
9:00 –9:15am	Planning Time
9:15 – 10:00am	Work Time / Snack
10:00-10:30am	Clean up / Recall Time
10:30-11:15am	Small Group / Story time / Music
11:15am - 12 N	Outside Playground
12N - 12:10pm	Transition/Program Pick-up

**\*Please Be Prompt:** Students arriving after 8:40am may be subject to delayed entry after group learning time has begun.

Extended program hours may be available. Current tuition rates would apply. See Director for cost and availability information.

Please have your child arrive daily with name-labeled water bottle. A bag with a complete set of extra clothes should be kept in your child's basket. See other VPK handouts for more details.

NOTES: