

**LOGAN CHRISTIAN PRESCHOOL
Handbook**

2021-22

Introduction

A) Welcome.....	2
B) Goal	2
C) Partnership	2
D) Purpose	2

Enrollment and Withdrawal Procedures

A) Admissions	2
B) Withdrawal and Dismissal	2
C) Records	2

Financial Information

A) Supplies	3
B) Tuition	3
C) Tax Information	3
D) Fund-Raisers.....	3
E) Non-Sufficient Funds	3

Schedule

A) Teacher to Student Ratio	3
B) Class Times and Days	3
C) Inclement Weather	3
D) Class Schedule.....	3

Transportation and Field Trips

A) Arrival time.....	4
B) Pick-Up time	4
C) Road Conditions.....	4
D) Field Trips.....	4

Snacks and Birthdays

A) Snacks.....	4
B) Birthdays.....	4

Parent Involvement

A) Parent-Teacher Conferences	5
B) Parent Participation	5
C) Parties	5
D) Board Meeting Participation	5

Conduct

A) Dress	5
B) Behavior Management-Discipline	5
C) Anti-Bullying Policy	6
D) Problem Resolution	6

Health and Safety

A) Communicable Diseases.....	6
B) Student becomes ill or injured at school	7
C) Medication	7
D) Safety Drills	7
E) Incident Reports	7

General Information

A) Lost and Found	8
B) Animals	8
C) Website	8
D) No Smoking Facility.....	8

INTRODUCTION



A. Welcome to Logan Christian School! We are glad that you are part of our family. LCS is licensed by the State of Ohio to serve preschool children, and we are chartered through the Department of Education for grades K-6. Our charter and license are posted. Copies of inspection reports, the laws and rules governing child day care and state chartering are available upon request. The Ohio Department of Education inspects our preschool program at least twice a year; one visit is unannounced. Logan Christian School does not discriminate in their enrollment practices on the basis of race, color, religion, sex, or national origin. Students are permitted to all rights, privileges, programs, and activities generally accorded or made available to all students of the school.

Starting preschool for the first time often causes anxiety for children. We recommend that you visit the preschool with your child, allowing him/her to meet the staff and children. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least 3-4 weeks to adjust to the preschool experience.

B. Our goal is to provide a program that enhances spiritual, intellectual, physical, social and emotional development by involvement, and by giving young children ages 3, 4 and 5 “room and time to grow”. We desire to honor God by providing quality care and facilitating growth in the lives of young children in a loving and safe environment where they can develop wholesome Christian conduct. We believe the parents are the primary educator of their children, and the Christian school should cooperate with the parents to provide a Christian education for the child. Our teachers have made a personal profession of faith in the Lord Jesus and are active in a local Bible-believing church.

C. Partnership- God has given parents the primary responsibility for educating their children. LCS partners with responsible Christian parents to assist them in that task. Our partnership is a two-way street. LCS desires that its families regularly attend a Bible-believing church, live morally pure lives, and cooperate with LCS in the training of their children. The policies in this handbook are terms of that partnership. We desire to partner with families who are in agreement and willing to live within the school’s standards. God’s plan for us comes when the families and school work together to bring glory and honor to our Lord and Savior!

D. Our purpose is to foster learning in such activities as: beginning language skills, letter recognition and introduction to phonics, number recognition and introduction to basic math concepts, strong emphasis on children’s literature, Bible stories and Bible memory, open-ended art activities, music, hands-on science, dramatic play, cooking, social interaction, large and small muscle motor skill development, field trips, and special events. Themes such as dinosaurs, circus, and Mexico are chosen and used each month. We use ABeka writing workbooks, and have age appropriate materials and equipment. Ohio Department of Education Content Standards are followed and are posted in the preschool classroom.

ENROLLMENT AND WITHDRAWAL

A. To enroll your child, please complete the application including custody documentation, birth certificate, immunization record, social security card and current photo, and pay the \$50 non-refundable registration fee/deposit. All forms must be on file before the first day of school. Students are placed into the desired class as space allows. A physician’s assessment form (given in March) must be provided by a licensed physician affirming that the child is in suitable condition for enrollment in the preschool program. The physician has to have seen the child within the last 12 months. The form must be updated every year. The physician’s assessment is due August 1 or the \$50 registration/deposit is forfeited and the child is placed on the waiting list. (Students that register after July have 30 days after admission to provide this completed form.) Preschoolers must have these immunizations: 4 DTP, 3 Polio, 1 MMR, 3 HIB & 3 Hep. B.

Children must be 3 or 4 years old by August 1 to be enrolled. ALL children must be potty trained, and out of diapers. Children must be willing to obey staff, be kind to others, and to share. Enrollment of children at LCS is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies. Failure of parents to cooperate with the school may result in dismissal.

A roster of all student names, addresses and phone numbers will be published at the beginning of the year. Parents who do not want their child’s name, address or phone number need to make that request known to the administration when registering their child. Current students may enroll for the next school beginning January through the 15th of May. (Current families that re-enroll after March 30 will be considered a new family and will pay another registration fee.)

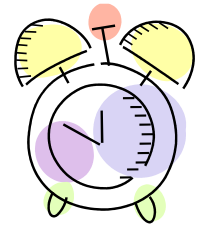
B. Withdrawals must be made through the school office and are complete when all tuition and fees have been paid in full, and any other obligations taken care of. If the child attends class any time within the month of the withdrawal, no refund will be made for unused days in the month.

C. Records-The preschool teacher is required to review all cumulative and health records of their assigned group of children before the child begins at the preschool.

FINANCIAL INFORMATION

- A. Supplies** need to be provided by the parents at intervals specified throughout the year. A basic supply list of items to be brought to the Open House or First day of school is sent with the summer newsletter.
- B. Tuition** is \$920 (\$92 per month) for the Monday/Wednesday/Friday program; and \$755 (\$75.50 per month) for the Tuesday/Thursday program. Tuition is due by the 15th, August through May. Unless special arrangements have been made by the 15th of the month, a late fee may be added to your account if not paid by the 20th of the month. Non-payment of your monthly fee will result in the dismissal of your child. Please send checks if possible. (To pay in cash, please see our Administrative Assistant in the school office). Tuition is paid to hold the child's place in class whether they are ill or on vacation. Tuition may be paid bi-annually on August 15th and January 15th, or annually if desired. Discounts are available for families with 2 or more LCS children, and for members of the Logan Church of the Nazarene.
- C. Fund-Raisers-** Logan Christian School strives to keep its tuition costs affordable. One way that this is accomplished is through fund-raisers. Logan Christian school families are expected to participate in our three primary fund-raisers. A family may choose to opt out of fundraising by paying an additional \$150 to the school as a donation.
- D. Tax information-** Tuition for Preschool can be deducted as child care on your Federal Income Tax return.
- E. Non-Sufficient Funds-** Any returned check will be assessed \$25.

SCHEDULE



- A. The maximum number of children** per preschool staff member is as follows: For 3 year olds, 1 teacher: 12 children. For 4-5 year olds, 1 teacher: 14 children.
- B. Preschool classes** run from 8:30 to 11:00 AM and 12:00 to 2:30 PM on Monday/Wednesday/Friday (4-5 year olds), and 8:30 to 11:00 AM and 12:00 to 2:30 PM on Tuesday/Thursday (3- 4 year olds). Vacation schedules will follow the LCS calendar (which closely follows that of Logan-Hocking Schools). LCS keeps attendance records of all students.
- C. In case of inclement weather,** LCS will close, dismiss early, or follow the Logan-Hocking Schools lead to ensure the safe travel of all. Weather related closings/delays will be sent out on our One Call Now System. (You can also sign up to have an automatic email sent to you from Logan-Hocking Schools by going to the bottom of page on their web site at www.loganhocking.k12.oh.us then click on "School Notification System.")
- The 5 different announcements that may be called are:
- *Closing: The elementary and preschool classes are canceled for the day.
 - *2 Hour Delay: Morning preschool is from 10:00AM-12:00PM.
Afternoon preschool runs from 12:30-2:30PM.
Grades K-6 will begin at 10:00 AM and end at 2:20 PM
 - *Early Dismissal: The afternoon preschool class will dismiss at their regular time, unless notified. Elementary students will be dismissed at 1:20 PM.
 - *Plan A: Elementary student bus transportation is limited.
 - *Emergency Evacuation: In case of fire or other emergency requiring long-term building evacuation, the students and staff will be transported or will travel to one of these relocation centers: Pastor parsonage (830 Wallhonding Avenue), Kachelmacher Park, or Logan-Hocking District Library (230 E. Main Street). When possible, all calamity days (over 3 days for the M/W/F class or 2 for the T/Th class) will be made up. If our preschool teacher is absent, a substitute will be sought. If no substitute teacher is available, the class will be canceled and then made up at a later date.

D. Class Schedule

<u>MORNING</u>	<u>AFTERNOON</u>	
8:30 – 8:40	12:00 - 12:10	Arrival, hang up backpack/coat, free play
8:40 – 9:05	12:10 - 12:35	Circle Time (music, story, calendar, weather, center activities)
9:05 – 10:05	12:35 - 1:35	Centers (art, dramatic play, math, science, writing, reading)
10:05 – 10:25	1:35 - 1:50	Restroom Break & Snack
10:25 – 10:45	1:50 - 2:10	Recess (outdoors when weather permits)
10:45 – 10:50	2:10 - 2:20	Closing Circle Time & Prayer (story, music, Bible verse, etc.)
10:50 – 11:00	2:25 - 2:30	Dismissal

According to the rules for Preschool Program Licensing, “A written curriculum shall be adopted which describes developmentally appropriate activities, learning environment and approaches which meet the individual needs of the children and is aligned to the early learning content standards adopted by the State Board of Education.” A list of what is being studied will be contained in the preschool newsletter each month.

TRANSPORTATION and FIELD TRIPS

A. At arrival time, we are asking all parents to drop off students at the school side front doors. We ask that parents **not** come into the building with students. Please do not leave until your child has been greeted by the teacher or teacher’s aide.

B. At pick-up time, please park in 2 lines at the school entrance. Preschool children will be released ONLY to the parent or guardian, or other adult listed on the child’s application for pick-up, or to the adult that has been written or verbally authorized by the parent. In picking up preschoolers, any person other than the child’s parent will be asked to show identification. If an unauthorized person attempts to pick up your child, the staff will not release the child, until authorization has been made.

To be compliant with Ohio Department of Health regulation 3701-54-06, we have implemented a “no idling zone. The regulation states that, “vehicles shall not idle near building entrances or exits where students are loading and unloading. For the sake of the health of our children, we ask that you please turn off your vehicle when loading and unloading. Please pick up your child promptly. A late fee of \$1.00 per minute will be imposed for those who pick up their children after 2:35 PM. (Parents who habitually fail to pick up their children on time jeopardize the continued enrollment of their child.)

C. Road Conditions- On snowy days our hill is plowed. Drivers should be aggressive in proceeding up the hill in order to maintain their speed. Likewise, drivers should be extremely cautious when descending the hill. The back gravel driveway located beside the parsonage may be used if desired, although it is rough. If anyone is uncomfortable traveling up and down our school driveway during inclement weather, please make arrangements with a parent who has a 4 wheel drive vehicle. Parents could meet at Kachelmacher Park and have the parent with the 4 wheel drive take the child(ren) to school.

D. Field trips for the M/W/F classes will be held 3 or 4 times throughout the year visiting local places. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it. During field trips: A person trained in first aid will chaperone and bring a first aid kit and the emergency medical forms of each child; each child shall have identification containing the school name, address and phone number. Students are expected to immediately follow the directions of the driver or group leader. Disobedience during the trip can result in non-participation of the next field trip.

SNACKS AND BIRTHDAYS

A. Snacks for the preschool classes will be provided by the parents when it is their assigned week. All snacks shall be individually wrapped so the child can pass them out. Examples are: baggies with a serving of crackers, popcorn, pretzels, vegetable slices, or cheese chunks. Please send in napkins, small cups, (check with the Preschool teacher for a total of students in the class when it is your assigned week) and ½ gallon of milk, 100% fruit juice, or juice boxes EACH day. If you bring juice, select a snack from the meat, dairy or bread group. If you bring milk, choose a snack from the meat, bread or fruit/vegetable group. (Ohio Department of Education Rule 3301-37-09.)

B. Because birthdays are very special occasions, students may bring in treats like cupcakes for their class! Summer birthdays may be celebrated once during the school year. The Preschool teacher will let you know when it will be celebrated. Snack provider will be listed on the monthly newsletter as well as a weekly or bi-weekly note. Along with a calendar, the newsletter and notes include themes, special days, field trips, and other school information.



PARENTAL INVOLVEMENT

A. Parent-Teacher conferences are held in October and May. Progress reports will be sent home four times a year. (Please sign and return these.) See calendar/newsletter for dates.

B. We encourage parent/guardian participation, and volunteers are needed each day! Preschool parents/guardians are permitted unlimited access to the preschool during our preschool hours. Please report to your child's teacher. Please sign up on the volunteer clipboard in the hallway. Daily jobs include preparing craft supplies, assisting with the craft project and snack, taking children to the restroom, planning parties, writing names on papers, preparing folders to go home, chaperoning field trips, etc. Volunteers may begin 3-4 weeks after school starts. We consider our volunteers great assets to the educational program at LCS. We take seriously our responsibility to keep our students safe and cared for. Therefore, all volunteers and chaperones who wish to participate by driving for field trips and/or helping in the school building in any capacity **ARE REQUIRED** to complete a volunteer application which is available in the school office; and they must be finger-printed and have a background check done. There is a fee to be fingerprinted. (The results will be valid for 5 years.)

C. Parties- There will be 3 parties during our school year. The preschool teacher will have sign-ups for volunteers to help during these events once school starts. Once a party coordinator is established, he or she will contact the other volunteers as to what they need to provide (snacks, drinks, paper plates, etc.)

1. Harvest Party – In mid October, we wish to celebrate God's blessings. Students may wear costumes pleasing to the Lord, such as ballerina, clown, football player, caterpillar, etc. No witches, ghosts, scary or violent characters, etc. will be made or displayed. Parent coordinators will plan the party.

2. Christmas - We place strong emphasis on the birth of Jesus Christ so our Christmas celebration is distinctively Christian. (We seek to avoid references to Santa Claus and other cultural issues that may distract from Christ). Students make Christmas gifts for their families and make Christmas tree ornaments for our Bowen House tree.

3. Valentine's Day - Party coordinators will plan the party.

D. Board Meeting Participation- Family participation is permitted in the order as indicated on the agenda's "Items from the Floor" section. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name.

The presiding officer may:

- interrupt, warn or terminate a participant's statement when the statement is too lengthy, abusive, or irrelevant
- request any individual to leave the meeting when that person does not observe reasonable decorum
- request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.

CONDUCT

A. Children need to wear play clothes and sturdy shoes (**no sandals, flip flops or dress shoes**) since they will be using various art materials, playing outside, etc. Their clothes should be easy for them to undress for restroom use. Please label all jackets, outerwear, and backpacks.

B. Behavior Management-Discipline- The preschool staff member in charge of a group of children shall be responsible for their discipline. Constructive and developmentally appropriate child guidance and management techniques are to be used at all times, such as re-direction, separation from problem situations, talking with the child, praising appropriate behavior, etc. Discipline is done with respect and kindness. Teachers will make sure the children know what is expected of them, reviewing the rules and guidelines often, reminding them to obey. There is a big difference between willful disobedience and childish immaturity.



1. We will limit the child by first physically stopping them when necessary, talking about what happened, communicate with the other child (apologize, etc.), clean up or repair space or equipment as needed, separate and/or time-out as needed. Time-out is 1 minute per year of age of the child. Afterwards, the teacher will discuss with the child what happened and the reason why it happened.
2. Persistent behavior problems will be discussed with the parent, and together a plan will be worked out. A "probation" may be put into effect.
3. If a child is consistently causing physical harm to self or others, causing major disruptions, is repeatedly behaving

disrespectfully, and/or is a threat to others, the child will be withdrawn. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. No discipline 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 placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse. Discipline shall not be imposed on a child for failure to eat, failure to sleep, 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 an LCS staff member in a safe, lighted, and well-ventilated space. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

C. Anti-Bullying- It is the policy of the Logan Christian School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying. To see the policy in detail, please visit our website at www.loganchristianschool.com.

All school-owned equipment, such as desks, computers, etc. are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, purse, wallet, or book bag for school personnel. If a student happens to damage something by accident, he should report it to his teacher immediately. However, willful damage, waste, defacing of, or destruction to any school property, will not be tolerated. (All damage must be paid for, whether willful or accidental.)



D. Problem Resolution - All parents and students must abide by the Matthew 18 principle: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." This is the process of how to address concerns when a parent has a concern that relates to staff member:

- 1) The parent would contact staff member and request to meet on a one-to-one basis. If the one-on-one encounter resolves the issue, then it stops and goes no further.
- 2) If the issue is not resolved, then the party making the accusation takes along with them a witness from within the school system. (If it is a teacher involved, the principal goes with them to meet with the teacher.) (If there is a problem with the Assistant principal, the senior pastor of the Logan Church of the Nazarene is present.) If there is no resolution, it does not give the concerned party the opportunity to talk with anyone else about the situation.
- 3) If after the second encounter, there is no resolution, then the concerned party, along with the staff member involved and the principal will meet with the school board president. The issues are always dealt with the desire of restoration. If restoration takes place, then the issue stops.
- 4) If resolution does not occur, an appeal is made through the school board president to the school board. At the school board president's request, the problem will be addressed at the next board meeting. (If the school board president declines to pursue the issue further, the issue stops.) When meeting with the school board, all parties would be involved in a central meeting. Nowhere during this process are outside persons, not related to the individual concern, to be involved in the process. The decision of the school board is final.

This is the process if a parent has a concern that relates to a child other than their own: If the matter occurs during school hours or school activities, the parent is to contact the teacher of that child for resolution. If the matter occurs outside of school hours or activities, the parent is to contact the family of that child for resolution.

HEALTH AND SAFETY

A. Our program follows the Ohio Department of Health "Child Day Care Communicable Disease Chart" for management of suspected illness. It is posted in the preschool classroom and in the school office. At all times, there is at least one preschool staff member who has completed a course in First Aid; Prevention, Recognition, and Management of Communicable Disease; and Child Abuse Recognition and Prevention. Preschool staff are trained in recognition of illnesses, hand-washing and disinfectant procedures, procedures for isolating and discharging an ill child and re-admitting such a child, procedures for notifying parent/guardian immediately and procedures for care of a mildly ill child. No child shall ever be left alone or unsupervised. All children are instructed and encouraged often to wash their hands after using the toilet, before eating, after using a tissue, etc.

B. In the event that a student becomes ill or injured, parents will be notified immediately according to the information provided on the student's emergency medical form. First aid supplies are available in the classroom and the school office. Minor incidents will be reported to the parents at pick-up time. All injuries will be recorded in an "Injury Log" located in the office. Mildly ill children are permitted to attend our preschool program. "Mildly ill" means that a child is experiencing minor cold symptoms and/or is not feeling well, but is not exhibiting any of the symptoms described in paragraphs below. Each day, as children enter the group, they are observed for signs of illness/communicable diseases.

Parents will be notified immediately when their child exhibits signs or symptoms of illness. The child will be immediately isolated in the school office, within hearing and sight of an adult, until released to his/her parent or guardian. The child will be made comfortable, being provided a resting mat and linens. All linens used will be laundered and disinfected before use by another child.

A child with any of the following shall be isolated and released to his/her parent/guardian.

1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe cough, causing child to become red or blue in the face or make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (pink eye)
6. Temperature of 100 degrees Fahrenheit taken by the auxiliary method (or 101 degrees oral) when in combination with other signs of illness
7. Untreated infected skin patch(es)
8. Unusually dark urine and/or gray or white stool
9. Stiff neck
10. Evidence of lice, scabies, or other parasitic infestation (Child may return to school when nit and parasite free.)

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The principal and the parents will decide when the child should be discharged. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting
5. Evidence of lice, scabies, or other parasitic infestation



When students have been exposed to a communicable disease such as Chickenpox, Fifth Disease, etc., a note will be sent home as soon as possible. It will include the symptoms, method of transmission, and control measures.

C. Medication of any kind (prescription or over-the-counter) will not be given by our staff since preschool is only 2 and ½ hours in length. Please give medicine before or after preschool.

D. Safety Drills- In accordance with State laws, Logan Christian School staff members are trained in emergency response procedures. Drills or Rapid Dismissals are conducted throughout the year. A record of these drills is maintained in the school office.

A continuous ringing of the bell signals a fire, a fire drill, or some other emergency requiring rapid, quiet, and orderly evacuation of the building. Drills or Rapid Dismissals are held 6 times per year, and students must take them seriously. Exit routes are posted in each room of the building. Students will re-enter the building only as led by their teacher. Students will remain well away from the building and maintain silence during these drills.

Tornado drills are held April-July. For tornado protection, students will remain in the classroom, kneeling under their desks with heads as low as possible, with their hands and arms over their heads, or move to a designated location as instructed by their teacher. Again, students will remain silent to be able to hear and follow instructions.

School Safety drills are held 3 times per year to provide students with instruction in the procedures to follow in situations where students must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act or terrorism; a person possessing a deadly weapon or dangerous ordnance; or other act of violence.

E. Incident Reports are given to the child's parent or caregiver on the day of the incident. The school must keep a copy of the form. It must have the parent's signature.

GENERAL INFORMATION

- A. Lost and Found-** The “lost and found” is located in the school office. At the end of each grading period, items not claimed will become the property of the school and will be disposed.
- B. Animals-** Students that wish to bring in an animal for show & tell must discuss with their teacher and follow these Ohio Dept. of Health guidelines. Animal containers/cages shall be equipped with lids and be located in one place (the teacher’s desk for example). Animals shall not be permitted to roam in the building. Animals are not permitted on surfaces where food is prepared or consumed. Hand-washing facilities shall be available and immediately used when animals are handled. **These animals are NOT PERMITTED AROUND PRESCHOOL CHILDREN:** nonhuman primates, raccoons, bats, skunks, coyotes, fox, wolves or wolf-dog, aggressive or unpredictable animals, stray animals, venomous creatures (spiders/ insects/reptiles/amphibians), puppies, kittens under 16 weeks of age or those not current on rabies vaccinations, ferrets, chicks, ducklings, hatching eggs.
- C. Website-** Our website is www.loganchristianschool.com. to access handbooks, yearly calendars, and applications as well as other information about the school.
- D. No Smoking Facility-** Logan Christian School, housed in the Church of the Nazarene, is a no smoking facility.

This Handbook is meant for descriptive purposes only. No particular end result of a student is either suggested or guaranteed. The LCS Board reserves the right to change any policy or procedure at any time at its discretion after reasonable notice.