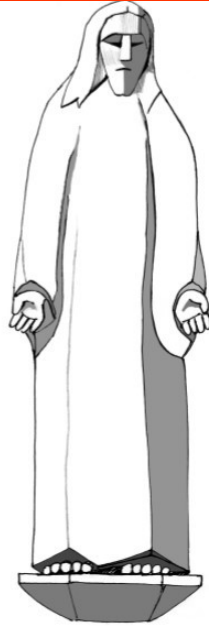


FIRST LUTHERAN PRESCHOOL



WELCOME TO FIRST LUTHERAN PRESCHOOL!

The First Lutheran Preschool has become a first choice for many families in Tiffin. We are open to all denominations and to everyone in the community. We are proud of the reputation our preschool holds in the community and we know that your experience with us will continue to uphold that reputation.

In the pages to follow, you will be given a close-up as to our programs, procedures and regulations. We look forward to our association with you and remind you that, at all times, we welcome your questions and comments.

PROGRAM

A balanced program is carefully designed to help each student grow and develop at the appropriate age level in each of the following areas:

1) SOCIO-EMOTIONAL GROWTH

- To experience a sense of self-esteem.
- To exhibit a positive attitude toward life.
- To demonstrate cooperative, pro-social behavior.

2) PHYSICAL GROWTH

- To enhance large muscle skills.
- To enhance and refine small muscle skills.
- To use all senses to increase physical capabilities.

3) COGNITIVE GROWTH

- To develop a positive attitude toward learning.
- To enhance learning skills.
- To expand logical thinking skills.
- To acquire concepts and information leading to a better understanding of the immediate world.
- To expand verbal communication skills.
- To acquire beginning writing skills.

4) SPIRITUAL GROWTH

- To acquire awareness of Christian ideals.
- To relate Christian ideals to daily and family living.

INSTRUCTORS

Mrs. Barb Beidelschies is the aide in our four and five year old classes. She attended Terra Community College and majored in Early Childhood Education and has a 45 hour training certificate from ODJFS.

Mrs. Mindy Cook is the teacher in the four and five year old classes. She attended Terra Community College and majored in Early Childhood Education and has a 45 hour training certificate from ODJFS..

Ashley Hoerig-Corrick is the teacher in the three year old class. She is a graduate of Terra Community College with a degree in Early Childhood Education.

Teachers and aides are current in their First Aid Certification, Child Abuse Recognition Training, Communicable Disease Recognition requirements, and C.P.R.

STATE LICENSED

The First Lutheran Preschool is fully licensed by the state of Ohio as an approved day care facility and program. The school's licensing record is available upon request from the Ohio Department of Human Services, which also maintains a toll-free complaint number posted on the license. The license is posted on the bulletin board in the lower hallway above mailboxes. All laws and rules from the Ohio Department of Human Services are in binders at our school and available for your viewing upon request.

Our school is licensed for 32 preschoolers and 28 school-aged children. Twelve (12) children is the maximum number per child-care member for 3 year olds. Fourteen (14) children is the maximum number per child-care member for 4 year olds, with a maximum eighteen (18) children per class. We have 1 teacher and 1 aide for each class that exceeds 10 students.

FACILITIES

Classes are held at the First Lutheran Church, 300 Melmore Street, Tiffin, Ohio. The program for four year olds utilizes rooms upstairs. The program for the three year olds is held on the lower level.

The facilities include the following:

spacious, well-lighted rooms	carpeted floors/areas
appropriately sized tables & chairs	toilet facilities
availability of multi-purpose room (gym)	access to outdoor play area

ENROLLMENT ELIGIBILITY

Children who are three years old by August 1, 2020 are eligible for the class for 3 year old children. Children who are four years old by August 1, 2020 are eligible for the class for 4 year old children. The older class includes 4 and 5 year old children. The school does not discriminate based on race, color, religion, sex, or national origin when enrolling students.

AVAILABLE CLASS SECTIONS

Two classes are offered for 3 year old children. The class is limited to nine students with a teacher.

Tuesday/Thursday	9:00 - 11:30 a.m.
Wednesday/Friday	9:00 - 11:30 a.m.

Three classes are offered for 4/5 year old children. Each class is limited to nine students with a teacher.

Monday/Wednesday/Friday	9:00 - 11:30 a.m.
Tuesday/Thursday	9:00—11:30 a.m.
Monday/Tuesday/Wednesday/Thursday/Friday	12:00 – 2:30 p.m.

YEARLY SCHEDULE

Tuesday/Thursday classes begin on Tuesday, September 8, 2020

Monday/Wednesday/Friday classes begin on Wednesday, September 9, 2020

All holidays, and vacations observed by Tiffin Public Schools will be observed by First Lutheran Preschool also. The final day of school will be announced.

There will not be classes on the following days:

Thanksgiving Vacation	November 25, 26, 27, 2020
Christmas Vacation	December 21 - January 4 2021
Martin Luther King Day	January 18, 2021
Presidents' Day	February 15, 2021
Spring Vacation	April 1 - April 6, 2021

Preschool classes will be in session during Tiffin City Schools conferences.

WEATHER CLOSINGS

In the event of severe weather, the practice of the Tiffin Public Schools will be followed. If the Tiffin Public Schools are closed, First Lutheran Preschool will also be closed. **We do not practice delays.** Listen to WTTF (1600 AM) for weather related announcements.

REGISTRATION

Registration is open to the entire community. Members of First Lutheran Church and currently enrolled families will be registered beginning the third week in March. All other registrations will be accepted on a first come/first serve basis beginning April 1. A student is assured a place in the chosen class section only when the registration form and a \$30.00 non-refundable registration fee is returned in person or by mail to the Church.

Prior to the beginning of the school year, two medically related forms must be completed for each student and placed on file in the Church: (1) a child's shot record, and (2) a parents' emergency medical authorization. Appropriate forms are provided at the fall parent meeting. These documents are required by the State of Ohio and no child may be admitted without them. A child's medical statement, signed by a physician, a PA, an APRN, or a CNP is due 30 days from start of program.

TUITION

Tuition is payable monthly in nine equal installments, September - May.

Five sessions per week (Mon/Tues/Wed/Thurs/Fri) \$200.00 per installment

Three sessions per week (Mon/Wed/Fri) \$125.00 per installment

Two sessions per week (Tues/Thurs or Wed/Fri.) \$ 85.00 per installment

There is a \$20.00 supply fee.

There is a \$10.00 book fee for Pre 4/5 classes.

Tuition is not reduced for individual absences due to routine illness or personal reasons. In the event of extended illness and with notification given the teacher, adjustments to tuition will be considered.

Tuition is due by the 15th of each month, September - May. A late charge of \$5.00 will be added to fees not received by the 15th. Fees can be mailed to the Church or paid in person in the classroom or the FLEC/FLP office. Because money is not kept in the church, it is appreciated if payment is made by check or with the exact amount in cash. Recognizing their support of the total ministry of First Lutheran, active Church members of the congregation will receive a \$10.00 credit on their supply fee.

ARRIVING AT SCHOOL / DEPARTING FROM SCHOOL

Safety conditions are of prime importance when arriving at and departing from school. Parents should use the Glenn Street entrance, park in the large Church parking lot, and escort the students to and from the classroom door. **Parking in the fire lane and staff parking area adjacent to the Church is strictly prohibited.**

Children should not arrive more than 10 minutes prior to the beginning of each session. The teacher is unable to provide supervision for students during this time. Parents should call for students promptly at the close of each session. If someone other than the parent is to call for the student, the teacher must be advised of this fact in writing. The teacher will not release a student to the custody of anyone except the parent or party specified in advance.

DAILY SCHEDULE

Three year olds:

8:45-9:00	Children arrive	10:30-10:45	Art
9:00-9:30	Center and free play	10:45-11:15	Gym/outside
9:30-10:00	Calendar Activities	11:15-11:30	Center and Free Play
10:00-10:15	Story time	11:30	Children depart
10:15-10:30	Snack		

Four year olds:

9:00 or 12:00	Free Play	10:30 or 1:30	Gross Motor
9:10 or 12:10	Pledge of Allegiance	11:00 or 2:00	Music
9:15 or 12:15	Snack	11:15 or 2:15	Closing
9:30 or 12:30	Class time	11:30 or 2:30	Dismissal

SNACKS

Snack time provides the students a special time to be the host/hostess for the day. Families, on a rotating basis, provide the snacks and drink for the class. The host/hostess of the contributing family sets the tables and organizes the snack, assisted by the teacher's aide.

Healthy snacks are encouraged. Suggestions are peanut butter or cheese and crackers, fresh fruit, fresh vegetables, pretzels, and cereal mixes.

PARENTAL INVOLVEMENT

Parents are invited and encouraged to participate in a variety of school activities, i.e. Parent Orientation, seasonal activities, and Open House. Letters are sent home regularly to keep parents informed of class routine, upcoming events and special activities.

Our Preschool Program will conduct formal assessments on preschool student and report child level data to ODJFS (Ohio Department of Jobs & Family Services). We are currently using ASQ-3 (Ages and Stages Questionnaires).

If you need assistance with a problem or have a complaint related to the Preschool or its program, you are welcome to take your concerns to any board member. We are always open to suggestions for improving the program.

SCHOOL CONFERENCES AND VISITS

Teachers will meet with parents for a conference in February. If, at any time during the year, a parent would like an additional conference, he/she may arrange with their child's teacher. We do not currently conduct formal assessments on children or report child level data to ODJFS, pursuant to 5101:2-17-02 of the Administrative Code.

Parents will find it enjoyable to view their child's activities through the one-way windows in the classroom doors. Special occasions may be scheduled for parents to visit the classrooms.

The Church is always open during class session times. Parents or guardians of current students or prospective students are welcomed for the purposes of evaluating the care provided or evaluating the facility. Pre-arranged appointments are appreciated. All visitors are asked to notify the Church secretary or Preschool Director, upon their arrival.

EXTENDED CARE is available for:

1. Preschoolers enrolled in First Lutheran Preschool.
2. Children of First Lutheran Church members.
3. Students who attended Tiffin City Schools.

Care is available from 6:00 a.m. to 6:00 p.m. Monday through Friday. For more information or registration call Jane Frederick, Director at 419.447.1145.

2020/2021

(Revised 9/1/2020)

- **Transition Policies for First Lutheran Preschool**
 - **and Extended Care**

Throughout the year, we do many things to make transitioning within and out of our program as easy as possible for the children.

We begin registration in March. Parents sign up for their preferred preschool classes, in the appropriate age group. We follow Tiffin City Schools cut-off dates. (ex. To sign up for our 3 year old class, the child must be 3 by August 1. To sign up for our 4/5 year old class, the child must be at least 4 by August 1.) We offer morning and afternoon classes, as well as a Crossover class for older preschoolers who are eligible for kindergarten, but not going for a variety of reasons. Our Extended Care registration begins at the same time. Three year olds through fifth graders are eligible for our daycare program, which continues year round. We continue registration until classes are full. We will not start new children in our preschool classes after January, unless they were currently enrolled in a similar program elsewhere.

All preschool students stay with their class the entire school year, then advance together in September. Students in our Pre-3 classes will advance to the 4/5 classes in September. The 3 year olds are familiar with the 4/5 year olds and the teacher. They occasionally play together outside and in the gym. They meet for Chapel Time together each month, and participate in different holiday activities together throughout the year. Our Preschool staff also work in Extended Care throughout the day, so any preschool children also attending Extended Care will be familiar with all teachers. The Pre-3 Children must walk by the Pre-4 classroom on their way to the gym, and are made aware of that. Our 3 year olds look forward to moving on to the Pre-4 class.

Occasionally, children enrolled in our program will move away during the school year. Our preschool teachers make sure the child's last day is a special one, by having a "Going Away" celebration.

We hold an Open House in the late spring, inviting the public and families that have registered for our summer and fall programs. This is another opportunity to visit our program and meet our staff.

We have a Summer Enrichment Program for preschool students. This class is for 4-5 year olds, with many of them just finishing our Pre-3 program. This program is very helpful for children who need the repetition of preschool on a regular basis. Often times, the three month break from learning is difficult for many children. This is also a great opportunity for our children moving on to kindergarten to get in just a little more learning before heading off to school. Each spring our 4/5 year olds participate in Kindergarten Screening through Tiffin City Schools, or other various districts in our surrounding area.

We post information about screening, as well as send home information to the parents. The teacher talks about the screening with the children, and encourages them to show the kindergarten teachers how much they have learned in preschool.

Each year a Parent Orientation is held in August. The staff and parents sit down together and go over the handbook, talk about our policies and procedures, and tour our facilities. The parents receive packets with the required paperwork, including letters from their child's teacher regarding class routines and expectations.

Each classroom has various bulletin boards welcoming every child individually, with an apple or similar fall item with the child's name. All children have mailboxes in their preschool classrooms. Preschool teachers send home monthly newsletters and other communications by placing items in the mailboxes. Both preschool classes also post important information on bulletin boards outside of their classrooms. Children in Extended Care have cubbies for blankets, pillows and extra clothes. All families in Extended Care have family mailboxes for receipts, artwork, etc. Extended Care posts calendars with important information several places in the center. Other forms of communications are passed out to parents. We also have a Facebook page for sharing information with parents, as well as pictures of classroom activities. Parents sign a form giving us permission to post pictures of their child on our Facebook page.

All preschoolers participate in an End-of-the-Year program. The 4/5 year olds have a graduation-like ceremony where they perform several songs they have learned in class. At the conclusion of the program, each child is recognized individually, and receives a preschool diploma. The children decorate keepsake t-shirts in class to wear as graduation gowns for this program. The three year olds also have a spring program. The children perform songs and finger plays they have learned throughout the school year. Each child is recognized individually at the conclusion of the performance, and they receive a "moving up" certificate to celebrate their hard work and the conclusion of their three year old preschool class time.

When new school age children enroll in our program, we encourage children in the same grade to be their 'buddy'. The 'buddy' plays with the new child and introduces them to other children. They also help the new child become familiar with our rules and routines. We also review rules with the group, as a reminder to everyone.

Our goal is to create a structured environment where children feel welcomed, safe and confident. We also strive to be certain that parents are informed and welcomed in our facility. We are all partners in helping build confident, caring students who love to learn, as shown by the above policies.