

# ***PRESCHOOL HANDBOOK***

## **3 YEAR OLD CLASS**



ST. JOHN LUTHERAN PRESCHOOL

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## **INTRODUCTION/PHILOSOPHY/GOALS**

WELCOME TO ST. JOHN LUTHERAN PRESCHOOL! Your decision to send your child to our school reflects your concern as a parent to place your child in an environment reflecting Christian values and developmentally appropriate instruction. We will strive to make your child's involvement with our program a happy and worthwhile experience.

Our philosophy at St. John Lutheran Preschool is that a Christian home has the first responsibility and gives the child his or her first training and Christian instruction. The Christian preschool can strengthen and support the parents in their effort. The preschool can play an important role in a child's early Christian development.

We believe that a Christian preschool can benefit the young child with these goals:

- ◇ Promoting development through work and play in a Christian environment with the guidance of a Christian teacher.
- ◇ Helping the child develop relationships with other children and assisting in the development of good personal habits.
- ◇ Broadening the child's interests and experience.
- ◇ Helping to broaden creative abilities.
- ◇ Assisting in gradual adjustment from home to school life.
- ◇ Helping a child learn how to cope with life at his own level of maturity.
- ◇ Aiding in understanding life situations in terms of God's Word and will.

## **CURRICULUM OBJECTIVES OF THE PRESCHOOL**

(3 Year-Old Class)

A copy of St. John Lutheran's goals and objectives, matching state Early Childhood Content Standards, is available from your child's teacher.

## **CURRICULUM**

We strive to interweave many aspects of Christian education and age-appropriate developmental learning experiences. We use a developmental approach to learning in our classroom. Each day we offer appropriate play experiences using learning centers and small group activities that provide opportunities for: creative art, dramatic play, puzzles, games, manipulatives, hands-on science & discovery, outdoor play, math, language arts, personal discipline, social development and emotional well-being, health & safety.

We aim to provide experiences for our children to understand the love and joy of the Christian faith, with stories, songs, and other age-appropriate activities. Our children say grace before snacks and experience facets of Christian curriculum in many classroom activities each day. Jesus is definitely a part of our day.

Our learning center activities and group work revolve around a central theme which changes every week or two weeks. Some will be new topics for your child and some will be familiar. We will explore such topics as Colors, Transportation, Community Helpers, Noah's Ark, God's Creation, Fall, Spring, etc. Plans will always vary - arousing the children's curiosity and keeping their interest is our goal. Within this framework, using learning centers and interesting activities, we can offer a flexible, unique experience for your child each day. How a child learns is as important as what he learns, and "play" is how this learning takes place. A child learns by doing.

## **AGE REQUIREMENT**

Students may enroll in the 3 year old class when they are 3 years of age before September 30.

## **PRESCHOOL SCHEDULE**

Here is a sample schedule for a typical 3 Year-Old Day:

<b><u>MORNING CLASS</u></b>	<b><u>ACTIVITY</u></b>	<b><u>AFTERNOON CLASS</u></b>
8:30 - 8:45 .....	Arrival .....	12:30 - 12:45
8:45 - 8:50 .....	Greeting song - Opening.....	12:45 - 12:50
8:50 - 9:00 .....	Story Time .....	12:50 - 1:00
9:00 - 9:40 .....	1st Center Time/Group Activity.....	1:00 - 1:40
9:40 - 9:45 .....	Clean Up .....	1:40 - 1:45
9:45 - 10:00 .....	Circle Time/Calendar/Songs.....	1:45 - 2:00
10:00 - 10:20 .....	Recess/Gym Time .....	2:00 - 2:20
10:20 - 10:25 .....	Restroom Break.....	2:20 - 2:25
10:25 - 10:40 .....	Snack Time .....	2:25 - 2:40
10:40 - 10:50 .....	2nd Center Time/Group activities.....	2:40 - 2:50
10:50 - 11:00 .....	Story Time .....	2:50 - 3:00
11:00 - 11:10 .....	Jesus Time.....	3:00 - 3:10
11:10 - 11:15 .....	Closing/Review/Prayer .....	3:10 - 3:15
	Prepare to Leave/Dismissal/	
11:15 .....	Take Children to Pick Up .....	3:15

## **MATERIALS AND EQUIPMENT USED IN THE PRESCHOOL PROGRAMS**

Within the curriculum developed for the preschool programs, materials and equipment used will be appropriate for the age level and for the objectives listed in the handbook. Developmentally appropriate materials will include such items as blocks, manipulatives (such as legos, etc.) , age-appropriate games, puzzles, balls, paint supplies, scissors, markers, crayons, etc. A few material items such as paint shirts, beans/macaroni/popcorn will be required of each student at the beginning of the school year.

Equipment used within the preschool will again be developmentally appropriate for each grade level. Equipment will be checked regularly for safety and kept in good repair. Equipment items include kitchen area supplies, easels, a woodworking table, a sand table, gym equipment (such as mats, tires, parachute, scooters, etc.), a computer, audiovisual equipment, etc.

## **CLASS SIZE/ROSTER**

The maximum class size will be 11 students. The school retains the right to alter the boy : girl ratio in cases of extreme imbalance in class enrollment. Adult/child ratios never exceed 1:6. Parents are asked permission to place their child's name on a roster published for other members of the class.

## **ADMINISTRATIVE ACCOUNTABILITY**

St. John Lutheran Preschool operates under the auspices of the Board of Christian Day School of St. John Lutheran Church, and has been placed under the general supervision of the principal of St. John Lutheran School. In addition, the program operates under the Ohio State Department of Education rules for preschool programs, Chapter 3301-37.

## **STAFF**

Each preschool class is taught by a state-certified or licensed teacher with a minimum of a four-year degree. In addition each class has a preschool aide.

## **NONDISCRIMINATION POLICY**

St. John Lutheran Preschool will follow a nondiscrimination practice in delivery of service to children and staff. There will be no preference toward or discrimination against any individual because of size, race, color, creed, gender, or handicap.

## **REGISTRATION PROCEDURES**

Registration for members of St. John Lutheran Church and for those children already currently enrolled in the preschool begins on February 1 for the following calendar year. Registration for all others begins March 1 for the following calendar year. A Preschool/Kindergarten Open House is held each spring for those wishing information about the preschool.

To register for a preschool class, the proper registration form must be filled out AND accompanied by the nonrefundable Application/Supply Fee.

Children must be 3 years old on or before September 30. A copy of the official birth certificate (obtained from the local health department) is required by the first day of school. If class enrollment has reached maximum size, a waiting list will be established. (OPENINGS OFTEN DO DEVELOP IN THE SUMMER.)

A family with more than one child in St. John Preschool at one time will be charged a lesser rate of tuition for the second child. See the tuition and fees sheet for details.

## **PRESCHOOL FEES**

It must rely solely on tuition paid by the students. Tuition rates for the school year for 3 year olds is \$72.00 per month

These fees are for the nine months, Sept. - May. Monthly tuition payments are due by the first of each month. A payment is considered overdue if not paid by the 10th of each month. (SEE BELOW FOR LATE PAYMENT POLICY.)

The Nonrefundable Application Fee for the Three Year-old Class is \$75.00. If this is received by May 30, this will be applied to the yearly tuition.

The Nonrefundable Application/Supply Fee must accompany the Registration Form in order for a place to be reserved in a preschool class.

## **PAYMENT OF FEES/LATE TUITION POLICY**

Preschool families have two options in paying tuition: 1) Payment in full for the year can be made prior to August 15. This option includes a 5% discount for early payment; 2) Payment may be made monthly upon receipt of the invoice from the school bookkeeper. Payments are due on the 1st day of the month being paid for. A 10 day grace period is available each month. A \$10.00 late fee is added to the invoice balance if the payment is received after the 10th day of the month that it was due.

Any questions or concerns about payments should be directed to the principal of St. John Lutheran School.

## **PHYSICAL EXAMINATION**

According to the Ohio state guidelines, each child will be required to have a physical examination which must be done each year the child attends preschool. Medical forms are available in the handbook and also in the school office.

Immunizations needed should include:

- ◇ Three or more doses of DPT or TD (adult) vaccine. The fourth dose is required for Kindergarten. If the fourth dose was administered before the fourth birthday, a fifth dose is required.
- ◇ Three or more doses of Trivalent Oral Polio vaccine. If the third dose was received before the fourth birthday, a fourth dose is required for Kindergarten entry.
- ◇ One MMR Vaccine is required for all children 12 months of age and older. The dose of MMR must have been administered on or after the child's first birthday. A second dose must be administered before entry into Kindergarten and at least 28 days after the first dose.
- ◇ Tuberculin test is necessary before preschool only
- ◇ 3 doses of Hepatitis B
- ◇ 4 doses of Hib by 15 months depending on when they started the Hib schedule or one dose at or after 15 months.
- ◇ Recommended - Three Rotavirus
- ◇ Section 3313.67 from the Ohio Revised Code also makes an "in process" exception for pupils who have not received the minimum number of immunizations and are not otherwise exempt. "Pupils who have received measles, mumps and rubella vaccine, and at least one immunization against diphtheria, tetanus, and pertussis (DTP/TD), and at least one dose of polio vaccine, and and at least one dose of Hepatitis B vaccine, may remain in school, but they must make satisfactory progress incompleting the DTP/DT/Td, Hepatitis B, and polio series in order to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance."

When recording immunizations on the medical form give the month, the day, and the year. Include any information that would be helpful to the teacher. If there are special needs, kindly note this.

### **HEALTH POLICY**

1. Each child must have a completed medical form on file before the first day of attendance.
2. A daily health check will take place when the child arrives at preschool. Children will not be admitted to preschool if the child is considered ill by the staff member who greets the child. Children will be returned to parents or guardians if they show signs of any of the following:
  - A. Diarrhea (more than one loose stool in a 24-hour period)
  - B. Vomiting
  - C. Fever
  - D. Rash (unless the parent brings a note from a doctor that specifies that the rash is not contagious.)
  - E. Pink eye
  - F. Head lice
  - G. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - H. Difficult or rapid breathing
  - I. Temperature of 100 degrees taken by the auxiliary method when in combination with other symptoms
  - J. Unusually dark urine and/or gray or white stool
  - K. Stiff neck
3. Children will be sent home if in the opinion of the staff a child is too ill to be in preschool. In such cases, the child's parent or guardian will be called. The parent or guardian must come to pick up the child or arrange to have another person pick up the child within one and one-half hours and inform the staff of these arrangements. The

school's health room will be used as an isolation room until the parent or authorized person arrives to pick up the child.

4. Children with fever should remain home for at least 24 hours after their temperature returns to normal. We realize that this policy may be difficult for some parents, but please understand we must reduce the risk of possible exposure to other children.
5. Children who have contracted communicable or contagious diseases or illnesses, including chicken pox, lice, etc., should be kept home. The preschool will need to be notified so that other preschool parents can be informed for their own child's welfare.
6. Please do not send medication with your child to be administered by the staff unless the proper medical prescription form is filled out and signed by the child's physician. Parents must give the first dose of all newly prescribed medication to observe the child's reaction.
7. Staff members may not administer any type of nonprescription medicine including Tylenol, aspirin, cold medicine, or cough medicine unless it is prescribed by a physician and labeled in the manner listed below. The proper medical prescription form again must be filled out and signed by a physician.

Requirements include the following:

- A. Medication is a personal prescription from the physician.
  - B. The label bears the child's name.
  - C. The label lists directions for administering the medication.
  - D. The label lists the date, physician's name, prescription number, and pharmacy name.
8. If your child has any type of allergies (e.g. food, animal, environmental), please note these on the enrollment form.
  9. The preschool teacher is trained for signs and symptoms of disease and will conduct a daily health check. Adults working within the classroom, including classroom aides, parent volunteers, etc. will be trained in proper hand washing procedures and also in disinfecting procedures to help prevent the spread of communicable disease.
  10. If a child already in school is suspected of needing isolation as in the case of fever, rash, nausea, vomiting, etc., he/she will be sent to the isolation area adjacent to the school office. Parents, guardians, or designated individuals on the medical emergency form will be telephoned to pick up the child. Linens and blankets used on the pullout bed in this area are cleaned and laundered before use by another child.

### **TIME ALLOTMENT AND CALENDAR**

Four 3 Year-Old Classes are available. Each is held for 2 1/2 hours per day, two days a week. The classes are held from 8:45 - 11:15 A.M and 12:45 - 3:15 P.M. We ask that you bring your child **NO EARLIER** than 10 minutes before the start of class and please pick them up **PROMPTLY** when class is over. When a parent is late in picking up a child, they need to come inside to get the child. Students not picked up by 11:30 A.M. or 3:30 P.M. are sent to our Tigers' Den Christian Child Care Center. Parents of students sent to the Tigers' Den will be charged the current rate.

The Preschool calendar will coincide with the calendar of St. John Lutheran School, which for the most part coincides with the school calendar of Defiance City Schools.

## **SUPPLIES**

A supply list is sent home before the school year begins.

## **PROPER DRESS**

In the preschool it is acceptable for boys and girls to wear shorts or pants. Since the children will be working with paints, glue, etc., and since accidents do happen, we advise that children not wear particularly "good" clothes. We urge you to dress your child in anticipation of these activities.

We do advise that the children wear gym shoes most days. Your child will usually be either going outside for recess or going to the gym. It is difficult for the girls to do these activities in patent leather/slip-on type shoes, and it is also difficult for the boys to do such activities in cowboy boots or sandals. We advise against wearing these type of shoes.

## **SCHOOL PHOTOGRAPHS**

Individual school pictures are taken each year. These are included in the school yearbook and may be purchased if you desire. The photographs are taken sometime in September or October. Because the photographer only comes to the school on one day, it may be necessary for you to bring your child in on a non-class day to have his/her picture taken.

## **SNACK TIME**

The Preschool has a mid-session snack each day. Children will be requested to take turns bringing in the snack. According to the Ohio state guidelines, snacks must contain at least two of the four basic food groups. A suggested list of snacks will be given out to parents prior to the first class session.

Assigned days are given on the "Snack List". Children will be assigned an entire week at a time.

Please advise the teacher of any dietary restrictions.

## **PARTIES**

Three or four times a year the preschool has parties (Examples: Christmas, Valentine's Day, etc.) Volunteer mothers are in charge of these activities and parents may be asked to help by sending in treats, etc.

## **BIRTHDAYS**

Birthdays may be celebrated on or near the child's birthday. For birthdays children CAN bring in cupcakes, cake, cookies, etc. for the celebration.

## **FIELD TRIPS**

Field trips may be taken during the year. A general permission slip must be signed at the beginning of the year. Parents will always be notified in advance of scheduled field trip dates and destinations. Parents are asked to help with transportation and supervision. Parents who assist with transportation are required to provide a copy of their valid driver's license and current insurance. All state guidelines (laws) for transporting children in car seats must be followed during these trips.

## **PROGRESS REPORTS**

Progress reports will be sent out 3 times a year, once in the fall and again in the spring. Parent-Teacher conferences will be held in the fall for all parents, and in the spring for those parents requesting such a conference and for those set up by the teacher.

## **WEEKLY COMMUNICATION**

Each week a preschool newsletter is sent home indicating monthly events, preschool birthdays, field trips, weekly themes, etc. In addition, a school newsletter is sent home weekly. Please take the time to read these: they contain important information you need to know for your preschooler!

In addition, a school newsletter is sent home weekly.

## **ARRIVAL/DISMISSAL**

Children should be brought directly to the preschool room at the beginning of the classroom session.

For dismissal, children should be picked up directly behind the preschool room in the back parking lot area. Cars should be lined up and not parked in parking spaces for this procedure to go smoothly. A map and further explanation will be given prior to the first class session.

All three year old parents should pick up their child at the backdoor.

A SPECIAL FORM will need to be filled out which indicates who can pick a child up from school. IF SOMEONE NOT ON THE CHILD'S LIST COMES TO PICK THE CHILD UP, THE TEACHER OR AIDE CANNOT DISMISS THE CHILD TO THAT PERSON WITHOUT WRITTEN OR VERBAL PERMISSION BY THE PARENT. A parent will be called if this situation should arise. This is especially critical in situations involving non custodial parents. St. John requires a complete copy of any court order you wish to have us follow.

## **DAILY ABSENCE PROCEDURE**

When your child is absent, you do need to call into the school office (782-1751) and inform them why your child will not be attending school. The state requires we know where every child is who is not in school on their scheduled day and time. Also it is nice for the class to know why their friend is not there for the day, especially since we like to pray for them.

## **BAD WEATHER DELAYS/CLOSINGS**

The Preschool follows the same procedure as St. John Lutheran School in regard to possible bad weather delays/closings. In the case of fog, sleet, snow, ice, etc. please listen to the following radio stations for information: WDFM, WZOM, or WONW. You need to listen for information regarding "DEFIANCE CITY SCHOOLS: PUBLIC & PAROCHIAL".

The procedure for delays **FOR MORNING CLASSES** is as follows:

If there is a TWO HOUR DELAY, we will begin at 10:45 A.M. and meet until 12:15 P.M.

The procedure for delays **FOR AFTERNOON CLASSES** is as follows:

If there is a TWO HOUR DELAY in the morning, afternoon classes will meet from 1:00 - 3:15 P.M.

For SCHOOL CLOSINGS, again we will be closed like the rest of the public and parochial schools.

## **AUGUST GROUP PARENT-TEACHER MEETINGS AND OPEN HOUSE**

During the month of August, St. John Lutheran Preschool teachers schedule group parent meetings in the classroom. This provides us with a time to meet you and for you to get to know the teacher. Teachers provide the parents with a lot of information about preschool! Expect a telephone call in August to set up an appointment. Teachers are flexible in times set up (days or evenings) for these classroom visits.

During the last week before school starts we also have an "Open House." This is a time when your child comes in to get familiar with his/her classroom and to meet the teacher before beginning class the next week. Information about the Open House will be given at the Parent teacher meeting.

## **CHRISTMAS PROGRAM/SINGING IN CHURCH**

Each December, generally on a Sunday a week or two before Christmas, we have our annual Christmas Program. Students in all preschool classes are invited to participate in this event. We will be sending home, sometime in November, songs and fingerplays you could practice at home with the child. This is a very special way to celebrate our Lord's birth with the children's singing.

The preschool students also occasionally sing for church services on Sundays with the Early Childhood Choir. This is also another special way for the children to praise our Lord in song.

## **PARENT PARTICIPATION**

Parents are welcome to participate in the preschool program in a number of ways. Parents are welcome to visit the classroom during the school day at any time (Although we do ask that you clear the day & time with the teacher).

Parents are also asked in the monthly newsletters if they would like to volunteer to drive or help chaperone at our field trips.

Every year we have one special PARENT/VISITOR night planned where you can participate with your child on special activities.

We will give you lots of warning in previous newsletters for you to know when this date would be coming up.

## **PARENT TEACHER LEAGUE (P.T.L.)**

Our school does have a Parent Teacher League (P.T.L.) with meetings periodically throughout the school year. Preschool Parents are also welcome to participate in these activities. Parents should check the weekly school newsletters for details.

## **WITHDRAWAL OF STUDENTS AND TUITION CREDIT**

Parents who enroll their children, may withdraw the child under the following conditions only:

- A. The family moves from the community.
- B. Mutual agreement between parents and school.
- C. In case of a child's extreme illness or injury requiring hospitalization.
- D. Upon written recommendation of a doctor.

In regard to conditions C and D above, the procedure shall be as follows:

1. After one week of continuous absence, the school shall contact the parents as to the status of the child.
2. After two weeks of continuous absence, the parents shall submit, in writing, a request to maintain a place on the roster for their child and shall obligate themselves to continue making tuition payments.
3. If no request in writing is made, the child shall be removed from the roster and that place will be filled from the waiting list.
4. Parents may then reapply and their child's name will be placed on the waiting list. The child will be reenrolled if a place is available or when an opening occurs.

A maximum tuition credit of two weeks will be granted per pupil per school year for a two week continuous absence due to hospitalization or written recommendation of a doctor.

### **RESTROOM USAGE**

1. All registering children are expected to be toilet trained before entering the preschool class. Parents or guardians will be contacted and requested to visit the school for immediate assistance with situations involving soiled clothing. The school staff will attempt to make the child comfortable in the interim. Repeated occurrences of soiled clothing may result in a request for the child to be withdrawn from class.
2. Coordination between the state-certified teacher and the aide on duty will provide for all students to be supervised in going to the restroom.

### **ACCIDENTS AND EMERGENCY CARE**

All parents must completely fill out the medical emergency card and emergency medical care authorization form. Copies are placed in the child's file and in the emergency card file cabinet in the school office. Please list people who can be contacted to pick up your child. No child will be admitted to preschool without all the names, addresses, and phone numbers of the child's physician, and dentist, and parental signatures on these forms.

Accidents and emergency situations will be handled according to the following procedures:

1. Minor accidents or injuries such as bumps, bruises, or cuts that seem not to require stitches or further medical care will be treated by staff who will comfort, wash wounds, and apply necessary Band aids. These incidents will be reported to parents verbally or in writing.
2. Parents, guardians, or persons listed on the emergency medical care authorization form will be called for accidents requiring further professional medical attention (but not emergency treatment). The person contacted will be told to pick up the child for further assessment by a physician. Examples of such injuries include deep cuts that may require stitches, uncontrollable nosebleeds, large bumps or bruises (particularly to the head), and possible fractures. An accident report will be completed by a staff member.
3. In emergency situations such as broken bones, unconsciousness, extreme fever, large or deep cuts, and head injuries followed by vomiting and/or dizziness, the staff will call for ambulance service, and an adult will accompany the child to the hospital. The parent, guardian, or emergency care person and the child's doctor will be informed immediately.
4. First aid kit supplies and directions for use are available in each preschool room. A first aid kit will be taken along on all field trips.
5. Every month we have fire drills and tornado drills. The children benefit from these drills, learning to evacuate their classrooms quickly according to assigned escape routes.

## DISCIPLINE POLICY

According to the Ohio state guidelines 3301-37-10, behavior management/discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but no limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) 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 gain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or any other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- (10) The preschool staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

POLICIES OF ENTIRE HANDBOOK ADOPTED BY:  
THE BOARD OF CHRISTIAN DAY SCHOOL  
ST. JOHN LUTHERAN CHURCH  
7/28/94

Revised January 2008