



PRESCHOOL HANDBOOK 2024-2025



Messiah
Lutheran
School



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INTRODUCTION

SCHOOL MISSION

Messiah Lutheran School aims to equip students for lives of world-changing Christian service. Together with their families, we facilitate students' growth in mind, body, and spirit. We offer first-rate academic, faith, and co-curricular programs so that, confident in God's abundant love in Christ, students are emboldened to use their well-developed skills, understandings, and character in new and diverse ways.

SCHOOL PHILOSOPHY

Messiah Lutheran School is committed to the growth of children as Christian individuals-- spiritually, academically/cognitively, socially/emotionally, and physically. Each student is taught appropriately for their age, stage of development, and individual needs in a nurturing environment of academic rigor and Christian love.

Our high standards of achievement for all students are both a celebration of the gifts that God has invested in them and preparation to utilize these gifts to the fullest in their future lives, education, vocation, service, and challenges. We believe that learning extends beyond the classroom walls, and we provide a variety of co-curricular learning experiences through athletics, activities, and service opportunities.

Faith in our Lord and Savior Jesus Christ and in His gift of salvation to us through his death and resurrection are the focus and motivation for everything we teach. Through this faith, each child learns that he/she is a redeemed child of God, and that he/she has been gifted with abilities from God in order to share God's love with those in our community and the world.

Through our program, we assist parents in helping their children:

- glorify God with lives that reflect growing confidence in the Gospel of Jesus Christ.
- discover, develop, and apply their unique God-given talents and abilities.
- grow in academic, critical thinking, and problem-solving skills.
- serve God, their church, their community, and their world.

CHURCH MISSION

We believe that Messiah Lutheran Church is an outpost of God's ongoing mission in Jesus Christ to rescue and save the world for himself.

Through the power of the Holy Spirit at work in the hearing of the Gospel, we are here to draw people into the life of Christ, to build them up in the word of Christ, and to send them into the world as agents of God's promise in Christ for all people.

To this end we aim to keep our church anchored in the Gospel, committed to excellence, and known for its first-rate educational and outreach ministries. We pray that God will continue to shape us as an attractive, vibrant, and energetic Lutheran congregation that church-seekers are eager to explore, members are glad to recommend, and the wider community is moved to thank God for.

OHIO DEPARTMENT OF EDUCATION

Messiah Lutheran Preschool is licensed through the Ohio Department of Education. You may view a copy of our license and a copy of our inspection reports in our classrooms or online at childcaresearch.ohio.gov. It is an honor to serve your child and family. If you have a concern, please contact us so that we may address it. If your concern is not resolved, you may contact the Ohio Department of Education at 1.877.644.6338 or ELSR@education.ohio.gov.

OUR SHARED EXPECTATIONS

Our relationship as school and home is a **collaborative partnership**. Each of us must offer our best contributions if our common goals are to be met.

As you can expect our faculty and staff to teach and model that parents and guardians are to be respected as God-appointed guardians, we expect that parents **TEACH and MODEL** for your child that school faculty and staff are to be regarded as his or her God-appointed guardians; children are to obey and respect them at school the same as his or her own parents. All people are worthy of respect and inclusion as precious children of God.

As you can expect our faculty and staff to communicate with you directly about your child's progress, triumphs, and concerns, we ask that parents **CONSULT** with us immediately when you have a question or concern. First, contact the teacher(s) involved. Parent contacts made directly to the principal will be redirected to the appropriate teacher(s). If no satisfactory understanding can be reached, the matter should then be referred to the principal. Your final step is an appeal to the School Board, through its chairperson. We are eager to consult with you any time – simply call for an appointment. **Never discuss a complaint in the presence of the child(ren).**

As you can expect our faculty and staff to invest themselves fully in your child's classroom, instruction, and progress, we ask that parents **INVOLVE** yourself positively in your child's school as time and talent permit.

As you can expect our faculty and staff to integrate prayer, devotions, faith formation, scripture study, and worship into students' days at school, we ask that parents **WORSHIP** with your child regularly. Your impact on their faith formation is immeasurable, and our work to develop their faith is incomplete without your contribution.

Your Christian faith and home will be strengthened when you worship together and study the Word in private and group settings. Here at Messiah, a Sunday morning schedule beginning in the fall provides for a separate educational hour with programs for both adults and children.

PRAY for us as we promise to pray for you.

A PARENT'S PRAYER:

Heavenly Father, make me a better parent. Teach me to understand my children, to listen patiently to what they have to say, and to answer all their questions kindly. Keep me from interrupting them or contradicting them. Make me as courteous to them as I would have them be to me. May I never laugh at their mistakes or resort to shame or ridicule when they displease me. Help me to teach and to discipline, rather than to punish. Let me not tempt my children to lie or steal. Guide me hour by hour that I may demonstrate by all that I say and do that honesty produces happiness. When I am out of sorts, help me, O Lord, to hold my tongue. May I ever be mindful that my children are children and I should not expect of them the judgment of adults. Let me not rob them of the opportunity to wait on themselves and to make decisions. Bless me with the bigness to grant them all their reasonable requests and the courage to deny them privileges I know will do them harm. Make me fair and just and kind and firm. Fit me, O Lord, to be loved, respected and imitated by my children. Amen.

ADMISSIONS

We recruit and admit students of any race, gender, color, and of national or ethnic origin whose parents desire an early childhood experience taught from a Christian perspective.

READINESS

If you have been practicing academic skills with your child, great job! Continue to read daily with your child and familiarize them with numbers and counting in meaningful, day-to-day tasks.

To help your child prepare for preschool, parents should also help their children develop the following personal skills:

- **Self-care skills: Children must be potty-trained** (able to use the toilet, wipe, and redress on their own, without wearing a pull-up during the day). Children should be able to wash their hands, and wipe/blow their nose.
- **Communication:** Children should be able to communicate their basic needs, ideas, and feelings.
- **Independence:** Children should be able to make choices in play and initiate simple tasks.
- **Ability to Follow Directions:** Children should be able to understand and follow simple and multistep directions.
- **Ability to Follow a Schedule:** With appropriate prompts, children should be able to transition from one activity to the next without great difficulty.
- **Social Skills:** Children should be able to sit quietly for a short period of time, take turns, play with others, and keep hands and feet to themselves.

REGISTRATION PROCEDURE AND REQUIRED RECORDS

APPLICATION CHECKLIST-COMPLETED ONLINE

- _____ Completed online application form
- _____ Copy of birth certificate & related custody documents
- _____ \$100 application fee (non-refundable)

ENROLLMENT CHECKLIST

- _____ Copy of immunization record and Medical Form
- _____ Completed Enrollment Packet through FACTS
- _____ Create FACTS financial account at FACTSmgt.com

These **must** be received no later than the beginning of preschool. Your child will not be allowed to attend until all of these forms are filed with the office.

Regarding enrollment forms: This state-required information form is important for many reasons, including accident and injury. Please inform us immediately of any changes that would affect our getting in touch with you, i.e., change of job, phone numbers, etc.

WITHDRAWAL/TRANSFER

To withdraw your child from Messiah's programs, please email school@messiahfp.org. You may obtain a transfer of records form in the main office, and Messiah will release your student's records to you and to the school/organization you direct. Students who continue to Kindergarten at Messiah will maintain a cumulative record from PS/PK to Kindergarten. Students who do not continue to Kindergarten will be asked to complete a transfer of records form to indicate where your student's cumulative record should be sent.

PRESCHOOL TUITION SCHEDULE 2022-2023	Annually
Preschool (3-4 yrs) or PreKindergarten (4-5 yrs) Tues. – Thurs.:	
8:30-11:30 a.m.	\$2,305
Full day (7:30 a.m.- 5:00 p.m.)	\$4,325
Preschool (3-4 yrs) or PreKindergarten (4-5 yrs) Mon. – Fri.:	
8:30-11:30 a.m.	\$3,815
Full day (7:30 a.m.- 5:00 p.m.)	\$7,210

All families are required to have a FACTS account. An online account set-up is required. To set-up your account, please access the FACTS link through www.MessiahSchoolFairview.org, or login directly at online.factsmgmt.com. The fee for this service is paid by Messiah School. The tuition payment plan will be structured in one of the following two ways:

1. Full payment of tuition through the FACTS Tuition Payment Plan by July 15.
2. Monthly payments resulting in tuition paid in full by March. Number and amount of payments may vary, based on starting month.

NOTE: Preschool tuition is not prorated for students with drawing mid-year, as we do not enroll students in PS/PK mid-year, and will no longer be able to offer the seat to another student.

PAST DUE TUITION AND FEES

In order for students to participate fully in preschool activities, tuition and fees must be current and in good standing. If needed, families may contact our billing coordinator, Kathy Campogni at kcampogni@messiahfp.org to ask for assistance in modifying payment plans and schedules.

In the event a FACTS payment is missed, a FACTS Missed Payment Fee will be automatically assessed. A notification by FACTS via mail or e-mail will be sent to the family noting the missed payment prior to the next attempt within twenty (20) days. The FACTS Missed Payment Fee is assessed for each missed attempt and, if returned by the family's financial institution, will be retried within twenty (20) days.

If tuition becomes delinquent and can no longer be serviced by the FACTS Tuition Payment Plan, a payment plan that brings the account current for the remainder of the school year must be created by the billing coordinator and submitted to the principal and board for approval. The Board will accept or reject the payment plan or propose its own plan. All such plans will be administered through the FACTS Tuition Payment Plan Service. After consultation with the family, if the Board and the family cannot agree on a payment plan, the student's enrollment will be terminated. The termination is effective ten (10) school days following the delinquency. Following termination or withdrawal from the school, delinquent accounts without a payment plan submitted and approved by the Board or delinquent accounts with delinquent payment plans, may, at the Board's discretion, be turned over to a third-party agency for collection.

Every effort must be made by all concerned to ensure confidentiality, integrity and the welfare of the students. All requests for exceptions must be in writing and approved by the Board. The parent or guardian is welcome to appear before the Board.

ATTENDANCE

HOURS

General Morning Program:

- 3-day Preschool and PreK (3-4 year olds and 4-5 year olds) meet Tuesday, Wednesday, and Thursday 8:30 a.m. – 11:30 a.m.
- 5-day Preschool and PreK (3-4 year olds and 4-5 year olds) meet Monday - Friday 8:30 a.m. – 11:30 a.m.

Extended care is also available. Students may enroll in the full morning program (drop off beginning at 8:30 a.m. and pick up at the regular time). Students may also enroll in the full-day program (drop off as early as 7:30 a.m. and pick up as late as 5:00 p.m.).

EMERGENCY CLOSINGS

Should an emergency closure or delay of school become necessary (due to weather, etc.), parents will be notified by text (if they have subscribed) and email.

ATTENDANCE

ABSENCES SHOULD BE REPORTED BY TELEPHONE EACH DAY BEFORE 9:00 A.M. FOR YOUR CHILD'S SAFETY. SCHOOL TELEPHONE: (440) 331-6553.

EXCUSED ABSENCES

As our time together is especially limited in preschool, all students are expected to be on time for the core program (beginning at 8:30 a.m.). Excessive tardiness or absences will be addressed with parents.

PROMPT PICK-UP

Please pick up students on time. Students being picked up late will be waiting at the school's main office. Families with a pattern of late pick-up may be assessed a \$5 fee for every 5 minutes late or removed from the program.

DROP-OFF/PICK-UP PROCEDURES

DROP-OFF:

- **7:30-8:00 a.m.:**
 - Park on W 215th Street; use the main office entrance.
 - Use the phone button on the entry system to request entry.
 - 7:30-8:00 a.m. Entry: Go to the upper Preschool classroom and check in your child.
- **8:00- 8:30 a.m.:**
 - Park in the south parking lot OR enter W 215th Street from Lorain Road and make a U-turn. Pull as far forward as possible, then park.
 - Use the main office entrance.
 - Use the phone button on the entry system to request entry.
 - Go to the upper Preschool classroom and check in your child.
- **8:30- 8:40 a.m. (regular arrival):**
 - Enter the south parking lot and drive north in the east driveway to the Luther Rose/Stained Glass Atrium entrance.
 - Park in the line of cars, and staff will welcome your child as they enter the atrium.
- **After 8:40 a.m. (late):**
 - Park in the south parking lot OR enter W 215th Street from Lorain Road and make a U-turn. Pull as far forward as possible, then park.
 - Use the main office entrance.
 - Use the phone button on the entry system to request entry.
 - Sign your child in at the main office; a staff member will walk them to their classroom.

PICK-UP

- Parents will be required to provide a list of those adults who are permitted to pick up their preschool student in their enrollment forms. All adults picking up students should be prepared to show legal identification.
- Morning Pick-up (11:30-11:35 for 3- and 5-Day Programs):
 - Enter W 215th Street from Lorain Road and make a U-turn. Pull as far forward as possible.
 - Walk to the preschool entrance and ring doorbell.
 - Staff will release your student to you at the door.
- Extended Day Pick-up (between 11:35 - 5:00 p.m.):
 - Park in the south lot (by the playground) OR enter W 215th Street from Lorain Road and make a U-turn pull as far forward as possible. Park and walk to pick up your child. If you have an older child, please park in the south lot to help us manage the flow of traffic.

TRANSPORTATION

Transportation to and from Messiah School is the responsibility of the parents. No busing is available for preschool children.

PARKING

Please park on the east side of W. 215th Street or in our south parking lot (accessible from the south end of W 215th). Overnight parking on church/school grounds is not permissible. Cars left on the property after 11:00 P.M. may be towed away. **Private properties adjacent to Messiah should not be used for school parking.**

BUILDING

Video camera surveillance surrounds the building, and video intercom systems are located at the main entrance on W. 215th Street and the east entrance (Atrium). When students are being picked up from school during the school day, parents must report to the school office, where upon the secretary will call the classroom for the student to come to the office.

VISITORS

Parents/guardians are welcome to visit the classroom at any time. All visitors must first report to the school office and receive permission before visiting classrooms. Such permission is granted by the school office. Friends and other non-school members are not permitted to visit the school unless they receive such permission from the school office.

STAFF/CHILD RATIOS and CLASS SIZE

The Ohio State Board of Education maximum staff/child ratios and group sizes for pre-school are as follows: 1:12 for children of 3-years of age; 1:14 for children 4 and 5 years of age. Ratio may be doubled while children are on cots during designated rest time. While the maximum ratio for pre-school at Messiah Lutheran School is determined by the school principal, our class size will not exceed these maximum ratios.

SAFETY DRILLS

In accordance with state laws, Messiah Lutheran School staff is trained in emergency response procedures. Drills are conducted throughout the year: fire drills are held monthly, tornado drills are held March-May and September-October, and malicious intruder drills are held seasonally. Social stories help students to prepare, and advance notice will be provided to parents of lockdown drills, which are held in the most developmentally appropriate way possible. All drills are timed and are a matter of record. Evacuation routes are posted in each classroom.

PROGRAM GOALS

CURRICULUM

Messiah offers a complete course of study, preschool through eighth grade, correlated with the Lutheran church, and the State of Ohio Early Learning standards. The course of study is in accord with all the principles set forth in Holy Scripture. The curriculum is designed Ohio's Standards for Early Learning and Development in order that children will be prepared to successfully continue their education beyond Messiah School.

[Ohio's Early Learning & Development Standards](#) present a continuum of learning and development from birth to age five in several domains: Approaches to Learning; Cognitive Development; Creative Development; Language and Literacy; Mathematics; Physical Development and Wellness; Science; Social and Emotional Development; Social Studies.

Our curriculum is designed to be both age and developmentally appropriate. Activities are chosen to enhance each individual child's social, emotional, physical, intellectual, and spiritual growth. Hands-on learning is encouraged through art, religion, math, science, music, fine and large motor skills. Free-play is a part of learning and is encouraged.

Our classrooms use McGraw Hill's World of Wonders as their primary curricular resource. World of Wonders is approved by the Ohio Department of Education.

PARENT CONFERENCES

There will be conferences scheduled for preschoolers in the fall and spring. To schedule an additional conference, please contact the teacher.

PROGRESS REPORTS

Progress reports will be presented to parents during conferences.

MATERIALS and SUPPLIES

A list of required supplies will be given before the start of school.

STUDENT LIFE

DRESS CODE

Please dress your child appropriately for weather conditions. We recommend comfortable play clothes every day. We expect tennis shoes or other rubber soled shoes for safety in running and climbing; no sandals, open-toes or backs, flip-flops or 'crocs.' Girls wearing skirts or dresses are encouraged to wear shorts/leggings. Learning can be messy! Please send students in clothes that can be easily laundered.

BEHAVIOR MANAGEMENT/DISCIPLINE

OUR PHILOSOPHY OF DISCIPLINE: At Messiah Lutheran Preschool, we believe that all children are dear to God, and are dear to us. Mistakes are a natural part of the growing process. Occasional poor and/or impulsive behavioral decisions are to be expected from young children. Setting expectations for behavior allows us to maintain a safe learning environment for all children, and allows us to help children grow into responsible, empathetic people. Positive choices are taught, modeled, encouraged, and praised. Each poor or impulsive choice represents a learning opportunity for the child, and research tells us that natural consequences are most instructive. Different choices require different levels of intervention from adults. In minor situations, students are redirected or given adult guidance to resolve conflict or make amends. In situations when more intervention is required, limits to students' access to spaces or materials may be applied. Time away from the group to calm/regulate, think, and re-establish self-control will be employed when necessary or when other methods are not effective. When separation from the group is necessary, students shall be within the supervision of school staff. In all situations, students are given the opportunity to discuss, see a model of, and practice appropriate choices. At no time shall

any employee of Messiah School employ cruel or corporal methods of shaming, rough-handling, neglect, or abuse of any kind.

Our primary resource for social emotional learning and discipline is Conscious Discipline.

See more at ConsciousDiscipline.com.

Our discipline policy for preschool follows Ohio State Board of Education rule 3301-37-10.

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior. The centers written discipline policy is to comply with this rule, section 3319.46 of the Revised Code and rule 3301-35-15 of the Administrative Code.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, and removal policies exist, they are to be written in accordance with section 3313.66 of the Revised Code.

(D) The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not 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, so the child may regain control.

(4) 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.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or 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, and food shall not be used as a reward for behavior.

(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 center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

PREPAREDNESS & PREVENTION

- A. School Entrance Medical Record:** Medical authorities and school educators urge that every child entering school for the first time have a complete medical examination before entering school. Please have your physician complete the School Entrance Medical Record which you have received and return it to the school office promptly. Immunizations records are required by state law and must be submitted within 14 days of enrollment or the first day of school.
- B. Staff Training and Hygiene:** Preschool staff are trained in recognition of illnesses and abuse; hygiene, hand-washing and disinfectant procedures; management of blood-borne pathogens; first aid; 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. All children are instructed and encouraged often to wash their hands after using the toilet, before eating, after using a tissue, etc.
- C. Entry Screening:** Staff trained to recognize common signs of communicable illness will observe each child as they enter the school each day, and throughout the day. Staff will proceed with appropriate response if signs of illness are observed.
- D. Rest Cots:** Cots are assigned to individual students and are wiped with a disinfectant each day before storage. Students wishing to bring a blanket/lovey/plush toy must store said textiles in backpacks or a large sealable plastic bag.
- E. Nut Free:** In order to ensure student safety, and to express our love and concern for all members of our school community, Messiah School is a nut-free environment. Students may not bring snack or lunch foods with active nut ingredients (nut butters, Nutella, bars, trail mix, candies, etc). Families are also encouraged to celebrate with non-food items, such as simple toys.

ILLNESS

A. Symptoms of Communicable Disease 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, and provided with caring supervision until released to his/her parent or guardian. The child will be made comfortable, being provided a resting mat.

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

1. Vomiting or Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe cough
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (pink eye)
6. Temperature of 100 degrees Fahrenheit or higher taken by the axillary method
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.)
11. Multiple symptoms of COVID-19 (including cough, sore throat, runny or congested nose, lethargy, or other COVID symptoms not listed above)

The child, while isolated at the program, shall be carefully observed for additional symptoms listed below as well:

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

B. Ohio Department of Health & Cuyahoga County Board of Health:

Messiah’s staff follow guidance from the Ohio Department of Health and the Cuyahoga County Board of Health. Our program follows the Ohio Department of Health “Communicable Disease Chart” for management of suspected illness. It is posted in the preschool classroom and in the school office.

C. Mild Illness: 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 above.

D. Medication:

- a. **Morning Students:** Medication of any kind (prescription or over-the-counter) will not be given by our staff since preschool is only 3 hours in length. Please give medicine before or after school.
- b. **Full-Day Students:** Medication of any kind (prescription or over-the-counter) will require the completion of the form authorizing administration of medication. The form must be signed by a physician/nurse practitioner. The form is available in the school office.

E. Return to School

- a. **Vomiting, Diarrhea, and Fever:** Students may return to school when they have been symptom-free (without medication) for 24 hours.
- b. **Infections treated with antibiotics (pink eye, strep, ringworm, etc.):** Students may return to school when they have been on a course of antibiotics for 24 hours and symptoms have improved (and lesions are covered).
- c. **COVID:** Students may return to school 5 days after their positive test or first symptoms, wearing a mask for 5 days.
- d. **Other illnesses:** Principal will collaborate with parents and medical professionals to determine a return date.

REPORTING AND RESPONSE

- A. Student Illness or Injury:** In the event that a student becomes ill or injured, parents will be notified immediately according to the information provided on the student's enrollment forms/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 the FACTS system.
- B. Exposure to Communicable Disease:** [In addition to the responses for students displaying symptoms listed above.] When students have been exposed to a communicable disease such as Chickenpox, Fifth Disease, etc., an email will be sent home as soon as possible. It will include the symptoms, method of transmission, and control measures.
- C. Incident Reports:** 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.

HEALTH RESOURCES & SCREENING

Healthchek (Ohio's Ohio's Early and Periodic Screening, Diagnostic, and Treatment service package) information is distributed to each family at the beginning of the year. Within 60 days, developmental screenings for speech/language, cognitive, gross/fine motor and social/emotional/behavioral development will be conducted.

For more information about Healthchek services:

- contact your County Department of Job and Family Services,
- go online at [Medicaid.Ohio.Gov/Healthchek](https://www.Medicaid.Ohio.Gov/Healthchek),
- contact your Medicaid managed care plan, or
- call the Ohio Medicaid Consumer Hotline
 - (800) 324-8680.

COMMUNICATION

DIGITAL COMMUNICATIONS

School information can be found on FACTS Family Portal (through FACTSmgt.com) and our web site: www.MessiahSchoolFairview.org. Stay up-to-date by reading your weekly email and by following Messiah School of Fairview Park on Facebook.

E-MAIL

The school's e-mail address is: school@messiahfp.org. Teachers and staff also have emails that are comprised of their first initial, last name, followed by @messiahfp.org.

Mrs. Hilden (Teacher): khilden@messiahfp.org

Mrs. Twigg (Teacher): dtwigg@messiahfp.org

Mrs. Casselberry (Principal): hcasselberry@messiahfp.org

Mrs. Coreno (Secretary): mcoreno@messiahfp.org

PHONE NUMBER

The school can be reached at: 440-331-6553. Messiah has a voice mail system through which you can leave messages for teachers and principal. At the very best, teachers will check their voice mail at lunch time and after school. In an emergency, please speak to the school secretary.

CLASSROOM VISIT

Guardians may visit their child's classroom at any time, though teachers may not be available for conference/conversation. Visiting guardians are expected to sign in at the office and not to disrupt classroom instruction and activities.

STUDENT FILE GUIDELINES

In compliance with federal law, Messiah has a set of guidelines covering the collection, classification, and releasing of information about each student. A complete copy of the guidelines is available from the school office on request.