



PARENT HANBOOK 2025-2026

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Fairlawn Lutheran Church and School

Parent Handbook
2025–2026

Philosophy and Purpose

Fairlawn Lutheran Church and School Philosophy

Welcome to Fairlawn Lutheran Church and School,

Founded in 1997, Fairlawn Lutheran School is an accredited Christian school committed to excellence in academic preparation for preschool children.

Our Philosophy

We partner with families to educate the “whole” child; mentally and spiritually, in a supportive, hands-on environment.

In accord with our Parish and School community, we model the Christian faith and support parents as they help their children become not only good students, but also kind, responsible people. We believe the most effective influence in a child's life can be realized when the Church, home and school work together. We believe that each has an immediate and direct influence on the developing child.

We Pray – Fairlawn Lutheran School is an important ministry of the congregation in nurturing children in the Christian faith and reaching out to bring others to Christ. We also consider Fairlawn Lutheran Church and School to be an extension of the home, partnering with the parents/guardians.

We Play – We believe that play is an important part of the early childhood experience. Through play, each child can use their creativity to explore their environment, learning how to engage and interact with the world around them.

We Learn – We believe that every child can reach his or her full potential at their own individual pace, in a developmentally appropriate preschool and Kindergarten program. This is done by leading activities that encourage each child to grow spiritually, socially, cognitively, physically, and creatively.

As we continue to pray, play, and learn together, we thank you for the opportunity to partner with you in the growth and development of your child. It is our joy and mission to walk alongside families in a relationship with Christ, and nurturing each child in faith and learning.

School Board
Preschool Director
Fairlawn Lutheran Church and School

Our Purpose

Fairlawn Lutheran School strives to provide quality Christian education for the children of surrounding communities, neighboring Christian Churches, and the Fairlawn Lutheran Church congregation. Fairlawn Lutheran School teaches the fundamentals of the Christian faith. This school meets or exceeds the standard for early childhood education required by the State of Ohio.

Our degreed school staff provides a curriculum that encompasses all eight developmental areas: religion, language arts, math, social science, fine and gross motor skills, music, and art. We believe that open lines of communication are necessary to ensure the success of our program. We set high standards for cleanliness, friendliness, and professionalism.

Licensing and Compliance

Licensing Information

The Ohio Department of Children and Youth Services licenses Fairlawn Lutheran School. The licensing record includes, but is not limited to, compliance report forms from Ohio Department of Children and Youth Service evaluation forms from the Summit County Health, Building and Fairlawn Fire Departments that inspected the school. All are available upon request. At the end of the handbook, you will find more information regarding our license, please take time to read this additional information.

Smoke Free

Fairlawn Lutheran Church and School is a smoke free facility. Smoking is not prohibited in or around the facility, this includes e-cigarettes.

Sanitation

Hygiene Measures and Procedures

Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will be washed throughout the day, using soap and water for at least 20 seconds each time. Hand sanitizer will be used for our older classes when soap and water are not available. Sanitizing stations are located throughout our facility.

Sanitizing/Disinfecting

All hard surfaces will be wiped down throughout the day—before and after use, as well as at the end of each day. Any toys that go into a child's mouth will be disinfected following our usual procedures. Surfaces and toys will be sprayed regularly before leaving the room.

Safety and Security

To ensure the safety of our children and the security of our facility, please follow these steps when entering the building during school hours:

1. **Enter through the Church's main doors.**
2. **Press the white button** located on the upper right side of the doorframe to alert staff of your presence.
3. A staff member will respond and ask you to **identify yourself and state your purpose.**
4. **Security cameras are in place** to further ensure the safety of everyone in the building.
5. If your name is not recognized, another staff member will be contacted to verify your identity. **A photo ID may be required.**
6. Once verified and if you have a scheduled appointment, **the door will be unlocked to allow entry.**
7. All Church staff maintain an updated list of enrolled children. **If your name or the name you provide is not on the list, access may be denied.**
8. In rare cases, individuals on sex offender registries may have a child enrolled. However, **due to the nature of their offense and legal restrictions, they are not permitted in the building under any circumstances.**

Supervision of Staff

The Director oversees the daily operations of the school and is responsible for all day-to-day activities. Each classroom is staffed with certified, trained teachers who are carefully selected for their Christian values and nurturing personalities. All teachers and teacher assistants are employed only after passing thorough background checks.

Staff-Child Ratio

The ratio of school staff to children is mandated by Ohio Department of Children and Youth Services. Each staff member shall be assigned to a children's class and shall have regularly assigned working hours to provide continuity of care and supervision to children. The State ratios are: 6:1 for Toddlers, 12:1 for 3-year-olds, 14:1 for 4s and 18:1 for 5s and school-agers. We meet the state requirements for staff-child ratio.

General Program Information

General Information

We offer instruction in religion, social science, large muscle development, fine motor skills, alphabet and numbers, music, safety, play, creative dramatics, painting, water play, art, cooking, and more. Field trips are also part of our school experience. Community resources are utilized in the classroom whenever possible. We desire to begin and end each day with a prayer or Biblical song. Bible/Jesus Time is 10-15 minutes per class, centering on Old Testament and New Testament stories. The children and staff attend Chapel weekly.

In addition to a degree or certification in an educational or related field, our faculty and staff is trained in first aid, the recognition and prevention of child abuse, the prevention and management of communicable diseases and CPR. Staff also attend in-service trainings on pertinent issues such as child development, behavior modification or curriculum up-dates. The school may be closed on these days.

Any person may report a suspected or witnessed violation by the school to the Ohio Department of Children and Youth Services at 1-866-886-3537. All staff members are also mandated reporters of child abuse they witness or suspect. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern. The Child Abuse Hotline phone number is 330-376-1880.

To cover pertinent operational rules and regulations, the Director will provide the parent or guardian with written information about the program and activities of the school. This information will include the school's name, address, telephone number and the number in each age category that the school is licensed to serve. The Director will provide the parent or guardian with a class roster – parents/guardians select what information they want to have included if any. The class roster is confidential and may not be shared with others without permission of the parents on the list.

Weather Advisory Information

If Fairlawn Lutheran School must close during operating hours due to severe weather or other unforeseen circumstances, parents/guardians will be contacted to pick up their children and will also receive a notification through the BrightWheel App. In the event of an emergency evacuation, students will be relocated to either the Fairlawn Library or Summit Mall. If school is closed **prior to drop-off**, closure announcements will be made on the following television stations:

- **WKYC-TV, Channel 3**

Closing information will also be available online at:

- www.wkyc.com

Please note: **Regular tuition payments are still expected on closure days.**
We generally remain open during wind chill advisories.

Field Trips and In-House Programs

Field trips and in-school programs may be scheduled throughout the year to supplement the curriculum. Some of these events are free, while others may require a fee per child. In some instances, parents/guardians and siblings may also be required to pay a fee to attend. Occasionally, an activity may involve a **flat fee**, meaning all children in the class are charged regardless of attendance. Participation in field trips and in-house programs is strongly encouraged for all students.

Please note: **If a child is absent, the fee may or may not be refundable depending on the nature of the event.** There are no water activities/swimming field trips.

All classes will meet at and be dismissed from the field trip location. Each child must have a signed permission slip from a parent or guardian in order to attend.

All enrolled children will wear an identifying school name tag or shirt during the trip. Staff members will be assigned specific children to supervise, and attendance will be taken on a separate field trip attendance sheet to ensure that all children have arrived safely.

Parents who attend are expected to help supervise either their own child or the children assigned to them.

Parents/guardians are responsible for transporting their child to and from field trips. All children must be secured using seat belts, with only one child per belt. Children are not permitted to ride in the front seat, stand in a moving vehicle, or sit on the floor.

Any child who is required by law to use a car seat must be properly restrained in accordance with **Ohio state law**.

The driver must ensure that each child boards and exits the vehicle from the curbside, away from the path of moving vehicles. At each destination, the driver is responsible for checking the vehicle to confirm that no children have been left behind. Additionally, smoking is prohibited in any vehicle when children are present.

For field trips, the volunteer driver must be at least 18 years old, hold a valid driver's license appropriate for the vehicle as required by Ohio law, and must not be under the influence of any substance that could impair their driving abilities.

Any vehicle used to transport children on field trips must be maintained in a clean and mechanically safe condition. The driver must also provide proof of current insurance.

Water Activities and Swimming

All water activities, whether on-site or off-site, shall not exceed 12 inches of water in accordance with state regulations. If the school participates in an activity involving water over 18 inches

deep, parent permission will be obtained, and all rules outlined in Rule 5101:2-12-24 will be followed. <https://codes.ohio.gov/ohio-administrative-code/rule-5180:2-12-24>

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children.

A sample ½ day schedule would include:

9:00-9:10 AM	Arrival
9:10-10:30 AM	Learning Centers- sensory, science, construction, art, music, dramatic play, math, etc.
10:30-10:45 AM	Opening circle- Jesus Time, weather, stories, songs and finger plays
10:45-11:05 AM	Large/Gross Motor- indoor or outdoor
11:05-11:15 AM	Potty Break, wash hands
11:15-11:30 AM	Snack time
11:30-11:45 AM	Free Play
11:45-11:55 AM	Closing Circle
11:55 AM	Line up for car line
11:55-12:00 PM	Dismissal

A sample full day schedule would include:

8:55-9:10 AM	Arrival, handwashing, tablework/activities
9:10-9:20 AM	Jesus Time (bible story and morning prayer)
9:20-9:30 AM	Circle Time (calendar, weather, question of the day)
9:30-10:15 AM	School Free Play (dramatic play, art, science, writing, math, blocks)
10:15-10:20 AM	Bathroom Break
10:20-10:35 AM	Snack
10:35-10:45 AM	Independent Reading
10:45-11:15 AM	Fine Motor/HWT/Phonemic Awareness
11:20-11:45 AM	Gross Motor (Outdoor or Gym)
11:45-11:55 AM	Bathroom Break
12:00-1:15 PM	Lunch/Recess
1:15-1:30 PM	Quiet Time
1:30-2:00 PM	Daily Focus Activity (Science, Art, Math)
2:00-2:15 PM	Small Groups
2:15-2:35 PM	School Free Play (dramatic play, art, science, writing, math, blocks)
2:35-2:40 PM	Clean Up- Closing Circle
2:45 PM	Dismissal

A sample full day Kindergarten schedule would include:

8:55-9:10 AM	Arrive, unpack, enter
9:10-9:30 AM	Religion
9:30-10:00 AM	New sight word

10:00-10:15 AM	Read-aloud
10:15-10:30 AM	Calendar
10:30-10:45 AM	Phonics/Handwriting
10:45-11:00 AM	Snack
11:00-11:15 AM	Free play
11:15-12:00 PM	Math
12:00-12:15 PM	Math game
12:15-1:30 PM	Lunch/Recess
1:30-2:15 PM	Special! M- Music, T and TH- Fitness, W- Art, F- Conference with Teacher
2:15-2:45 PM	Reading
2:45-3:10 PM	Game time!
3:10-3:15 PM	Clean up and dismissal

Enrollment and Attendance

Enrollment Procedure

Before enrolling any child, parents or guardians must schedule an appointment with the Director for a tour, during which the child(ren) may accompany the parents. This meeting allows both the parent and the Director to clearly discuss expectations for Fairlawn Lutheran School and review the enrollment package in detail. Once the decision to enroll is made, parents or guardians will receive an application, tuition and financial agreement, all required health and emergency forms, and a copy of our Parent Handbook, which can be found on our website at <https://www.fairlawnlutheranschool.org/formspubs.html>.

Complete the registration forms online and mail a check for the registration fee, made payable to Fairlawn Lutheran School. The state-required Child's Medical Statement and Health and Enrollment Form are due in August. The registration fee covers various expenses, including some special program features. Please note that the registration fee is non-refundable and is not applied toward tuition. If a class is canceled due to insufficient enrollment and no alternative class is available for the child, the registration fee will be refunded.

Enrollment Age

Enrollment ages vary and are based on class. Contact the Director for details.

Immunization Policy

Students enrolled in Fairlawn Lutheran School must submit a Child Medical Statement Form, which includes a list of up-to-date or in-progress immunizations. These include:

1. Chicken pox
2. Diphtheria
3. Haemophilus influenzae type b
4. Hepatitis A

5. Hepatitis B
6. Influenza (if the seasonal vaccine is available)
7. Measles
8. Mumps
9. Pertussis
10. Pneumococcal disease
11. Poliomyelitis
12. Rotavirus
13. Rubella
14. Tetanus

If a child has not received any of the above immunizations, the Child Medical Statement Form must still be completed. If a communicable disease listed is reported in the center, the child will not be allowed to attend school until the outbreak is over. However, tuition will still be required during this time.

According to Ohio Department of Children and Youth Services rules, each child must submit an up-to-date immunization record and a signed doctor's health form before preschool begins in September. These forms must be updated annually, or within one year of the previous visit.

Toilet Training Policy

Fairlawn Lutheran Church and School requires all children enrolled in school (excluding the 2-year-old Parent-Child class) to be "toilet-trained" by the start of the school year (see definition below). Children must wear fabric underwear to school; "Pull-ups" or any disposable products are not acceptable.

If a registered child has not achieved toilet training by the beginning of class, the child's position will be held for up to two months at a reduced tuition rate of 50%. If the child is still not toilet trained after two months, the position will no longer be held, and the child will be placed at the top of the waiting list. As soon as an opening arises, the family will be offered a position, provided the child is now toilet trained. In some cases, the School Ministry Board may make an exception on a case-by-case basis.

"Toilet trained" is defined as the learned ability to control the elimination of urine and stool. It means that the child is capable of:

1. Lowering and raising of pants/slacks/tights and underwear without assistance.
2. Cleaning themselves without assistance. (Staff members are NOT permitted to wipe students)
3. Holding urine and urinating several times a day.
4. Telling others that it is time to go to the bathroom.
5. Knowing when to urinate without aide (Ex. Being told when to go or set alarms)

Absence Policy

Fairlawn Lutheran Church and School expects all children enrolled to attend all classes. Attendance is taken daily and recorded. Timely payment of full tuition fees (due on the first day of each month) ensures the child's position in school, regardless of attendance (e.g., illness, vacation, etc.). Parents/guardians are encouraged to discuss their child's individual needs with the classroom teacher and/or the Director. The School Ministry Board may consider special circumstances regarding the absence policy.

School-age students who are absent for 38 or more hours in one school month, or 65 or more hours in a school year, with or without a legitimate excuse, will be brought to the attention of the Fairlawn Lutheran School Ministry Board. Students may be held back due to excessive absences. Each case will be reviewed individually, with input from both the teacher and the parents.

If your child will be absent, please call the school at 330-864-7724 and leave your child's name, class, and reason for the absence on the voicemail, or send a message through the BrightWheel app. This helps us monitor illnesses and address any questions from parents regarding illnesses in the classroom. If a student scheduled to arrive from another building or program does not show up and no prior notification of the absence has been received, the administrator or their representative will contact the family to locate the student.

Classroom and Operational Procedures

Pick-Up and Drop-Off

A pick-up and drop-off system is in place for the 3, 4, 5-year-old, and Kindergarten classes. Specific numbers will be assigned to identify you and your child, or, in the case of carpooling, to identify which children you will be taking home. A child will only be released to individuals 16 years of age or older. We will release the child only to the parent or guardian unless the parent notifies us in person, in writing, by phone, or via a BrightWheel message to the Director or teacher about who will be picking up the child. The Director reserves the right to retain a child if a potentially harmful or dangerous situation arises. A photo ID may be requested for verification.

Parents or guardians of children enrolled at Fairlawn Lutheran are always welcome to be in the building, unless otherwise determined by the Director. Please notify the Director or teacher when you are in the building. Once the presence of a parent or guardian is acknowledged, unlimited access is granted during operating hours.

For the safety of all children, staff will only release students to individuals listed on the authorized release form provided by the parent or guardian. In the event of an emergency, parents must provide written and signed permission or leave a voicemail authorizing someone not on the release form to pick up their child. Staff will check photo identification for anyone

they do not recognize. Please inform authorized individuals ahead of time to bring a valid photo ID and to avoid being surprised by this requirement.

Children will not be released to anyone, including a parent or guardian, who appears to be under the influence of drugs or alcohol. In such cases, emergency contacts will be called to transport the child. If necessary, law enforcement will be contacted to ensure the child's safety.

If there is custody or legal considerations regarding your child, you must provide the school with official court documentation specifying who is permitted to pick up your child. Staff will follow the instructions outlined in these legal documents. Without court documentation, both parents will be granted equal access to pick up the child.

If a parent or guardian attempts to pick up a child in violation of the legal agreement on file, the police may be contacted. Staff will follow the direction of law enforcement regarding the release of the child.

Drop Off and Pick Up Procedure

Students can be dropped off and picked up through the car line. Parents are welcome to walk their child into the building. All students will be loaded from the curbside. For safety reasons, staff will not walk students to the lane side of the car. If your child cannot be loaded curbside, please park your car and walk to the door to drop off or pick up your child.

Student safety is important to our school. Students will not be loaded into cars without proper a car seat according to Ohio State Law. Parents or caregivers will be asked to return with a proper car seat. Late pick up fees will be applied.

Drop-Off & Pick-Up Locations

- **Drop-Off**
 - **School Entrance:** 3A, 3B, 3C, 4A, 4B
 - **Main Church Doors:** 4C, 5B, Kindergarten
- **Pick-Up**
 - **School Entrance:** 3A, 3B, 4A, 4B, Kindergarten, Lunch Bunch, Enrichment
 - **Main Church Doors:** 4C, 5B

Carline Drop-Off & Pick-Up Times

- **Drop-Off**
 - **8:55–9:05 AM** – All Classes
- **Pick-Up**
 - **12:00 PM** – Morning Classes
 - **1:15 PM** – Lunch Bunch
 - **2:45 PM** – All Day 5s and Enrichment
 - **3:15 PM** – Kindergarten

If you have siblings, please use the younger child's door for drop-off. A diagram is available on the website. **If you arrive late, please bring your child to the main Church entrance and follow the procedure outlined under Safety and Security.**

Late Pick Up Procedure and Fees

If you will be late picking up your child, please contact the school to inform the teachers.

A late pick-up fee of \$20 per 15 minutes will apply if your child remains at the school past the class dismissal time. After two late pick-ups, the fee will increase to \$10 per five minutes. After six late pick-ups, the situation will be considered excessive, and your child may be dismissed from the program.

Late pick-ups can be picked up at the school entrance.

Dress Code

Children should wear casual play clothes that parents and children won't mind getting messy. Clothing should cover child's body with modesty. Please ensure your child's torso and buttocks is always covered. Additional clothing items such as hats, gloves, mittens, boots, and book bags should be clearly labeled with your child's full name. Socks and tennis shoes must be worn at all times. Children not wearing tennis shoes will not be allowed on the playground equipment. **Flip-flops, jellies, backless shoes, and sandals of any kind are not permitted.**

Outside Play/Recess

Fresh air and exercise are essential for every child's development. Children at our school go outside for scheduled recess whenever the weather permits. We follow the Ohio Department of Job and Family Services outdoor temperature guidelines of 25°F to 90°F, with the wind chill required to be above 25°F. This means that even in winter, your child should come prepared for snow play, including boots, mittens, coats, hats, and snow pants. If your child is well enough to attend school, they are also well enough to go outside.

If your child has a medical reason for not going outside, the school will be happy to comply with a parent/guardian's request when presented with the physician's written instructions. Consideration is also given to humidity, ozone levels, pollen count, lightening, rain or ice. We will not play outside if any of the above elements has been determined to be at dangerous levels as reported by the National Weather Service.

Show and Tell/Friend of the Week

Children practice oral speaking, audience, and listening skills through activities like Show and Tell. These activities help them become comfortable speaking in front of a group. Children may bring toys, books, family pictures, or any other items of interest to share.

As we model the teachings of Jesus Christ daily, toy guns, light sabers, swords, bows and arrows, or any other weapons used for fighting or warfare are not allowed. Additionally, any items depicting blood, gore, or horror are prohibited. We are consistent and firm with this policy. If a

child forgets an item on their designated day, they will have the opportunity to speak about a pet, family members, favorite TV shows, or other topics of interest.

Class Invitations

The feelings of all enrolled children are a top priority at our school. Children engage in conversations during both large and small group activities. They are aware of who is invited to play together and who is invited or not invited to birthday parties. **Our school follows a policy of full inclusion.** Invitations should be extended to all children in the class, or to all boys or all girls in the class. Whether or not they attend is up to the parent/guardian's decision, but it is courteous to invite everyone and not exclude others. If you do not wish to invite all the children in your child's class, invitations must be mailed directly by the parent/guardian; they may not be distributed through the school.

Napping And Resting

Please ensure your child gets a proper night's sleep before class. Due to the part time classes, we do not offer a nap or a rest time during regular class time. A "rest" time is offered during Enrichment and all day preschool classes.

Student Records

Students' records are open only to the particular child's teacher, the Director, an authorized representative of Ohio Department Children and Youth Services, and the child's parent or legal guardian.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff members remain alert to the safety needs of the children, anticipate potential hazards, and take the necessary precautions to prevent accidents. At no time will a child be left unattended; staff will supervise children at all times. If a child becomes ill, they will be isolated in an unused section of the room, but still within the sight and hearing of a staff member.

Parent/Guardian Participation and Responsibilities Policy

We are committed to partnering with families and strongly encourage parents and guardians to be involved in all aspects of their child's program. Our primary focus is your child's well-being and growth.

To keep families informed, we send out a monthly newsletter via email and share weekly updates through the BrightWheel app. Parents/guardians are expected to read both the newsletter and daily updates to stay up to date on school events.

We welcome open communication and encourage parents/guardians to share any questions, concerns, or feedback with the classroom teacher or Director. If you would like to speak in

person, please schedule an appointment in advance. In order to respect everyone's time and ensure safety, staff are unable to hold discussions during the car line.

Fairlawn Lutheran School welcomes and encourages parent and guardian participation in a variety of school activities. Opportunities to get involved include holiday classroom parties, fundraising events, conferences, field trips (on- and off-site), and special themed days. While not all involvement may take place within the school building, we are committed to keeping families engaged and connected.

Mothers, fathers, and grandparents are all invited to be part of our program. We also encourage parents and guardians to share their unique interests—such as hobbies, talents, cultural traditions, or favorite recipes—to enrich our school community.

Please note that the Director reserves the right to limit visitor access when necessary to ensure the safety and well-being of all children.

It is the responsibility of the parent/guardian to:

1. Bring your child to school on time.
2. Pick-up your child after class on time.
3. Supervise their child before and after drop off/pick up.
4. Notify the office if your child will be absent, arriving late or leaving early.
5. Notify the classroom teacher, in writing, if your child is going home with another family.
6. Provide your child with sufficient sleep and food before class.
7. Keep your child home if he/she is ill. See Management of Illness Policy.

Child Protection Policy

The increasing awareness of physical and sexual abuse affecting children has brought national attention to the importance of protective measures. In response, the following policies reflect our school's commitment to ensuring the safety and well-being of all children, youth, and volunteers involved in school-sponsored activities.

1. Adults who have been convicted of either child sexual abuse or physical abuse **cannot** volunteer service in **any** school sponsored activity or program for children or youth.
2. All adult volunteers working with children or youth are required to have a child enrolled in Fairlawn Lutheran School or be members of Fairlawn Lutheran Church for a minimum of six months.

3. All adult volunteers should observe the two-adult rule. This requires that adults are never alone with children or youth without another adult.
4. Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to the School Director.

Grievance Policy

Open and honest communication between parents/guardians and teachers is essential to your child's growth and development. We encourage you to share any developmental milestones, concerns, or relevant information that may help support your child's experience at school. If you have a concern regarding your child or our program, please speak directly with your child's teacher first. If the issue is not resolved to your satisfaction, you are welcome to contact the Director. Should further resolution be needed, the matter will be brought to the School Ministry Team for additional support. Your concern is our concern.

We are guided by the principles found in Matthew 18 which states Jesus' directive for resolving issues. As such, we ask all families to consider the following guidelines when addressing any issues:

1. Avoid gossip and rumors.
2. Refrain from getting involved in matters that do not directly concern you.
3. Assume the best in others.
4. Reflect on what Scripture says.
5. Choose behavior that reflects Christ's love.

As parents and guardians who wish to train up their children in the way they should go must first go that way themselves. It is important to model the values you hope to instill—especially forgiveness, grace, and honesty. One of the most powerful ways to teach is by example.

Academic and Behavior Support

Conferences And Evaluation

Fairlawn Lutheran School offers parent/guardian-teacher conferences to discuss your child's behavior, development, and social, emotional, and physical progress. A scheduled conference is held for all students in November. Additional progress reports are sent home in January and May. If you would like to review a report with your child's teacher, you are welcome to schedule a conference at that time. If an in-person meeting is not possible, a phone conference can be arranged.

All students are evaluated three times throughout the school year using the Ohio Early Learning Standards. Parents will receive a copy of their child's progress report in November and May.

At the beginning of January, a Mid-Year Check-In will be completed and sent home before the following school year registration begins to help guide parents with any recommendations from the child's teacher for registration.

For students entering Kindergarten the following school year and residing in Summit County, a Transition Skills Summary (TSS) will be completed. This document can be shared with the child's future Kindergarten teacher to support a smooth transition.

If a teacher observes that a child may benefit from additional support—such as Speech Therapy, Occupational Therapy, or Behavioral Services—we will work closely with parents and collaborate with appropriate professionals, including the child's pediatrician, local school districts, or Child and Family Guidance, to ensure the child receives the necessary services to thrive.

Please note: Fairlawn Lutheran does not conduct formal assessments or report child-level data to Ohio Department of Children and Youth, in accordance with rule 5101:2-17-02 of the Ohio Administrative Code.

Behavior Management

Discipline is defined as "the adjustment of unacceptable behavior to acceptable behavior according to our individual standards and measures." At Fairlawn Lutheran School, our approach to discipline is rooted in teaching self-discipline. Children are guided to understand and practice appropriate behavior so they can begin to regulate their own actions.

To support this, we clearly communicate classroom expectations. Children cannot be expected to understand appropriate behavior through assumption, trial and error, or reputation. Expectations must be taught directly. Our goal is to help children learn and apply appropriate behavior in a variety of settings, including the classroom, Chapel, hallway, bathroom, gym, playground, and on field trips.

Our school emphasizes the use of behavior modification or behavior management as the means of discipline within a Christian setting. School staff and parent/guardians model the teachings of Christ for the children. The staff employs the continuous use of positive reinforcement with fair and consistent rules. In using this procedure, the children are praised and reinforced for their appropriate behavior. In this sense, the children learn they earn praise, attention and reward for socially acceptable behavior. The staff will document and advise the Director of any issues in the classroom.

Our program is paced with activities that will hold a child's interest. The classroom is conducive to learning and the educational process entitled by all children. We are dedicated to promoting a positive self-image in every child. When discipline measures are necessary, our procedure is a process of steps. Please note: Depending on the severity of the situation, some steps may be eliminated.

1. Redirection. The child is directed to another activity or play area. Convey to the child the behavior is unacceptable...not the child or his feelings.

2. Talk with the child about the situation and state alternatives. Use fair and consistent rules. The teacher will notify the parent/guardian at pick-up time of this step. The teacher will document parent notification and place it in the child's file.
3. Again...talk with the child about the situation and state the alternatives. Repeat fair and consistent rules. The teacher will notify the parent/guardian in the evening with a telephone call. The teacher will document the conversation and place it in the child's file.
4. The child or children involved will be removed for a designated amount of time and placed where he/they can sit and watch children who are playing or working appropriately. The parent/guardian will receive a behavior management report indicating this step was taken. At times, it may be necessary for a staff member to walk in the hall with a child, or to sit with him privately. The child shall be within sight and hearing of an adult in a safe, lighted, well-ventilated space always. The child will not sit for exceed the number of minutes to their age.
5. At the Director/teacher's discretion, a parent/guardian may be called to pick up a child from school in the event the child's behavior interferes with the learning process of the other children. We will begin anew the next school day.
6. A face-to-face parent/guardian conference is necessary. A charting system may be established. The specific behavior to be changed is identified. For example: "I will keep my two hands to myself and not touch another child." If the child accomplishes this during class time, a sticker is placed on the chart and sent home. After accumulating a designated number of stickers, a special reward is given. It may be a toy borrowed from the classroom, a special lunch with the teacher, a special time with a parent one-on-one. The parent or guardian and the teacher agree upon the reward. This will continue for a period of days and then be extended to longer periods of time. The teacher will inform the Director when a child is being "charted" or when a parent/guardian-teacher conference is needed. The teacher will keep the Director informed of the child's progress. The teacher may request the Director attend the parent/guardian conference.
7. Within three business days, a letter summarizing the face-to-face conference will be given to the parent/guardian with a copy placed in the child's file. Depending on the incident or behavior, charting may continue as deemed necessary.
8. Expulsion is rare and only necessary if an aggressive child could harm self, other children or staff. The Director and board of education will make the final decision.
9. Other children are not permitted to discipline classmates. Corporal punishment of any form is not permitted at school, on Church property or at school functions. Children will not be humiliated or subjected to profane language or other negative abuse. No physical restraints shall be used to confine a child. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.

10. An entire group of children will not be punished due to the unacceptable behavior of a few.
11. Typically, a child may be restricted from one class activity per incident.
12. Discipline will not be imposed on a child for failure to eat or for toileting accidents.
13. Discipline measures do not include withholding food, or toilet use.
14. The discipline techniques used are not meant to humiliate, shame or frighten a child, but to lovingly redirect an emotional outburst, and to give him a chance to compose himself with dignity.
15. Our goal is to teach appropriate ways to handle our emotions, and to learn self-discipline.

Exclusion Policy

Fairlawn Lutheran Church and School reserves the right to dismiss any child due to a severe communicable disease. We may also be unable to enroll a child whose condition requires special equipment or medical care that the school cannot provide. Fairlawn Lutheran Church and School cannot enroll a child whose parent refuses transportation by EMS in the case of a severe illness or injury.

As directed by the Ohio Department of Children and Youth Services, we also have the right to dismiss any child who displays severely aggressive behavior that could be harmful to himself, other children or staff. The Director and the school board of education will make the final decision, case-by-case, as the need arises.

School Year Structure

Days And Times

2-Year-Old Parent-Child Class

- Meets once a week, 9:00–10:30 AM
- Class size is limited to 10 children
- A parent or guardian must stay for the duration of the class
- Led by one teacher

3-Year-Old Class

- Meets two days a week, 9:00 AM–12:00 PM
- Class size is limited to 14 children
- Taught by a teacher and a teacher assistant

4-Year-Old Class

- Meets three or four days a week
 - Three Days Half-day option: 9:00 AM–12:00 PM
 - Three Days Full-day option: 9:00 AM–2:45 PM

- Four Days Half-day option: 9:00 AM-12:00pm

5-Year-Old Class

- Meets five days a week
 - Half-day option: 9:00 AM–12:00 PM
- Class size is limited to 14 children
- Taught by a teacher and a teacher assistant

Kindergarten

- Meets five days a week, 9:00 AM–3:15 PM
- Class size is limited to 18 children
- Taught by one teacher

School Year and Calendar

The preschool year runs from September through May, while the Kindergarten year runs from August through May.

We are typically closed for no more than two days in the fall and one day in the spring for teacher workshops and professional development. There are no classes for students on Parent/Guardian-Teacher Conference Days in November, as well as during the following breaks and holidays:

- Thanksgiving Break
- Christmas Break
- Martin Luther King Jr. Day
- Presidents' Day
- Spring Break
- Easter Break
- Memorial Day (Kindergarten only)

School hours begin at 9:00 AM and end at the conclusion of your child's scheduled class, Monday through Friday, unless otherwise noted.

Chapel

Children and staff attend weekly Chapel, led by our Senior Pastor, faculty, staff, or the Director of School Ministries. Chapel includes prayers, songs, and a Bible story, and is held in the Fairlawn Lutheran Sanctuary. Parents/guardians and siblings are invited to join us. Please note that the Director reserves the right to limit visitor access when necessary to ensure the safety and well-being of all children.

Additional Programs

Before Care, Lunch Bunch and Enrichment

Before Care

The Before Care program is available Monday through Friday from 8:15-9:00 AM for children enrolled in morning classes. The cost is \$8.00 per session. Drop off is at the Lower Door starting at 8:15 AM. Parents must walk children into the building.

Lunch Bunch

The Lunch Bunch program is available Monday through Friday from 12:00–1:15 PM for children enrolled in morning classes. The cost is \$10.00 per session. Pick-up is at the Lower Door at 1:15 PM.

Children attending Lunch Bunch must bring a lunch from home, following our nutrition guidelines under Health and Wellness.

Enrichment Program

The Enrichment program runs Monday through Thursday from 1:15–2:45 PM, at a cost of \$15.00 per session. During this time, children will have a short "rest time" with their own mat. Quiet music, a story, or a restful video will be played, and children are encouraged to rest rather than sleep. Quiet activities, such as looking at books, will also be available. Enrichment pick-up is at the Lower Door at 2:45 PM.

Enrichment Drop in

Program Enrollment

Both programs are available to children enrolled in the school, excluding the 2-Year-Old Parent-Child class. Parents must sign up in advance by the 15th of the month for the following month (e.g., sign up for September by August 15). Before Care and Enrichment children can be signed up for select days or same schedule every week for the month. Due to the large demand for Lunch Bunch, the daily schedule must stay the same day every week per month. Each month can change or you can register for the same schedule all year.

Summer Camps Information

***All policies and procedures are the same as during the school year. The information listed below is Summer Camp specific. ***

Days / Hours of operation:

Monday – Wednesday 9:00 AM - 1:00 PM

Week of Memorial Day camps are held Tuesday-Thursday

Camps are held for the first 6 weeks of summer starting Tuesday after Memorial Day (Except weeks of Fairlawn Lutheran Church's VBS week and July 4th week).

Drop Off/Pick Up:

Student Drop off and Pick up will be at the lower preschool doors.

Daily Schedule:

9:00 am-9:15 AM	Drop-off lower playlot
9:15 am-9:45 AM	Upper Playground
9:45 am- 10:00 AM	Bathroom/Wash Hands
10:00 am - 10:15 AM	Snack
10:15 am - 10:30 AM	Jesus Time- Bible Story
10:30 am- 11:45 AM	Outdoor Classroom (Courtyard)
11:45 am- 12:00 AM	Bathroom/Wash Hands
12:00 PM - 12:30 AM	Lunch
12:30 pm- 12:45 AM	Story/Dance Songs
12:45 pm- 1:00 PM	Lower Playlot/Dismissal

Summer Tuition Fees

\$100 per week – Students may sign up for one or more weeks. Tuition **MUST** be received by due dates to reserve your child’s spot. Once your child’s tuition has been received, there are **NO** refunds. Staffing needs are based on enrollment.

Registration is accepted on a first-come first-served basis.

Sunscreen

Students do spend time outdoors. It is the parents’ responsibility to send students with sunscreen on. Staff will not apply sunscreen.

Bring Daily:

- Packed Lunch
- 1 Snack
- Water Bottle

Health and Wellness

Snack/Nutrition

Snack Schedule

A monthly snack schedule will be sent home. Each child will be assigned at least twice during the school year to bring an *unopened, prepackaged* snack (with a list of ingredients) for the whole class for one full week.

Younger children are served appropriate portion sizes based on their needs, and additional servings are offered if needed.

Please note: **Candy, gum, peanuts, potato chips, popcorn, cupcakes, and similar treats are not permitted** as daily snacks.

Allergy and Dietary Considerations

It is the responsibility of the parent/guardian to notify both the Director and classroom teacher of any food allergies. Parents/guardians should not send food from home for their child unless a special diet is required. In such cases, written instructions and permission must be submitted and kept in the child's admission file.

If a child forgets to bring the assigned snack, a written reminder will be sent home requesting a prepackaged replacement snack for the school's snack cupboard. The replacement snack is due the next school day.

Lunch Guidelines (Lunch Bunch and Kindergarten)

Children attending Lunch Bunch or Kindergarten must bring a packed lunch from home. Meals must include a proper nutritional balance with items from the following food groups (minimum portion sizes for ages 3–6):

- Protein: 1 ½ oz.
- Grain: ½ slice of bread or ¼ cup of pasta, rice, etc.
- Fruits/Vegetables: Two items totaling at least ½ cup

All lunches must be packed in a clearly labeled lunch box or bag and include ice packs if necessary, as lunches are stored in the classroom. Each food item should be labeled with the date. If a lunch does not meet the required nutritional standards, the school will supplement it with items from the snack reserves as available.

To reduce choking risks, **round foods such as grapes, olives, cherry tomatoes, and hot dogs must be cut lengthwise** into smaller, non-round shapes.

Students are never forced to eat any food. However, staff will encourage healthy habits such as trying a variety of foods and eating main meal items before snacks or treats.

Food Allergies

Food allergies are becoming increasingly common among children. Unfortunately, food packaging does not always clearly identify all ingredients, and many products are made on shared equipment that may expose children to allergens. Additionally, shared treats can pose serious risks for those with allergies.

To ensure the safety of all students, **children with diagnosed food allergies must bring their own daily snack**, with supervision from a parent or guardian.

Parents/guardians of children with allergies are also encouraged to participate in the monthly snack rotation. This provides an opportunity for your child to feel included and helps introduce their classmates to safe, allergy-friendly foods.

A **written medical or health care plan must be on file** for any child with food allergies.

Hand Washing

Hand washing shall be in accordance with Health Department guidelines. All children will wash their hands with soap and running water upon entering the classroom, after each trip to the bathroom, after any contact with bodily secretions, after handling animals, before preparing or eating food, after use of sand or water play, when returning from large motor activities and before leaving the school at the end of the day. The use of hand sanitizer does not eliminate the need for proper hand washing. Hand sanitizer may be used when a sink with soap is not readily available.

Management Of Illness

Fairlawn Lutheran Church and School is committed to providing a clean and healthy environment for all children. However, we understand that illness is sometimes unavoidable—especially for children experiencing their first group setting, when their immune systems are still developing.

To maintain a healthy environment, we observe all children upon arrival to quickly assess their general health. **Please do not bring your child to school if they are sick**—they will be sent home if symptoms are present.

We ask that families plan ahead and have backup childcare arrangements in case your child needs to stay home or be picked up during the day.

A child showing any of the following symptoms will be immediately separated from the group and must be picked up by a parent/guardian or emergency contact:

1. Temperatures of 100 degrees F-in combination with any other signs of illness.
2. Diarrhea (more than three abnormally loose stool within a 24-hour period)
3. Severe coughing (causing the child to become red in the face or to make a whooping sound)
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated skin patches, unusual spots or rashes
8. Unusually dark urine or grey or white stools
9. Stiff neck with an elevated temperature

10. Evidence of untreated lice, scabies or other parasitic infestation
11. Vomiting more than once or when accompanied by any other sign of illness
12. Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in school activities, the parent/guardian will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parent/guardians will be notified by BrightWheel if children have been exposed to a communicable illness. Children will be readmitted to the school after at least 24 hours of being free of fever without medication and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medication

Parents/guardians must complete and sign an "**Administration of Medication**" form for each medication. This form will be kept on file at the school.

The school will follow the written instructions provided by a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist. The prescription label may serve as written instructions if all of the following are included:

- The child's full name
- A current date (within the past 12 months)
- The exact dosage to be administered
- The method of administration

Each medication must have its own form and be properly labeled. The prescription label must be attached and in the original container. The medication instructions on the container and parent instructions should agree on the time and dosage of medication. In the event of a discrepancy, medication will be administered by the instructions on the container. We suggest getting the prescription in two containers, one to be left at school and the other at home. Medications will be stored in a designated location inaccessible to children. The school will not administer the first dose of any new medication; that must be done with the parents/guardians to watch for an adverse reaction.

Non-Prescription medication:

The school will not administer aspirin, fever reducing, cough or cold medications. The school will not administer topical products, lotions or sprays, including sunscreen.

Food Supplements or Modified Diets:

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Director for more details.

School age children may NOT carry their own medications or ointments. Please refer to the guidelines above.

Our school is committed to providing equal educational opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified student to participate in their early education. It is the parent's responsibility to notify the Director of the need for accommodation, which includes administering medication or caring for children with disabilities. Upon doing so, the Director will meet with the parents to discuss reasonable accommodations they believe may be necessary or the functional limitations caused by the disability.

The school will not exclude children with disabilities from the program unless their presence poses a direct threat to the health or safety of others, themselves, or require accommodations that are not deemed reasonable.

Tuition and Fees

Tuition 2025-26

- 1 Day per Week Class = \$65/month for each of 9 months
- 2 Day per Week Class = \$175/month for each of 9 months
- 3 ½ Day per Week Class = \$220/month for each of 9 months
- 3 Full Day per Week Class = \$370/month for each of 9 months
- 4 Day per Week Class = \$260/month for each of 9 months
- 5 ½ Day per Week Class = \$325/month for each of 9 months
- Full Day Kindergarten = \$630/month for each of 10 months

Sibling Discount: Families with more than one child enrolled at Fairlawn Lutheran School pay full tuition on the first (oldest) enrolled child, then receive a 20% discount per month on all other children. Sibling Discount does not apply to Lunch Bunch and Enrichment.

The monthly tuition is a school year rate divided by 9 months for preschool and 10 months for Kindergarten. The first month's tuition for all classes is due before the start of class. This ensures your child's enrollment in our school. A second child enrolled from the same family, within the same school year, will receive a 20% discount on the youngest child's tuition. There will be no refunds for absences due to illness, vacations, or canceled days due to weather conditions or emergency situations such as loss of power, heat, water, or emergency cleaning; tuition is non-refundable.

Tuition is due the first class day of each month beginning in Aug./Sept. All tuition payments must be made through the BrightWheel website or app. Invoices will be emailed monthly. Parents have the choice to pay by credit card with a 2.9% per transaction service fee or by ACH with a \$.60 per transaction service fee. If you need to make cash payment, please contact the

Director to make arrangements. Prompt payment of tuition is encouraged and most appreciated.

Non-Refundable Yearly Registration Fees

\$85 per child for 2's classes

\$125 per child for threes, fours, and fives classes

\$190 per child for full-day Kindergarten

Sibling Discount: Families with more than one child enrolled at Fairlawn Lutheran School pay full registration fee on the first (oldest) enrolled child, then receive a \$10 registration fee discount on all other children.

Supply Fee

A \$75 supply fee per child is due with your first tuition payment. This fee takes the place of bringing in individual classroom supplies and ensures that each child has access to the same materials required for class. The fee covers items such as playdough, markers, glue, dot markers, paper towels, disinfecting wipes, tissues, and other classroom necessities.

Late Payment Policy/Penalty for Tuition

If tuition is late, a written notice will go home the next school day. If payment is still not received by the following school day, a \$20 fee will be assessed for that month each week it is past due. If a family will be away when the monthly tuition is due, the payment is to be made before leaving for a vacation/business trip, etc. School families who have a delinquent balance longer than 30 days, without making arrangements with Fairlawn Lutheran, will be asked to withdraw their children from program.

Returned Check Policy

A \$25 returned check fee is imposed whenever a check has been returned in your name. This fee is to be paid the next school day upon notification. If a second check from the same family is returned for insufficient funds, checks will no longer be accepted from that family. Only cash or cashier's checks will be accepted.

Tax Exempt Information

Tax statements with our tax exempt number can be found under your account information through the BrightWheel app or website.

Emergency Procedures

Accidents/Emergencies

The school has established procedures to follow in the event of an emergency while a child is in our care. In case of a fire or tornado, staff will follow the written instructions posted in each classroom, which outline evacuation routes and procedures to ensure all children are safely relocated.

To help prepare children, we conduct monthly fire drills, along with periodic weather and lockdown drills. If evacuation is necessary due to fire, or a loss of power, heat, or water, our emergency relocation sites may include the Fairlawn-Bath Library (across the street), Summit Mall, or The Village of St. Edward.

For severe weather conditions, children will be moved to designated safe areas: preschoolers will gather in the Kindergarten room just outside the preschool double doors, and secondary shelter will be the boiler room hallway.

A sign will be posted on the preschool entrance door indicating our evacuation location. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent cannot be reached, emergency contacts listed on the child's enrollment form will be called. In the unlikely event of an environmental threat or a threat of violence, staff will secure the children in the safest possible location, contact the appropriate authorities, follow their instructions, and notify parents/guardians as the situation allows. An incident report will be provided to families following the event.

There is always at least one staff member on-site who is trained in First Aid, Communicable Diseases, and CPR. In the case of a minor accident or injury, staff will provide basic first aid and tender care. For more serious injuries or illnesses, staff will administer first aid and immediately contact the parent or guardian to determine the appropriate next steps. In the event of a life-threatening situation, EMS will be called, parents will be notified, and a staff member may accompany the child to the hospital along with the child's health records. Staff are not permitted to transport children in personal vehicles—only parents or EMS will provide transportation.

An incident/injury report will be completed and provided to the person picking up the child on the same day if any of the following occurs: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child requires emergency squad transport; or if an unusual or unexpected event occurs that jeopardizes the child's safety. If emergency transportation is required, the report will be available within 24 hours. The school is also required to notify licensing personnel from the appropriate Ohio Department of Job and Family Services office within 24 hours of any "general emergency" or "serious incident, injury, or illness." A copy of the report will be submitted to licensing staff within three days of the incident.

Fairlawn Lutheran School will NOT accept children whose parents refuse to grant consent for transportation for emergency medical treatment.

Regulatory and Legal Policies

School Parent Information

The school is licensed to operate by the Ohio Department of Children and Youth Services. A copy of the license is posted in a visible location for easy review. A toll-free number is included on the license and may be used to report any suspected violations of licensing laws or administrative rules. The licensing rules governing child care are also available for review at the school.

The Director and each employee of the school is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the school shall be permitted unlimited access to the school during all hours of operation for the purpose of contacting their children, evaluating the care provided by the school or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Director of his/her presence, following the procedure outlined under Safety and Security.

The Director's hours of availability and child-to-staff ratios are posted in a visible location in the school for review. The licensing record, including inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request to Ohio Department of Job and Family Services. Inspections are also available online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to receive notifications when the latest inspection is posted online.

Americans With Disabilities Act

It is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or Ohio Department of Job and Family Services. HHS and Ohio Department of Job and Family Services are equal opportunity providers and employers.

Write or Call:

HHS

Region V. Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312)886-2359 (VOICE)

(312)-353-5693 (TDD)

(312)886-1807 (FAX)

Write or Call:

Ohio Department of Job and Family Services

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 443215-3414

(614)644-2703 (VOICE)

1-866-277-6353 (TOLL FREE)

Civil_Rights@jfs.ohio.gov (EMAIL)

(614) 752-6381 (FAX)

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

Notice Of Non-Discrimination

Fairlawn Lutheran Church and School admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, or national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs. Fairlawn Lutheran Church and School will not discriminate on the basis of race, color, religion, or ethnic origin in the hiring of its certified or non-certified personnel. A private space for breastfeeding or pumping is available in the Church nursery.