

# **DELAWARE CHRISTIAN SCHOOL**

## **PRE-KINDERGARTEN HANDBOOK**

**2011-2012**

**School Board Adopted  
April 12, 2009**

# **Pre-Kindergarten Handbook**

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## **PHILOSOPHY AND PURPOSE**

The pre-kindergarten class will minister to the people of the Delaware community and their needs by providing a safe, loving, educational and Christian environment for their children.

Delaware Christian Pre-Kindergarten will strive to teach your child:

- **Spiritually:** Direct each child in the knowledge of God's love, care and concern for them; teaching always Biblical truths of His love, power, creation and goodness, through His Son, Jesus Christ.
- **Socially:** Encourage each child to play and converse with an attitude of kindness, cooperation and helpfulness towards others.
- **Physically:** Extend and improve each child's fine motor and gross motor skills and abilities.
- **Mentally:** Stimulate each child's interest in learning by being creative and flexible with "hands-on" experiences as a primary teaching tool.
- **Emotionally:** Develop in each child a confidence of their self worth and uniqueness.

## STATE LICENSING INFORMATION

The Ohio Department of Education licenses Delaware Christian School and Pre-Kindergarten. The Ohio Department of Education licensing records, laws and rules governing Pre-Kindergarten facilities are available upon request.

Delaware Christian School and Pre-Kindergarten is comprised of a well-qualified, licensed staff to provide a warm, caring educational environment. DCS Pre-Kindergarten is licensed to serve fourteen Pre-Kindergarten students in the morning and fourteen Pre-Kindergarten students in the afternoon session. The Ohio Department of Education requires the following adult child ratio:

- **4 and 5 years** **1:14**

The maximum group size will never exceed the allowed ratio.

Indoor and outdoor play space contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional needs of the Pre-Kindergarten child. Furniture, materials and equipment meet safety and sanitation guidelines developed by the Ohio Department of Education.

# PRE-KINDERGARTEN PROGRAM

## Program Description

The Pre-Kindergarten program is intended for children who do not attend kindergarten, due to mandated birthday deadlines. It also would be beneficial for children who have summer birthdays and are optionally waiting a year to enroll in a kindergarten program.

## Entrance Requirement

The child must be age 5 by December 31 of the enrollment year or age four by August 1 of the enrollment year. The children in this program would attend class three hours a day, five days per week.

## Daily Schedule

Daily activities include each of the following:

Phonics	Math	Music and Movement
Journal Writing	Bible	Recess
Science/Social Studies	Art	Snack

## Pre-Kindergarten Hours

AM Pre-Kindergarten 8:30-11:30 Monday through Friday

## Schedule

The following is a sample schedule and is subject to change on a daily basis:

### \*AM Pre-Kindergarten Daily Schedule

8:30-9:15 a.m.	Circle and Bible Time
9:15-9:30 a.m.	Journal Writing
9:30-10:10 a.m.	Centers/Manipulatives
10:00-10:10 a.m.	Restroom (End of centers; restroom in Pre-K room)
10:10-10:25 a.m.	Snack
10:25-10:45 a.m.	Art
10:45-11:05 a.m.	Recess
11:05-11:20 a.m.	Science/Social Studies
11:20-11:30 a.m.	Preparation for Dismissal
11:30 a.m.	Dismissal

\*Math and phonics are incorporated throughout the day in circle, journal and manipulative time.

\*Delaware Christian School music teacher will be visiting the room to teach music.

# ENROLLMENT

## **Enrollment Procedure**

Children can be enrolled at any time during the school year provided the Pre-Kindergarten class has availability and the child meets the age requirement of that program. Available openings will not be held. Enrollment is first come, first serve basis. The child must be age 5 by December 31 of the enrollment year or age four by August 1 of the enrollment year.

A non-refundable registration fee is due at the time of your child's enrollment. This fee will not be pro-rated, regardless of the date the child enters the program.

Upon enrollment you will receive the following paperwork:

Pre-Kindergarten Application Form

Pre-Kindergarten Physician's Report Form with the following:

- Dates of immunizations (**mo/day/yr**)
- Signature of physician and date

Emergency Contact Form

Medical Authorization Form

Copy of Birth Certificate

Child Release Permission Form

Photo Release Form

**You must complete all paperwork and return to the administrator before your child's start date. If any piece is incomplete, your child will not be able to attend the Pre-Kindergarten program.**

With regards to admission, Delaware Christian School recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs.

**If you wish to enter your child in the Delaware Christian School Kindergarten program the subsequent year, the following guidelines must be met:**

- The parents must interview with an administrator.
- Enrollment shall be limited to students from homes where the parent or guardian is in basic agreement with the Christian philosophy of education, doctrinal beliefs and policies of the school.
- Parents shall sign a statement evidencing agreement with these factors.
- Each new applicant should secure, complete and return an application for admission to the school.
- A non-refundable registration fee must accompany the application.

## TUITION INFORMATION

### **Pre-Kindergarten Costs**

A \$50.00 non-refundable registration fee is due upon enrollment.

Tuition for Pre-Kindergarten is \$220 per month, September through May. **Tuition must be paid the first day of each month.** If payment is not received on this day, a written notice will be issued. If payment has yet to be received by the next day the program is in session, a letter will be issued requesting tuition be paid in full and a \$5.00 late fee will be charged.

**NO ACCOUNT WILL BE ALLOWED TO FALL MORE THAN A WEEK PAST DUE.**

Failure to comply may result in your child not being permitted to return to the Pre-Kindergarten program.

### **Payment Arrangements**

If a tuition payment cannot be made according to the policies listed above due to financial hardship, a reasonable payment agreement may be arranged at the Administrator's discretion. Failure to comply with the payment arrangement will result in termination of the agreement.

### **Returned Check Policy**

If a check is returned for any reason, a written notice will be issued. Payment for the returned check and an additional \$25.00 returned check fee must be made, in cash or money order, within one week of the notice. If a second check is returned, you will be required to remit payments by cash or money order thereafter.

### **Late Pick Up Policy**

Delaware Christian School Pre-Kindergarten hours are as previously stated on page 3. Children need to be picked up promptly at the close of their class time. In case of a late pickup, parents will be charged \$5.00 for any part of the first five minutes they are late. After the initial five minutes, parents will be charged \$1.00 per minute. Pick up time will be determined by the Delaware Christian School clock. If your child has a late pick up more than three times within a one-month period, you will receive a written notice. Three written notices may result in your child being dismissed from the Pre- Kindergarten program.

### **Early Withdrawal Policy**

When enrolling at Delaware Christian School Pre-Kindergarten program, it is expected that your child will be in attendance for the entire school year. In the event that you need to withdraw your child before the completion of their program, a written notice must be given to the administrator at least two weeks in advance of the withdrawal date. Failure to do so will result in your responsibility to pay full tuition for the final two weeks.

**These policies will be strictly enforced.**

# **ATTENDANCE**

## **Absence Policy**

When your child will not be attending the Pre-Kindergarten program, please notify Delaware Christian School by phone or email. Delaware Christian School Pre-Kindergarten tuition rates are established for a school year. No adjustments will be made in tuition due to absence.

## **Vacation Policy**

Children enrolled in the Pre-Kindergarten program are not entitled to any tuition free vacations. Tuition rates are established to include scheduled holiday breaks. No adjustments will be made for any other vacation arrangements.

## **Holidays**

The Pre-Kindergarten program will follow the Delaware Christian School calendar. Scheduled holidays will include:

Labor Day

Thanksgiving Break

Christmas Break

Martin Luther King Day

President's Day

Spring Break

Memorial Day

Tuition rates are not pro-rated for observed holidays. Full tuition is due.

## **Emergency School Closing**

School closings will be determined by the Head Administrator at Delaware Christian School. Emergency closings will be announced on:

WTVN (AM 610) and will be posted on [www.610WTVN.com](http://www.610WTVN.com)  
TV channels 4, 6, 10, and 28

Delaware Christian School Pre-Kindergarten does NOT follow the same closing schedule as Delaware City Schools. Our school will be listed separately. If the weather worsens during school hours, we will not close early. It is, however, the parent's decision to pick up their child early if they wish to do so.

If the Delaware Christian School is on a 1 hour delay, Pre-Kindergarten will begin school at 9:30 a.m.

## **DISCIPLINE POLICY**

Christian school educators take very seriously their responsibility for training students during school hours as parent representatives. It is important that regular school attendance be established in the early school years and continues throughout the educational process.

The purpose of discipline in the training of a child is to teach, correct and bring about needed change in behavior, attitudes or specific situations. Discipline is a necessary and integral part of the training process. As your child learns accountability for their actions, they also learn that there are consequences for choices that they make.

It is our conviction that the training of your child is easier and more effective when there is Biblical consistency between the home and the school. Therefore, the purpose and goals of discipline are:

- To apply Biblical principles to daily living (I John 5:2-3)
- To teach students to respond to authority with a positive attitude (Hebrews 13:17)
- To teach students to respond with respect and kindness to one another (Ephesians 4:32)
- To protect and build respect for others' property (Exodus 22:12, 14)
- To expect complete honesty in all situations (Proverbs 12:19)
- To provide an atmosphere where consistency is important (Deuteronomy 6:6, 7)
- To encourage self-control (Proverbs 25:28; Proverbs 29:11; Galatians 5:22)
- To learn to live and function appropriately in group situations following classroom and school rules (Proverbs 16:7; Proverbs 21:21; Ephesians 4:22-24)

Corrective consequences may include:

- Discussion with the child
- Redirection
- Loss of privilege
- Separation from activity within the classroom
- Inappropriate behavior that persists will result in the teacher contacting the parents

The following restrictions are also included as required for pre-kindergarten licensure by the Ohio Department of Education. Methods of correction shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child (group punishment)
- No physical restraint shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.

- Techniques of discipline shall not humiliate shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a school staff member in a safe, lighted and well-ventilated space.
- There shall not be any abuse or neglect of children. The children shall be protected from abuse and neglect while in attendance in the pre-kindergarten program.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Arrival**

Enter from Belle Avenue and park in the Delaware Christian School parking lot. You and your child will enter through the Connector door and take your child to the Pre-Kindergarten classroom. No driver is to park in the drop off lane next to the building. Exit the parking lot to Sandusky Street or Belle Avenue.

### **Dismissal**

Your child will be released to you by the teacher. You may pull through the dismissal lane by the east door of the gym building. The teacher or aides will assist your child to the vehicle. You need not park or leave your car. No driver is to park in the dismissal lane. Exit the parking lot to Sandusky Street or Belle Avenue.

### **Arrival and Departure Policies**

Children must be dropped off in the care of a staff member. Upon departure, the child must be picked up directly from a staff member. Delaware Christian School will not be liable for a child if they are not left with a staff member and once they are released into the parent's care.

Children will not be released to an individual who is not authorized on the Child Release Permission form. Authorized individuals must be sixteen years of age. In the event that an unauthorized individual will be picking up the child, a written notice, signed and dated by the parent is required. The individual picking up the child must have photo identification. Under no circumstance will a child be permitted to leave with an unauthorized individual without written notification. Staff members reserve the right to ask for photo identification from any individual at any time.

In the case of special custody arrangements, formal custody or restraining order papers must be on file. **We cannot restrict a parent from a child or the facility without court documentation with specific limitations listed.**

# **SAFETY POLICIES AND PROCEDURES**

## **Security Measures**

Delaware Christian School has one entrance open after 8:45 a.m. Parents are permitted to enter the building by the Connector door and must report to the school office, with the exception of arrival and dismissal times, before proceeding to the Pre-Kindergarten classroom. The Pre-Kindergarten classroom is equipped with a telephone. The Delaware City Police walk through Delaware Christian School twice a week in fulfillment of a program entitled PRESS (Police Resources to Enhance School Safety).

## **Minor Incidents/Injuries**

A minor incident/injury includes an injury or any unusual or unexpected event that results in a child being able to return to normal activities after basic first aid is administered. If a child has a minor incident/ injury, the teacher will complete an Incident/Injury Report. A copy of the report will be issued to the parent on the day the incident occurred. Upon review of the report, the parent is required to sign and date the form. The parent will receive a copy and the original will be kept on file at Delaware Christian School.

## **Serious Incident/Injury**

A serious incident/injury includes any situation occurring that requires emergency medical treatment or transportation for emergency treatment. In the event that a child suffers a severe incident/injury while in the care of Delaware Christian School, the following procedures will take place:

- Parents will be notified immediately.
- An emergency squad and/or the child's physician will be notified.
- The child will be transported to a treatment center if needed. If the child needs to be transported to a treatment center, a staff member will accompany the child until the parents assume responsibility.

The teacher will complete an Incident/Injury Report. A copy of the report will be issued to the parent within twenty-four hours after the incident occurred. Upon review of the report, the parent is required to sign and date the form. The original will be kept on file at Delaware Christian School.

## **First Aid**

A staff member trained in first aid procedures will be on the premises during all hours of operation. A first aid kit is located in the school office, in restrooms and in the Pre-Kindergarten room. A Medical and Dental Emergency Plan is posted in the Pre-Kindergarten classroom and the school office.

## **General Emergencies**

A plan of action is posted in each room explaining procedures to be taken in case of general emergencies, including fire and severe weather. An Emergency Response Plan book is located in the Pre-Kindergarten room. This book is also on file at the Ohio Attorney General's office. In the event that the facility would have to be evacuated, the children would walk to the Church

of Christ in Christian Union, 162 Belle Avenue. Parents would be contacted, notified of the emergency and expected to make arrangements for prompt pick up of their child at this location.

**Fire Drills**

Delaware Christian School conducts monthly fire drills at various times throughout the year, as mandated by the State of Ohio.

**Severe Weather Drill**

A severe weather drill is conducted once a year as mandated by the State of Ohio.

**Lockdown Drill**

A lockdown drill is conducted once a year as mandated by the State of Ohio.

# HEALTH POLICIES AND PROCEDURES

## **Medication**

All medications must be in the school office in their original container. Parents need to sign the Medication Authorization Form for any medication that is to be administered during the school day. Forms are available in the Delaware Christian School office.

## **Illness and Communicable Disease Management**

Every effort is made to control the spread of communicable diseases. A staff member trained in the prevention, recognition and management of communicable diseases is on the premises at all times. Parents will be informed if a child's classroom has been exposed to a contagious disease. Students will be instructed in proper hand-washing procedures and their importance as a means of preventing the spread of illness. Delaware Christian School reserves the right to discharge any child if it is determined that they have symptoms related to a communicable disease.

If your child is mildly ill but does not feel up to fully participating in daily activities, please keep them at home. This will reduce the strain on your child as well as our staff members.

### **A child with any of the following symptoms will be discharged and should not attend:**

- An elevated temperature of 100 degrees or more
- Diarrhea (two or more abnormally loose stools in a 24 hour period)
- Vomiting (two or more incidents in a 24 hour period)
- Redness of eye/obvious discharge/ matted eyelash/ burning itching
- Sore throat/difficulty swallowing
- Severe coughing (red or blue in the face/makes a whooping sound)
- Difficult or rapid breathing
- Yellowish skin and /or eyes
- Untreated infected skin patches
- Unusual spots or rashes
- Stiff neck
- Unusually dark urine and /or gray or white stool
- Evidence of lice, scabies or other parasites

If illness persists or becomes chronic, Delaware Christian Pre-Kindergarten would encourage parents to seek guidance from a specialist.

### **A child must be fever free with no vomiting or diarrhea for 24 hours before returning to school.**

A child who shows signs of the above-mentioned symptoms will be isolated and cared for by a staff member and made comfortable until a parent or designated individual arrives. If neither parent can be reached, the approved contacts for emergency on the emergency form will be contacted. The child will be cared for and made comfortable until a parent or designated individual arrives.

Upon notification, parents must make arrangements for prompt pick up of the child.

# HANDWASHING PROTOCOL

Unwashed or poorly washed hands are a very common way of spreading many diseases, such as: colds, flu, ear infections, strep throat, diarrhea and other intestinal problems.

Germs and viruses causing these diseases are passed by such routine things as handing food, touching doorknobs, shaking hands and putting your mouth on a telephone receiver. The spread of many germs and viruses can be reduced by hand washing with soap and water.

## **When should you wash your hands?**

- **After using the bath room**
- **After blowing nose, sneezing or coughing**
- **Before eating or handling food**
- **After handling uncooked meat**
- **After taking out the trash**
- **After handling money**
- **After playing with a pet, especially reptiles, iguanas turtles or snakes**

Try not to touch your mouth, eyes or ears when hands are unwashed.

How one properly washes their hands.

- **Wet hands with warm running water.**
- **Apply hand washing agent and thoroughly distribute over hands.**
- **Vigorously rub hands together for 10 to 15 seconds, generating friction on all surfaces of the hands and fingers, including thumbs, backs of hands and beneath the fingernails.**
- **Rinse hands thoroughly to remove residual soap then dry using paper towels dispensed from the holders.**
- **Use paper towel to shut off the faucet to avoid recontamination of the hands.**

Hand washing is the single most important way of preventing the spread of infections, according to the U.S. Centers for Disease Control and Prevention. Hand washing is the most available *low tech* prevention of illnesses.

# IMMUNIZATION REQUIREMENTS

Students will not be admitted to school until the immunization record requirements are complete.

## Ohio Revised Code

Sections 3313.671 and 3701.13 and 5104.011 A (5) mandates that a complete record of immunizations be filed with the school, including:

- **Diphtheria/Tetanus/Pertussis (DPT, DTaP, DT, Td)**  
A minimum of 4 doses is required. If the 4<sup>th</sup> dose was administered before the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is required for kindergarten students.
- **Poliomyelitis (OPV, IPV)**  
Three schedules exist for the polio vaccine. The number of doses required for school attendance follows each schedule.
  - ✓ A sequential schedule consisting of 2 doses of IPV, followed by 2 doses of OPV. **Four doses are required in any combination.**
  - ✓ A schedule of 4 doses of all OPV. **A minimum of 3 doses is required.** If the 3<sup>rd</sup> dose was received before the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is required for kindergarten students.
  - ✓ A schedule of 4 doses of all IPV. **A minimum of 3 doses is required.** If the 3<sup>rd</sup> dose was received before the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is required for kindergarten students.
- **MMR (Measles, Mumps, Rubella)**  
The three vaccines are usually administered as combined MMR vaccine. The schedule is as follows: Two doses of measles, mumps, rubella (MMR) vaccine are required for entry into kindergarten. The first dose must have been received on or after the first birthday, and the second at least 28 days after the first dose.  
  
Two doses of measles, mumps, rubella (MMR) vaccine are required to enter grades K-12. The first dose must have been received on or after the 1<sup>st</sup> birthday and the second at least 28 days after the first dose.
- **Hepatitis B Vaccine**  
All children entering preschool or kindergarten shall be required to provide evidence of having received a 3 dose series of hepatitis B vaccine. A minimum of 3 doses is required: the second dose must be administered at 28 days after the first dose. The 3<sup>rd</sup> dose must be administered at least 2 months after the second dose and at least 4 months after the first dose and at least 6 months of age.

## **PARENT INVOLVEMENT**

Delaware Christian Pre-Kindergarten has an *open door* policy. Parents are always welcome to visit at any time during our hours of operation. All visitors must report to the school office upon entering the facility. Parents are encouraged to become involved in their child's program through participation in the classroom and interaction with staff. The Ohio Department of Education requires all parents who volunteer in the classroom or fieldtrip to have a current FBI and BCI check. This check must be at the parent's expense and the paperwork must be on file with Delaware Christian Pre-Kindergarten. On site activities are intended for enrolled student only. Siblings may not attend.

### **Participation**

Various opportunities are offered throughout the year for parent participation. Please understand that in certain incidences it may be more beneficial to the class without a parent volunteer. (Such as the beginning of a school year when the children are adjusting to the environment and separation from parents.) Future opportunities will always be available.

Parents may volunteer as:

- Classroom Helper: An extra pair of hands are always needed to help out with various activities including art projects, reading, puzzle assembly, etc. . . .
- Holiday Party Volunteer: Help us celebrate special events throughout the year.
- Holiday Party Donor: Various food and supply items are always needed for holiday party.
- Field Trip Attendee: We always need parents for transportation and love to have extra adults around when the class is off the Delaware Christian School campus. Parents are welcome and encouraged to accompany the class on a field trip.
- Occupation Presenter: If your occupation is valid to the children's overall learning experience, please notify us. We would welcome you as a special guest speaker.
- Talent Presenter: If you have a special talent that would be beneficial to the children's overall learning experience, share it with us. We would welcome you as our special talent presenter.

Any parent interested in volunteering their time should speak directly with the teacher to arrange a suitable schedule.

### **Interaction**

Delaware Christian School Pre-Kindergarten teacher enjoys interacting with parents. An open line of communication is very helpful in the development of each child. DCS encourages each parent to take time to communicate with the teacher. It is vital that the parent inform us of any special needs, concerns or habits of their child on a day-to-day basis.

### **Conferences**

Delaware Christian School Pre-Kindergarten conducts bi-annual parent/teacher conferences. During these conferences you child's behavior, progress, social and physical needs and any other pertinent matters will be discussed. Documentation in the form of a progress report will be recorded. Following the second conference, the parents will receive the original progress report and a copy will be kept on file. Parents are welcome to request a conference or meeting with the teacher or administrator at any time during the year.

# CURRICULUM GOALS

## **Basic Readiness Skills to be developed:**

- Prints and spells own name
- States address and telephone number
- Recites the alphabet and recognizes most capital letters and some lower case letters
- Reads some common words by sight
- Begins to identify and use the language for units of time (day, night, week)
- Articulates days of week, months
- Follows directions involving one or more steps
- Sequences four events
- Counts in rote to 30
- Identifies size and location words (small, large, over, under, etc.)
- Recognizes and names basic shapes: (square, circle, rectangle, triangle, heart, diamond, oval and star)
- Knows primary and secondary colors
- Describes and sorts objects by same/different
- Takes responsibility for personal needs
- Follows classroom and school rules
- Develops listening skills

## **Small Motor Skills:**

- Holds pencils, crayons or markers correctly when writing
- Holds scissors correctly
- Traces lines, shapes, letters, etc.

## **Large Motor Skills:**

- Capable of galloping, skipping, running, jumping on one foot
- Able to bounce a playground ball
- Proficient at catching a ball

## **Social Skills:**

- Participates in group activities
- Shares with others
- Plays cooperatively with others
- Respects and obeys

## **ACTIVITY PARTICIPATION**

### **Classroom Learning and Play**

Delaware Christian School's Pre-Kindergarten activities are both age and developmentally appropriate. The extent of a child's participation may depend on individual interest and developmental level. The Pre-Kindergarten room provides a variety of manipulatives and toys to encourage development; therefore we ask that your child leave toys at home. Delaware Christian Pre-Kindergarten program is not responsible for loss or damage to personal items.

### **Student Dress**

Uniforms are not required in Pre-Kindergarten. Children should be dressed in comfortable, weather appropriate clothing. It is a good possibility that your child may dirty their clothes during the course of the day. Please do send them in washable clothing, not something that cannot be easily cleaned. Each child is advised to have any extra change of clothes available, including underwear and socks. All clothing items should be labeled.

### **Outdoor Play**

An opportunity of outdoor play is provided each day in suitable weather. Children will not be taken outside if the temperature is below 30 degrees or above 95 degrees, taken into account the combined effect of wind and humidity or in the event of severe weather. Indoor play is offered in the gymnasium on days when the weather is unsuitable for outdoor play.