

SS. PETER AND PAUL PRESCHOOL HANDBOOK

2016-2017

POLICIES AND PROCEDURES

VISION STATEMENT

The vision of the SS. Peter and Paul Preschool is to provide a developmentally appropriate preschool for children in a Catholic Christian environment where children are intellectually challenged in ways appropriate to their individual strengths, needs and experiences.

To accomplish this vision the preschool will provide a nurturing environment and an innovative curriculum that will develop positive self-esteem, respect for others and a love of learning.

OBJECTIVES

We believe that it is the responsibility of this preschool to:

- Cooperate with parents to promote the spiritual growth of the children.
- Realize that children must be treated as individuals.
- Guide, protect and encourage children to learn at their own rates.
- Provide activities that are flexible for both large and small groups.
- Provide materials for learning that relate to each age group
- Meet all state and local requirements.

ADMISSION POLICY

ELIGIBILITY

TOILET-TRAINED CHILDREN (AGES 3 AND 4) WILL BE ELIGIBLE FOR ADMISSION TO THE PRESCHOOL.

SS. Peter and Paul Preschool does not discriminate on the basis of race, sex, national origin, handicap (if student can function in the environment) or religion.

REGISTRATION

At the time of registration a \$25 non-refundable fee is due.

Each child needs a birth certificate or baptismal certificate, and updated medical and immunization record to be shown at the time of registration. The child must be either three or four years old by September 1 of the year for which they are being registered.

- 3 year old class – Must be 3 by September 1, of the current school year. This class is held on Tuesday and Thursday morning from 8:00 a.m. to 10:45 a.m.
- 4 year old class – Must be 4 by September 1, of the current school year. This class is Monday, Wednesday, Friday morning class from 8:00 a.m. to 10:45 a.m.
- 4/5 year old class – Must be 4 by September 1, of the current school year. Class is Monday through Friday afternoon class from 11:45 a.m. to 2:15 p.m.
- Junior Kindergarten – This class will meet Monday through Friday afternoon class from 11:45 a.m. to 2:15 p.m. AND Monday, Wednesday, Friday in the morning from 8:00 a.m. to 10:45 a.m.

TUITION

3 year old class	\$1100 per year
4 year old class	\$1250 per year
4/5 year old class	\$1500 per year
Jr. Kindergarten	\$2600 per year

CURRICULUM

CLASSROOM ACTIVITIES

- Begin the day with prayer
- Spiritual growth: Develop an age appropriate awareness of God and Christian values (caring, sharing, love, etc...)
- Creative arts: painting, drawing, crafts, music, dancing, singing and dramatic play.
- Sensory play: water, snow, sand, rice and noodles.
- Gross motor: large muscle development through physical exercise, tumbling, use of balls, blocks, etc.
- Fine motor skills: small muscle development through the use of drawing tools, crayons, chalk, scissors, puzzles and manipulatives.
- Cognitive development: through language skills, sensory perception, critical thinking and problem solving.
- Socio-emotional development: awareness of responsibility to self and others through individual, small and large group experiences.
- Perceptual skills: visual and sensory.

PARENT PARTICIPATION

We welcome parents' participating in the preschool Catholic education of their children. We strongly encourage parents to volunteer to help in classroom and other activities when necessary. Please feel free to arrange time to visit with the Preschool.

All parents who volunteer need to have completed the Protecting God's Children session and have an approved background check. The Diocese of Springfield in Illinois does not allow any exceptions.

Our most fundamental objective is to provide your child with a safe, loving, Catholic Christian environment in which each child will feel that they are loved, valued and happy to learn.

ARRIVAL AND DEPARTURE

Arrival

Students who attend Latchkey can be dropped off at school beginning at 6:30 a.m. Parents will sign the child in at the Latchkey Center in the Lower Level of Manning Hall.

Departure

Parents will sign the child out at the Latchkey Center in the Lower Level of Manning Hall.

Before School

The SSPP Preschool will begin at 8:00 a.m. Students arriving must be accompanied by a parent or guardian. Please be certain your child(ren) has entered the facility, been signed in and their presence acknowledged by a Preschool Staff member before proceeding on your way.

Departure at End of Day

All students must be signed out. Please be certain your child(ren) has been signed out and their departure is acknowledged by a Preschool Staff member before proceeding on your way. At the time of registration application you will be asked to fill out an authorization form for persons permitted to pick up your child. If someone other than yourself or those authorized by you on this form is to pick up your child, we must have that information from you in writing, along with a description of that individual. The person picking up your child at the time of departure must present us with some sort of identification. Your child will not be allowed to leave our care without proper identification from this individual.

It is important that you keep this information current. Personal recognition of parents/guardians by Preschool Staff is acceptable identification. These procedures have been instituted for the protection of your child and will be strictly enforced.

DISCIPLINE

The policy of SS. Peter and Paul Preschool for discipline will be one of intervention and redirection. No child will be subjected to corporal punishment of any kind, or to verbal abuse.

To ensure the safety of all children attending the Preschool, children who consistently exhibit aggressive, impulsive and inappropriate behaviors will be removed from the group activities.

Written notification of the child's behavior will be given to the parents/guardians. This notification will serve as a warning.

Behaviors that are self-destructive, or pose a danger to the safety and well being of the children or teachers will not be tolerated.

Continued occurrences of unacceptable behavior will result in suspension or termination from the Preschool.

SS. Peter and Paul Preschool strives to teach and reinforce Catholic Christian values and appropriate behavior. We have established clear, consistent behavior expectations. With loving guidance our children learn to respect one another, grow in self-control, and develop the ability to make positive choices.

FIELD TRIPS

We will be taking several local field trips throughout the school year. Each child must be accompanied by an adult who has completed the Protecting God's Children course required by the Diocese of Springfield in Illinois. We will travel by car or foot for our field trips.

HEALTH AND SAFETY

HEALTH

Parents are asked to keep a child home if the following symptoms are present: fever of 100 degrees, heavy nasal discharge, rash, diarrhea, constant cough and/or vomiting. You will be called to pick up your child for any of the above symptoms and will be expected to come get him/her. Parents should make prior alternate plans for picking up children who become ill or contagious while at preschool. This should be done in a timely manner.

Please notify us at (618) 344-5450 ext.225 if your child is absent. Also, please notify us if your child has a contagious disease. (This notification will assist us in circulating information to parents to help reduce the spread of highly contagious disease).

MEDICINE

Due to the shortness of our day please give medicine to your child before or after preschool. Teachers are not allowed to dispense medicine.

EXTENDED ILLNESS

Please contact the teacher in writing and by phone in a timely manner if your child is scheduled for surgery, has an extended illness or has a contagious illness. A written Physician Statement must be provided in order for your child to return to preschool.

EMERGENCY PROCEDURES

An emergency treatment form will be kept on file at the preschool. We will make every attempt to contact the parents or person indicated on the emergency form. It is imperative that parents inform the preschool of telephone number changes and other information necessary for contacting you or an authorized adult. In case of an accident, if a parent is not available, we will consult your emergency numbers or use our medical consent forms to take the child to the hospital of your choice.

WHAT TO WEAR TO PRESCHOOL

Dress your child in play clothes. We will be doing activities; clothing that allows your child to move freely is recommended. Girls must wear shorts under skirts or dresses. Tennis shoes or rubber-soled shoes are recommended. We will not allow children to wear cowboy boots, flip flops, sandals, clogs or heels to the preschool as they can be unsafe while playing.

PLEASE HAVE A COMPLETE CHANGE OF CLOTHING MARKED FOR YOUR CHILD THAT WE MAY KEEP IN CLASS FOR HIM/HER (just in case)

BIRTHDAYS/SPECIAL PARTIES

We celebrate birthdays at the preschool, as they are very special to us all. Each child will be honored on his/her special day. If you would like to send a special treat on that day, please let us know a few days in advance. Please do not send gum or hard candy.

We will have the following parties during the school year: Halloween, Christmas, Valentine's Day, St. Patrick's Day. Parents/volunteers will be needed to help make our parties a success.

TOYS

We are equipped with toys, games and manipulatives that will be of interest to your child. To avoid misplaced, lost or broken toys we ask that personal toys be kept at home.

SINGLE PARENT/RELATIVE CONSIDERATIONS

SS. Peter and Paul Preschool abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents the right of access to student records. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Only parents, and those they designate, shall be allowed in the classroom and/or to pick the child up, unless on appropriate official business. This requirement applies to aunts, uncles, cousins, grandparents and friends of the family (sitters). These visitors will be accompanied by a school official at all times.

SCHOOL'S RIGHT TO AMEND

SS. Peter and Paul Preschool retains the right to amend the handbook for just cause and parents will be promptly notified in writing if changes are made.

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PARENT AGREEMENT FORM

I / we have read the information explaining the policies and procedures of the SS. Peter and Paul Preschool and have discussed these policies and procedures with my/our child(ren) and I / we agree to abide by these policies.

Students Name(s) _____

Parents Signature _____

Phone _____

Date _____