

SS. PETER AND PAUL PRESCHOOL HANDBOOK



2018-2019

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 & TUITION

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

Each child needs a birth certificate (and baptismal certificate, if available) 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.

The 3- and 4-year-old class is together. There are three options. The teacher will discuss options with parents.

- Monday, Wednesday and Friday morning from 8:00 a.m. to 10:45 a.m.
Monthly Tuition for 3 Days: 1/2 day \$135
- Monday- Friday mornings from 8:00 a.m. to 10:45 a.m.
Monthly Tuition for 5 Days: 1/2 day \$160
- Monday- Friday from 8:00 a.m. to 2:15 p.m.
Monthly Tuition for 5 Days: Full days \$270

All school families must pay tuition using one of these methods:

Option 1:

Check/Cash/Credit Card: If tuition is paid in full by July 1st, receive a 3% discount.

Option 2:

Cash/Check payment submitted to the Finance Office on a monthly basis.

Option 3:

Direct Pay Option – Ss. Peter and Paul will auto debit your bank account or credit card on a monthly basis. Tuition is paid August – May (10 month period for all grade levels). A one-time \$15 processing fee is required for auto withdrawal through your **bank account**. This fee will be added to your first month's payment. A \$35 fee will be charged for any payments returned due to insufficient funds. **No exceptions**. Withdrawal dates are made on your choice of the 1st or 15th of the month. If the withdrawal date falls on a weekend or a holiday, the tuition payment will be debited from your account on the next business day. Forms must be completed and turned into the Finance Office as soon as possible. Questions regarding tuition may be addressed with the Finance Office.

Delinquent Tuition Policy

A \$35 fee will be charged for any and all payments returned due to insufficient funds. No exceptions. Fees are subject to change in future academic years. The tuition reattempt draw, including fee, will be processed on the next scheduled tuition withdraw date. If your normal date is the 15th of the month, we will reattempt on the 1st of the month, etc. It is the parent's responsibility to communicate with the finance department immediately if there are special circumstances to be considered.

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—Preschool

Doors open for the Ss. Peter and Paul Preschool at 7:45 am and school begins 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.

Students who attend **ABC Club (formerly Before and After School or Latchkey)** can be dropped off at the cafeteria beginning at 6:30 a.m. **Parents/Guardians are required to sign the child in at the ABC Club (formerly Before and After School or Latchkey)** in the cafeteria.

Departure—Preschool

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, 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.

Parents/Guardians are required to sign the child out of the **ABC Club (formerly Before and After School or Latchkey)** in the cafeteria.

Ss. Peter and Paul preschool will dismiss every Wednesday at 1:45 PM. Free ABC Club (formerly Before and After Care or latchkey) will be available from 1:45 to 2:30 PM for any student who cannot get picked up at 1:45 PM dismissal.

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).

HEALTH POLICIES

All medications, including non-prescription drugs, given in school shall be prescribed by a licensed doctor on an individual basis as determined by the student's health status. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students will not be allowed to have any drugs, oral (including cough drops) or topical, in their possession on the school grounds. Consequences are listed in the school rules under information on possession of other drugs. (See general school guidelines, page 16).

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists the following policy will be adhered to.

A. Prescription Medication

Prescription medication is allowed to assure school attendance for students who must use medication in the treatment of chronic disabilities or illness.

Any student who is required to take oral medication during the regular school day must comply with school regulations. These regulations must include the following:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval the medication is to be taken. Forms are available at the school office.
2. Written request and permission from the parent or guardian requesting that the school comply with physician's order. Forms are available at the school office.
3. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the student's name by the parent.
4. Every medication given must be recorded on a medication log that includes date, time, dosage, and signature of the person giving the medication.

B. Non - Prescription Medication

Only long-term (five school days or more) non-prescription medications will be stored at school. A written order for long-term non-prescription medications must be obtained from the student's

licensed doctor. Any student who is required to take long term non-prescription medication during the regular school day must comply with school regulations as stated under prescription medication. Additional information on non-prescription medications follows:

1. Only long-term (five days or more) non-prescription medication from a licensed doctor will be dispensed and must be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
2. The non-prescription medications include aspirin, Tylenol, antacid, antihistamine, and any other over the counter medication.
3. No topical application of peroxide, calamine lotion, or any other medication will be used. Parents must come to school to administer these items to their son or daughter.
4. If injury occurs, the student will use soap and water and the parent/guardian will be informed if the student should require further treatment or needs to be sent home.

C. Communication

Opportunities must be provided for communication with the student, parent, and physician regarding the efficiency of the medication administered during school hours.

1. Observe, evaluate, and report to student's parent, the health status and reaction at school to the medication that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
2. Report to the parents those factors in the school that might seriously impede the recovery.
3. The parent(s)/guardian will be responsible at the end of the treatment regimen for removing from school any unused medication which was prescribed for their student.
4. Parent notification.

D. Immunization

1. All students must be in compliance with Illinois State Law Regulations concerning immunizations.
2. Any student who is not in compliance by October 15th of the current school year will be asked to remain at home until the student has the proper immunizations.
3. Immunizations are provided by the County Health Department if the parent desires.

E. Health Record

1. All students entering either Kindergarten or First Grade and those entering Sixth Grade must have on file by October 15th of the current year, a complete written health exam by a physician.
2. All students entering Sixth Grade must have received the complete series of Hepatitis B shots prior to entering Sixth Grade.
3. All students entering Kindergarten, Second and Sixth Grades must have a dental exam on file by October 15th of the current year.
4. Any student not in compliance with immunization will be asked to remain at home until proof of the exams/shots are on file at the school.
5. It is the parents'/guardians' responsibility to inform the school of any allergies, epilepsy, diabetes, etc. especially as these conditions may be noticeable during P.E. or recess.

F. Dental Exams

All students entering Kindergarten, 2nd and 6th grades and any student entering an Illinois school for the first time must have a completed current dental record on file at school.

G. Vision Exams

Vision exams are required for all students entering Kindergarten and any student enrolling for the first time in school.

H. Communicable/Contagious Disease

A student who has been diagnosed with a communicable or contagious disease shall present a release from a physician before returning to class. Parents should avoid sending students to school if a communicable disease is suspected. Parents will be called if symptoms appear at school.

I. School & Illness: Should your student stay home?

The following guidelines will help you decide whether your student is too ill to go to school.

Student Is Too Ill

Your student is too ill to go to school if he or she has any of these signs:

- Seems very tired and needs bed rest (this is common with flu symptoms)
- Has vomiting or diarrhea
- Becomes short of breath or is wheezing
- Has a cough that disrupts normal activity
- Has distracting pain from earache, headache, sore throat or recent injury
- Has yellow or green drainage from eye(s)
- Breaks out in a rash; not all rashes require that a student stay home from school. Check with your student's doctor.

Fever

Your student should not go to school if they are running a fever (anything above 98.6 degrees). Students may return to school when they have been fever free for 24 hours.

Communicable/Contagious Disease (See Also Page 30)

- Your student should stay home from school if they have a contagious disease. A contagious disease is one that can be spread by close contact with a person or object. Examples are: chickenpox, flu, vomiting, diarrhea, colds, strep throat and "pinkeye". A disease may be contagious before the student shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs.
- If your student has chickenpox or strep throat, ask your doctor when they may return to school. Generally, students who have active chickenpox should not return to school until all the lesions are dried and crusted. Students with strep throat should be on antibiotics for 24 hours and feeling well enough to concentrate before they return to school.

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 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 or 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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2018 - 2019
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 _____