St. Paul's Preschool Parent Handbook

This book has been designed to be both helpful and informative for you throughout the school year. The handbook is meant to serve as a general guideline for daily program operations. The procedures are subject to change at the discretion of the program staff and Preschool Board. You will be notified of changes relevant to your child. Please keep it handy and refer to it as needed.

St. Paul's Episcopal Church Preschool has been planned for Toddlers through Transitional Kindergarten children with the goal of helping each child in his/her mental, emotional, social, physical and spiritual development through participation in a variety of exciting activities, including the following:

- Experiencing and learning fundamental truths of the Christian faith.
- Working with paints, play dough, crayons, blocks and other manipulative materials.
- Enjoying stories, poetry, dramatization and books.
- Learning to share, take turns, plan, work, think, and reason as he/she works and plays with others.
- Acquiring good health and hygiene habits.
- Making short excursions to points of interest in the community.

The following guidelines and policies have been prepared so that you may better understand the program as we work together to help your child through a successful year. Please take the time to become familiar with all program policies and guidelines. If you have any questions, please do not hesitate to ask.

Statement of Equal Opportunity

St. Paul's Episcopal Preschool admits students without regard to race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the program. The program does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship or loan programs, or athletic or other program administered opportunities.

Program Policy and Procedures

School hours, Sign-In and Carpool:

Our classes begin at 9:30 a.m. and dismiss at 12:30 p.m.; Transitional Kindergarten begins at 9:00 and ends at 12:30 p.m. Our staff uses the time before school to prepare class activities so please stay in the Parish Hall until 9:25 a.m. The outside doors will open at 9:15. The hall doors will open at 9:25 a.m. and the classroom doors open at 9:30 a.m. Teachers are not allowed to "sit" for children prior to the start of school. If you have an appointment before school, please make arrangements with other family member or parent to bring your child to school.

DUE to the concern of the safety for all children, all doors will be locked after morning drop off. Please use the intercom system located by the Parish Hall door if you need entrance.

Busy Bees, Bouncy Bears, 2's, and 3's, please pick your child up in their classrooms in the afternoon. 4's and TK parents, please pick up your child on the playground. Please use the side doors for afternoon pick up at 12:25. If you have more than one child, please pick up the younger child first. If you need to get your child early, please tell your teacher when you drop off in the morning. The person picking up the child MUST be the same as the **morning sign-in sheet**! WE WILL NOT RELEASE YOUR CHILD TO ANY PERSON other than the one on the sign-in sheet if the office has not been notified.

If you call the office to notify us of a change, we will verify that the person is authorized on your child's application. Please notify the office at once if there are changes in family circumstances. When an unknown person picks up your child we will ask to see an ID and compare it on the name you have given us. To allow for an easy pick-up, please remind others to always have an ID with them.

Afternoon Pick-up with Inclement weather, sleeping or sick children- For parents who have younger children in the cars for afternoon pickup, you may call the office at 919-467-3788 by 12:25pm

Extended Day

Extended Day is offered to 3,4 and 5 year olds on Tuesday, Wednesday and Thursday from 12:30-1:00. During extended day, children play outside on the playground, sing songs, play games and have fun. Extended Day will use a carpool line for pick up. If your child is in a car seat, you will need to buckle him/her into the car seat. Please have your Carpool sign on your dashboard at pick up.

Late Pick-up Fees-

Late fees will be accessed to anyone not in the building by dismissal time. The first and second offense will result in a note sent home in your child's bag and a copy put in your child's folder in the office. The third offense is a $30.00 fine and a note in your child's folder. The forth offense is a $60.00 fine or your child will be withdrawn from school. The fifth offense will be result in your child being withdrawn from school.

Snow Delays:

We will follow Wake County Public Schools closing policy. When the public schools open One (1) hour late, we will begin 1 hour late. If the public schools delay opening for two (2) hours, we will begin at 11:30 and end at 1:30. If the public schools delay opening for three (3) or more hours, or cancel school, our classes will be canceled. Preschool only makes up school days when your child has missed more than 5 school days. The following days are our make-up days- Friday, January 27th and Monday, February 20th. Most teachers do not work everyday of the week at preschool so scheduling make-up days is hard.

Inclement Weather Policy and Safety Drills:

The church office as well as the Weather Bug app will alert us of any inclement weather. We will follow safety precautions to ensure that your child will be protected. Safety drills will be performed so your child will be familiar and comfortable with exiting procedures. If there is a Tornado Warning or an electrical storm, we will not have carpool and request that children and staff remain in the building until the warning is over.

School Class List:

It is the policy of St. Paul's Preschool to publish a current list of students enrolled. This list is for the personal information and convenience of parents of enrolled students. It is NOT to be used for any non-school related promotions or contacts. Please verify address information with your child's teacher during Orientation or Meet Your Teacher day.

If you do not wish to have your name, address, or phone number published, please contact the Director before the end of the first week of classes.

Registration Policy:

Registration takes place in January/February. The procedures and dates are published in letters sent home to parents, on the website and in the St. Paul's Church Newsletter and Bulletin.

Admission Process for registration is as follows:

- ***Children of preschool employees, full-time church employees, vestry and Preschool Board members.****
- ***Children who are currently enrolled in the Program and are eligible to return for the next year***
- ***Siblings of currently enrolled students.***
- ***Part- time church employees.(less than 20 hours per week)****
- ***St. Paul's Episcopal Church members.***
- ***Registration for the general public will be held after the above students have had the opportunity to register. The public registration shall coincide with preschool registration as determined by the Cary Area Association for the Education of the Young Child.***
- ***All class placements are at the discretion of classroom teacher and Preschool Director. The school reserves the right to make decisions based on the best interests and needs of the children and the operation of the classroom.***
- ***Any child applying for admission, who has an IEP and/or has special needs must furnish the school with a copy.(attached to the application) This is necessary in order for the school and teacher to be able to make any adaptations needed in order to better serve the child.***

****Parent must remain employed with the church through the start of the school year in which child is be enrolled.***

****To register as a church member the following requirements must be met:***

1. ***a family or family member must be an active, recorded member of St. Paul's Church.***
2. ***all paperwork to join or to transfer membership from another church must be received by the church office prior to November 30th.***

Programs and Tuition

Curriculum:

We believe a developmentally appropriate, integrated curriculum is best suited to preschoolers' needs. Your child's schedule, class roster, and monthly/weekly lesson plans are posted outside the class or immediately inside the classroom for you to view. You will receive letters, emails, calendars, and a school newsletter on a regular basis to keep you informed. At a parent's request, you may engage in a conference at any time during the year.

Activities are planned to offer a mix of self and teacher directed activities. We offer experiential learning with hands-on activities. Integrating gross motor, fine motor, cognitive, language, emotional, social and spiritual development with the whole child approach.

We offer a mix of academic and "play" atmospheres. Statistics show that when academics are handled through fun, hands-on learning experiences, preschoolers learn faster and retain the information longer. Learning through play gives preschoolers positive feelings about school, and hopefully, a love of learning that will continue throughout their lifetimes. Worksheets may be used upon occasion, however, only as a reinforcement tool to bring home. Your child may not bring home a piece of paper everyday. The process of learning begins with DOING and PARTICIPATING. Everyday your child is going to have FUN by DOING!

Chapel Service:

One morning a week, the children will take part in a brief service in which they will sing songs and hear Bible-related stories. He or she will light a candle and will get to volunteer to give a prayer request at different times during the year. Parents are welcome to come for the services.

Each topic will include either a story or object lesson to reinforce that children are special, we must treat each other with kindness, and we are all loved by God.

Fees:

A registration fee of $100.00 per year, per child is paid at the time a child is enrolled. Receipt of this amount assures your child's place in the class. A supply fee must be paid with September's tuition. These fees are non-refundable unless a move is made from the Cary area before July 15th.

Tuition:

Tuition will be automatically drafted from your bank account on the 15th of each month.

- May 15th – September Tuition Draft, supply fee (one -time payment) and extended day if applicable
- September 15th- October Tuition Draft and extended day if applicable
- October 15th- November Tuition Draft and extended day if applicable
- November 15th- December Tuition Draft and extended day if applicable
- December 15th- January Tuition Draft and extended day if applicable
- January 15th- February Tuition Draft and extended day if applicable
- February 15th- March Tuition Draft and extended day if applicable
- March 15th- April Tuition Draft and extended day if applicable
- April 15th- May Tuition Draft and extended day if applicable

Withdrawals:

One month's written notice must be given to the Director before a child is withdrawn; otherwise, the parent is obligated to pay the additional month's tuition. A notice given after August 1st will forfeit September's tuition. A notice given after March 15th will forfeit May's tuition unless the spot can be filled. If the withdrawal occurs at the request of the school, the unused portion of the tuition will be refunded.

Daily Procedures and Policies

Lunch:

Please send a nutritious lunch and drink for your child. Generally there will be no snack prior to lunch, with the exception being the Toddlers and Twos! However, there will be times when cooking experiences or special foods are incorporated to enhance the theme for the day. Any food allergy needs to be reported to the preschool office and to the teacher.

Discipline:

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive and understanding interactions from adults and others, they develop positive self-concepts and learn and develop values. The Preschool staff will practice the following discipline and behavior management policy. We DO praise, reward and encourage the children; respect their needs, desires, and feelings; provide alternatives for inappropriate behavior to the children, such as short supervised periods of time-out; and stay consistent in our behavior management. We DO NOT us corporal punishment. (Please refer to the NC Discipline policy from your registration packets.)

Biting. Hitting and Scratching Policy at St. Paul's Preschool

First Offense*phone call Second offense*child sent home

Third offense*Meeting and possible expulsion from school

Conferences:

Parent/teacher conferences can be scheduled at any time during the year. If you would like to discuss your child's progress at any time, please send a note to school and the teacher will contact you. Likewise, should a concern arise in the classroom regarding your child, the teacher will contact you. We want to work together to help make the Program the best possible experience for your child. Conference days for the 4's classes will be in January during the week (before school, during specials and after school). The TK class will have conferences in March and there will be NO CLASS for your child on this designated day.

Clothing:

Please dress your child in **PLAY ATTIRE**. They will get dirty and we like it that way! We ask that you do not send your child with any belts, overalls, or multiple layers that make removal by the child difficult. It is important for your child to be able to "do by self," in the bathroom and for diaper changing. Label all outer garments (such as coats, sweaters, etc.) with your child's name. Dress your child warmly in cold weather as we do have outside play on most days. ***Please have an appropriate change of clothing in your child's bag.*** Please have your child wear tennis shoes or closed toe shoes and socks to school. FLIP-FLOPS or shoes without heal straps will **NOT** be allowed on playground. Teachers can not change shoes or clothes to go on the playground.

BAGS- not backpacks:

Please have an open top tote bag for children. This allows them to pack and unpack bags independently. You may buy a bag for $8.00 or any tote is fine. Please do not have your child bring a backpack as the zippers and all the pockets are too much to handle.

Toys:

We will periodically have "Show & Tell" for our Three's, Four's and Transition Classes. **Please do not allow your child to bring toys at other times.** We DO NOT ALLOW guns and other weapons to be brought for Show & Tell. Special stuffed animals, pacifiers, and blankets need to be "weaned from your child for health reasons. (Leave it in a special bag or car seat for pick-up.)

Birthdays:

Because birthdays are such special days for children, you may celebrate your child's birthday with a special snack. If you would like to provide the special snack, please inform the teacher. For children whose birthdays fall during vacations and holidays you may schedule a day with your teacher. Your child will get to pick a treat from the Birthday Box. If your child's birthday is in June, July or August you may celebrate their half-birthday just communicate when with your teacher.

Field Trips:

Field trips are planned for our 4 and 5 year old classes. These trips are made to locations within the local area so that they may be completed during the school day. These can be special learning experiences for the children. Your child's field trip permission form must be signed and in our files in order for him or her to participate. The teacher will take emergency information on field trips.

Parents will be informed in advance of our excursions. Parents will provide transportation for our field trips,

North Carolina state laws and St. Paul's requires **ALL** preschool children to be in a car seat or booster that the parent provides. Field trips are optional. If enough parents cannot be found to provide transportation, the trip may be canceled.

Parents providing transportation for field trips will also assist teachers with supervising children. Chaperones must accompany teachers in cars and stay with class on trips. Some field trips may require additional parents for supervision of the children for safety.

Special Programs:

Throughout the school year resource persons in the areas of art, crafts, music, drama, dance, sports, and community services are occasionally engaged to work with the children in the program.

Parent Participation:

Parents are invited and welcome to participate in our program. If you have any areas of specialty or a hobby that you're willing to share with the children, please tell us so that we can plan to work you into our schedule. We have parent involvement opportunities in our newly formed group- Preschool Board that will channel Parent's energy to support the preschool program though the following but not limited to the following areas- Playground Maintenance, Garden Club, Advertising, Fundraising, Specials and in-house opportunities, Teacher Appreciation, Outreach, Safety and Building Improvements and Hospitality.

Signups are available during parent orientation and continue through the first week of school.
Your child's teachers will have opportunities to help support the classrooms with play dough making, field trips (3's, 4's & TK), party or room mom/dads, etc. You will get more information about this from your teachers.

Room Parents- Room Parents play a big role in communication to the class about upcoming events and fundraisers for the Preschool. The Room Parents meet at the beginning of the year to learn about their duties for the year. Please contact your child's teacher if you are interested in serving as the Room Parent.

Substitutes- We are in need of parents to sub when teachers are out. Please sign up if you would like to substitute and the days you are available. Sub pay is $25.00 per day – please drop your child off then immediately report to class you will be subbing in.
Thank you in advance for helping us out as a substitute.

Health and Emergencies
Attendance, Sign-In and Health Requirements:

You are required to sign-in your child each morning, outside your child's class*. Please write your location, emergency phone numbers, person responsible for picking up your child, and any comments that will help your child's teacher. If you are carpooling with another family, please write a note and give it to the teachers so that we can have it in your child's file. You will also need to notify the office if they need to be added to your child's application.*

Regular attendance is important for continuity of the child's development. However, a child should be kept home whenever there are symptoms of an illness: sore throat, cough, fever, rash, earache, upset stomach, diarrhea, constipation, or excessive runny nose. Your child **must be fever-free and not vomiting or have diarrhea for twenty-four hours before returning to school.**

If your child becomes ill during school hours, he will be separated from the class and parents will be called to come and pick up the child. **We will call the phone numbers on the sign-in sheet first**, and then the emergency numbers listed on your child's application.

If your child vomits in the night or morning prior to coming to school, they should be kept home.

A child, who wakes up with an itchy, crusty eye (it may or may not be red) must see a doctor to rule out conjunctivitis, a highly infectious inflammation of the eye. He/she must be home, on treatment for 24 hours before returning to school.

A child with a frequent cough should be kept home. It is uncomfortable for the student and disruptive in the classroom.

Any student with a runny nose that the mucous is not clear should not be sent to school. A preschool student will be sent home is he/she is unable to contain their secretions. A continuous runny nose and productive sneezes will spread droplets to other children and the teachers in the class.

A child not able to stay awake should be kept home.

The Director reserves the right to make the decision in determining when a child is too unhealthy to remain in a school environment.

Contagious diseases (Chicken Pox, pink eye, strep, pin-worms, fifths disease, etc) should be promptly reported to the program staff so that they can be alerted to the symptoms and notify classmates parents of possible exposure.

IF YOUR CHILD IS SENT HOME WITH A FEVER/ OR VOMITING THEY ARE NOT ALLOWED TO RETURN TO NEXT SCHOOL DAY.

Medical Emergencies:

Staff members shall apply simple first aid for an injury such as minor cuts, abrasions, etc. Parents will be notified of the injury by a written injury report completed that day, logged and placed in your child's file. If we report a concern that warrants a physician's visit, we are required to have a note from your doctor to have your child return to class.

In the event of a medical emergency, parents will be notified. In the event of a major medical emergency, 911 will be called first for paramedic help then the parents will be called. We will strive to meet the parent's preferences for hospitals, but Paramedics will make the final decision based on the child's condition. At no time will a child be left alone. Our staff attends CPR and Emergency first aid.

Medications:

When a child needs an emergency medication to be administered by the staff, the parent must:

- Send only prescribed medicine in its original container, with the instructions, the date the prescription was filled, the physician's name, and the child's name on the label.
- Send written permission for the staff to give the medicine to the child, together with information as to any and all possible side effects of the medication.
- Inform the staff when the medication is to be discontinued. The unused portion will be immediately returned to the parents.

We are not permitted to administer any over the counter medications such as Tylenol or ibuprofen.

Physical Exam and Vaccinations:

- All children entering preschool are required to have a physical exam by their pediatrician and an up to date immunization record. Heath forms and immunization records must be completed and returned to St. Paul's Preschool by the end of September.

Toileting Policy:

Barring any physical reason, a child will normally be "potty trained" between 2 and 3 years of age. **St. Paul's requires that a child be dry during the day for a full week before wearing underwear to school.**

If you are in the process of toilet training your child:

- We ask that you take your child to the main bathroom, prior to bringing them to class.
- Remind your child that they can tell their teachers if they need to use the bathroom. They are in charge!
- Alert the staff of any emergent concerns. However, be mindful that they cannot alter the class schedule. Opportunities to use the bathroom are ample and built into your child's day.
- Help your child by dressing them in easy off and on clothing. Even if they can snap and zip, remember that they may be in hurry here at school and will want to return to their activity.
- ALWAYS send in a COMPLETE change of clothing (including shoes and socks) in a zip-lock bag. Accidents happen, and it helps your child to have their own clothing, 'just in case'.

Although we do NOT require a 3-year-old to be toilet trained, most healthy three-year-olds will be toilet trained by Thanksgiving of his/her school year. There are many helpful publications that may help parent anxiety. You need to not get angry or emotional during this transition. Remember to NOT spank or punish for resistance to toilet training. Transfer the complete responsibility to the child: cleaning up and wiping their body are natural consequences and often give the child the control they seek.

Wiping Policy:
Part of being fully potty trained is being able to wipe oneself. If your child has difficulty wiping, please send in flushable wipes for your child to use at school. This will not only help them wipe more adequately but it will encourage them to be "in charge" of their bodies through the entire toileting process. This is also in accordance with our Safe Church policy.

Thank you for helping us keep your child's learning environment safe & healthy for every child in the class.