

**Sts. Peter and Paul  
Preschool**

**2019-2020**

**Parent Handbook**

**Please return the Signed Parent  
Handbook Form by  
Wednesday, August 14, 2019**

# Mission and Philosophy Statements

## Mission Statement

It is the mission of Sts. Peter & Paul Catholic School:

Saints Peter and Paul School is committed both to instilling the fundamental beliefs of the Roman Catholic Faith and providing a quality education. Working in partnership with parents and the community, we are dedicated to preparing our students for the future faith formation and academic excellence while enhancing students' emotional, physical, and spiritual growth.

## Philosophy

Sts. Peter and Paul is a Catholic Faith community committed to teaching the Gospel Message through education, example, and prayer. Parents, teachers, and students all share the responsibility for forming the whole student to have the courage and wisdom to become a lifelong disciple of Christ and a leader in the community.

## Student Creed

I am a Saints Peter and Paul Catholic School students.

I have great expectations for myself. I accept the challenge to become the best that I can be.

Yesterday's failures are behind me. Today's successes are now before me. I will make today the very best day of all, for this day begins the rest of my life.

I accept the responsibility for my behavior and its result. I do not have the right to interfere with the learning and wellbeing of others.

With my family and my teachers, I will determine what will become. For the education I receive today will make me a leader of tomorrow.

# Catholic Social Teaching

1. Life and Dignity of the Human Person
2. Call to Family, Community and Participation
3. Rights and Responsibilities
4. Option for the Poor and Vulnerable
5. The Dignity of Worker and the Rights of Workers
6. Solidarity
7. Care for God's Creation

Sts. Peter and Paul  
Preschool  
Parent Handbook and Policies  
2019-2020

Director: Rhonda Yates  
918-836-3114  
Principal: Joanne Brown

Person In Charge in Director's Absence:  
Kris Wilson / Adriana Suazo  
Priest: Father Mike Knipe

**Philosophy**

The Catholic religion will be the heart of the Early Childhood Program. Children will be nurtured and inspired to live and model the words and actions of Jesus Christ.

The Early Childhood Program will provide a safe, loving, organized, educational environment of play, guided exploration, and hands-on activities appropriate to each child's needs. This environment will provide opportunities for success and growth in communication and social skills, discovery, creativity, cognitive skills, and fine and gross motor skills. Each child will be recognized as a unique gift from God with individual learning styles and growth patterns. The Early Childhood Program will establish a positive, happy introduction to learning in a school setting and will prepare students for kindergarten in a manner that demonstrates a respect for the dignity and needs of the child.

**Staff**

Sts. Peter and Paul Preschool employs experienced teachers. Teachers are active members in their parishes/churches. Teachers take classes to keep updated in Early Childhood readings and research. Each teacher is certified in CPR and First Aid.

**Hours of Operation:** 7:45 – 3:00 pm

**Ages of Children Accepted:**

**Children must be four (4 years old) on or by September 1<sup>st</sup> to attend Preschool.**

**Tuition/Fees:** \$4600.00 yearly

**Registration Fee:** \$150.00 per family.

### **Refunds:**

In the event your child/ren is expelled from the Preschool program, you will receive a refund for any fees of the remaining Full Weeks that have been paid. Refunds will not be given for days missed

### **Return Checks**

Sts. Peter and Paul Preschool will assess a \$25.00 charge on all returned checks.

### **Emergency Procedures**

Fire, Storms (Tornado), Lock Down Drills are practiced.

### **Emergency Plans and Procedure**

Emergency Plan/Procedures Manual is located in each room.

### **Emergency Contacts**

Should we need to contact you for an injury requiring immediate medical treatment; either at Preschool or on a field trip the following procedure will be followed.

- \* Parent /Guardian will be notified.
- \* First Aid will be administered.
- \* Parent/Guardian will be notified including when a child has a bump to the head.
- \* If a situation warrants, an ambulance will be called. A staff member will accompany the child to the hospital with emergency forms filled out by parents during enrollment.

Sts. Peter and Paul Preschool cannot provide emergency medical transportation.

### **Medications**

Sts. Peter and Paul Preschool will administer medications as prescribe by a physician.

Prescription medications are administered according to the container instructions, including only administering when the medication is part of a prescribed therapeutic treatment.

Parents/Guardian must give written permission and a physician letter and fill out appropriate medical forms. Parents must sign and date these forms. Medication must be in original container with that day's dosage only and the following information must be on prescription bottle: Name, current date, time to be administered, and dosage amount to be given, with the doctor and pharmacy name on the bottle.

### **Life-Threatening Condition Medications**

Condition medications, such as epinephrine pens and rescue inhalers are in close proximity to the child for immediate administration when needed, such as being in the same classroom or supplemental play area, or outdoors when the child is outside or on field trips. All medicine **must** be labeled with a prescription, doctor's name, dosage, and child's name.

### **We discourage over the counter medication.**

Parent/Guardian must give written permission; complete the medical forms and that day's dosage only will be in the container. Medications will be stored in a locked container at all times.

- \* Over the counter medications are administered according to the container instructions or a licensed physician's written instructions.
- \* Oral medications are administered with a measuring device designed to measure medicine.
- \* Please note that expired medication is not administered.
- \* Each dose administered is immediately documented.
- \* Medications are inaccessible to children.

All medications are returned to the parents daily.

All medications will be stored in a locked container at all times.

Only the Director or Person In Charge will administer the medication.

### **Respiratory Care**

For Preschooler's who use Meter Dose Inhalers, this inhaler **must** be labeled with a prescription, doctor's name, dosage, and camper's name.

### **Immunizations**

By law, a copy of the student's immunization record must be on file on the first day of school.

### **Illness:**

Please **call** Preschool if your child will be absent due to illness, or has contacted a rash/contagious disease. **Please do not text teachers.** Parents will be called to pick up your child if they are or have a fever, rash, loose bowel or not feeling well. Any child with a temperature of 100 degrees or higher, is too ill to be at Preschool and the parents will be notified that the child is ill and parents/guardian must pick up their child.

The Director/Person in Charge will determine if a child is too ill to stay at Day Camp.

### **Serious Injuries:**

- \* Parents will be notified immediately.
- \* First Aid will be given.
- \* EMSA will be called and the child will be transported to the hospital designated on child's emergency form unless life threatening condition warrants the child be transported to the nearest hospital.
- \* A staff personnel will accompany the child to the hospital by ambulance with the child's registration and emergency forms.

### **Health Inclusion**

The child will be separated from the group if the child has head lice or other infestations or has a contagious disease, while maintaining confidentiality of the ill child or personnel.

### **Communicable Disease**

Parents are to notify Preschool if your child has a Communicable Disease or infestations of **any** kind.

### **Head Lice**

Parents will be notified of infestation exposure, while maintaining confidentiality of the infected child or personnel.

- \* The child/ren with head lice must be treated with special medicated shampoo as directed by a doctor or pharmacist. Proof of treatment will be required- the box from appropriate medication should be brought.
- \* All children must be rechecked before returning to Preschool.
- \* A parent should accompany the student when he/she returns to Preschool to be rechecked.

NO CHILD WILL BE ADMITTED TO PRESCHOOL WHO HAS EITHER EGGS (NITS) OR LICE LEFT IN THE HAIR. PARENTS MUST NOTIFY THE CAMP IF THE CAMPER HAS HEAD LICE.

### **Parking**

#### **PreK Arrival:**

Students may arrive no earlier than 7:00 am. Students may be dropped off in the gym lot by the loading zone. Parents may park and escort their children from the gym lot to the cafeteria. Please keep the area in front of the dumpster clear of parked vehicles. Students remain in the cafeteria until 7:45. The teacher will pick up the preschoolers and take them back to class.

Parents of PreK students arriving after 8:00am should park in the school office lot and escort their child/ren through the office to the school building and into the classroom. For safety, the sidewalk gate will be closed.

Gates to the gym parking lot will be closed at 8:10. Students arriving after 8:10 must report with a parent to the school office for a tardy slip.

#### **PreK pickup:**

Preschool students will be brought to the Cafeteria at 2:45. Parents may park in the school office lot and go through the office to meet their students in the Cafeteria until 3:15. After 3:15, park in the gym lot and enter the cafeteria.

All sidewalk gates will remain locked during the entire school day.

The Parish Office parking lot should not be used at dismissal.

### **Authorization for Individual Other than Parent/Guardian to Pick Up Children**

Parent/Guardian must list all individuals being given permission by them to pick up their child/ren as set out on the original Enrollment Form designated as "The following persons may pick up my child unless otherwise notified".

### **Verbal Pick-Up Authorizations and/or by Phone**

In addition to individuals which are listed on the Enrollment Form, parent/guardian may issue a verbal or phone authorization for an individual to pick up their child/ren.

**When verbal authorization is given from a parent/guardian by phone call for the pick-up of their child (Parents/Guardians must also use their code).**



Verbal or phone authorization being given by the parent/guardian must include the following information:

- \*Child/ren name.
- \* Full name of the individual being given authorization by the parent/guardian to pick up the child/ren.
- \* Period of time the authorization is valid.

**Parents/Guardians must fill out the Authorization Form provided by Preschool and return to Preschool to be included in their child's record listing the last four digits of their driver's license number to be used as their verbal/phone authorization CODE.**

The form will include the following information:

Child/ren Names  
Code (Last four (4) digits of your driver's license number)  
Parent/Guardian (Please Print Name)  
Parent/Guardian (Signature)  
Date

**Parents/Guardians please do not give your code to others for the safety of your child/ren.**

### **Specialized Services Professional Permission and Release**

A permission and release form must be signed and dated from parent/guardian giving permission for the professional to meet with your child for services (e.g., counseling, speech, reading, etc.). Parent/Guardian understands this permission and release forms are signed and dated prior to unsupervised access to their child from each professional.

### **Child Abuse**

All staff personnel are required by law to report any suspected incidents of possible child abuse or neglect.

### **Behavior and Guidance**

Sts. Peter and Paul Preschool teachers are trained to respond in caring ways to manage inappropriate behavior. If a problem persists, parents will be notified for a conference.

A child can be removed from Sts. Peter and Paul Preschool if:

- \* The child poses a threat to self, other children or staff members.
- \* Behavior that is difficult to manage, whether in large/small group.
- \* Child or parent(s) use abusive language.
- \* Child or parent(s) threatens other children or staff.
- \* Child or family continues to act against policies in this handbook.

### **Field Trips:**

Preschool will use the school bus for educational/recreational field trips. Parents will be notified, in writing and by posting a notice on the communication board in classroom, and in advance of all scheduled field trips (Parent monthly activity calendar). Permission slips for the field trips

will be sent home at the beginning of each month for the following upcoming field trips. Parents are to sign the forms and keep the top portion for your information. Parents must sign a release Bus Form, stating that they are aware and have been informed that there are no seat belts or any other child restraints on the school bus.

- \* Children who are not enrolled in Preschool may not ride the school bus. Parents if you bring a sibling, you can drive your child and the sibling to the event scheduled.
- \* No child will be allowed to participate in a field trip without a signed authorization form.
- \* The parents/guardians may not call to give permission over the phone. No Faxed permission slip will be accepted or hand written notes giving permission.
- \* All children must abide by the bus rules.

### **Rest/Quiet Time**

A rest/quiet time is provided for all children. The children do not have to go to sleep, but they must rest quietly for an hour. During this time, the children may read quietly.

### **Lost and Found**

All misplaced articles found at Preschool are placed in the cubby box room. Please check that box when something is lost. Unclaimed items are donated to Catholic Charities at the end of Preschool. Please mark all items of clothing with your child's name.

### **Birthdays**

Everyone enjoys celebrating birthdays! If you would like to bring treats for your child, please inform the teacher.

### **Personal Belongings**

Each child will need to bring a backpack for their personal belongings.

### **Personal Item**

Children should not bring Game Boys, electronic devices/equipment or any other items of value to school. Preschool staff is not responsible for lost, stolen, or damage personal items.

Sts. Peter and Paul Preschool also abides by the School Policy Handbook.

**Sts. Peter and Paul School/Preschool strictly enforces a no drug, no weapon environment.**

## Sts. Peter and Paul Preschool

I have read the Preschool Parent Handbook and Policies and agree to abide by the handbook.

Child's Name: \_\_\_\_\_  
Please Print

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date