

# Parent Handbook

## 2023-2024



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Director/Teacher: Stephanie Arce

## **Welcome to St. Peter Lutheran Preschool!**

Our program philosophy is designed to provide your child with learning opportunities to discover, create and explore. Children learn their best in an emotionally & physically safe environment that we provide. Our objectives are to help the children become familiar with our Savior Jesus as well as providing experiences that promote spiritual, physical, social, emotional and intellectual growth. We also work with the children to learn self-discipline, responsibility, and self-control appropriate to their age. This also includes helping children develop body and muscle control for an increasing awareness of their own needs and feelings and how to express themselves and to become more aware of the world around them.

### **Statement of Purpose**

It is our aim to help your child develop socially, emotionally, physically, and mentally for school and life adjustment. Your child will be provided many opportunities and varied experiences which will enable them to achieve sound growth in this period of rapid development.

St. Peter Preschool is a place where your child can learn to cooperate with others and can be active and creative under the guidance of dedicated leadership. Children will learn to share, take turns, practice social skills, and replace equipment and materials properly. The preschool gives your child an opportunity to grow independently and to accept responsibility for their own actions. We will provide experiences that will introduce school readiness in a developmentally appropriate way so children will have a positive introduction to the world of learning.

The handbook is full of important information, please feel free to speak with the director at any time if you have any questions.

Email: [stpeterpreschool123@gmail.com](mailto:stpeterpreschool123@gmail.com)

Facebook: St. Peter Lutheran Preschool-Florida

Remind: @sppk2022

## Hours of Operation/Daily Schedule

We currently operate daily from 9:00-11:30 am on Mondays/Wednesdays/Fridays for 4/5 year olds and Tuesday/Thursdays for 3 year olds. We are licensed by the Ohio Department of Job and Family Services. The license is posted on the bulletin board in the classroom. A toll-free number is listed on the facilities license and may be used to report a suspected violation of the licensing laws or administrator rules. There is a copy of the most current licensing rules in the preschool classroom. All reports and forms are available upon request from the ODJFS.

In case of a weather related delay/cancellation or any other closing of our preschool, please check our preschool Facebook page and sign up for our "Remind" text alerts from the school. We will be following Napoleon Area Schools for their weather related delays or cancellations. If Napoleon Area Schools are on a 2-hour weather delay, our preschool will operate from 10am-12pm. If days need to be made up, we will adjust the school calendar. Please see the current School calendar for a list of holidays that the school will be closed.

### **Our daily schedule is as follows:**

9:00-9:15am	Arrival/Morning work at Tables
9:15-9:30am	Circle Time (Calendar, Weather, Story)
9:30-10:15am	Centers (Art, Dramatic Play, Fine Motor)
10:15-10:45am	Art/Bible Project
10:45-11:00am	Prayer and Snack
11:00-11:20am	Outside/Large Motor
11:20-11:30am	Clean-up/Dismissal

## Classroom Curriculum/Information

The preschool curriculum is designated to provide children with learning experiences through active play, creative activities and experimenting. Learning centers are organized around the interests of the children. Children will make choices during play time and are encouraged to visit different centers throughout their preschool day. Lesson plans including daily activities, objectives, as well as Bible activities will be posted outside the classroom weekly.

All students have a cubby and a mailbox in the classroom. Each child will also have a communication folder to be sent to/from school each class day. Please make sure you check this folder for important information, your child's work and see how their school day went. Newsletters and memos will be sent home periodically. These are meant to keep you informed of any changes in policies, activities and upcoming events.

## **Registration/Tuition/Supplies**

Registration for any child can begin as early as January before the upcoming school year. A one-time supply/enrollment fee of \$50 is required at time of registration. This fee is non-refundable. Each child will also be required to have on file a registration form, a physician signed physical, health & enrollment information, and any other documents requested by the Director. All these required papers will be given to you upon enrollment. **Physicals must be turned in within the first 30 days of school and children must be up to date on immunizations.** The 4-5 year old Preschool class is M/W/F from 9:00-11:30 am & is \$110/month. The 3 year old Preschool class is T/R from 9:00-11:30 and is \$70/month. Fees may change with notice given to families when applicable. We also offer a 2<sup>nd</sup> child discount of 20% for families.

Our preschool is operated by tuition and fundraisers. We make every effort to keep the cost as low as possible while operating a quality program. Full tuition is payable promptly on the first week of each month and members of St. Peter Lutheran Church (Florida, OH) are eligible for 50% off tuition if they are active, contributing members! We now accept Debit/Credit card via Square for a small fee, Cash or Checks for payment. Checks should be made payable to St. Peter Preschool. A \$10 late fee will be applied to accounts that are not paid by the 15<sup>th</sup> of each month unless written arrangements are made with the Director.

We have certain policies and practices which are necessary for meeting the requirements for record keeping according to state licensing guidelines. All forms are included in the enrollment packet and will be reviewed annually. Please notify the director of any changes or updates to these forms as they become necessary.

**Each child is required to have on file:** (must be on file by 1<sup>st</sup> day of school)

1. St. Peter Preschool Registration form
2. An ODJFS Child Enrollment form (JFS 01234)
3. A Child Medical statement to be completed yearly (JFS 1305)
4. Media/Photo release form
5. Parent Handbook Signature Page
6. Field Trip permission slip (when events may arise)

## **What to bring to school**

1. A book bag (large enough to fit a standard folder)
2. A paint smock or old adult sized t-shirt for painting activities
3. Mask to be worn in the classroom attached to a lanyard (optional)
4. Extra set of clothes to keep in cubby in a large Ziplock bag (see below)
5. Sunscreen (if desired)-Sunscreen forms must be filled out and kept on file
6. Individual snack stored in a Ziplock bag or lunch box (bring daily)
7. Plastic water bottle with child's name. It will be sent home each week to be washed.

## Donations

Donations of supplies as needed are appreciated and help keep costs down. We are also requesting the donations of Lysol disinfecting wipes & spray, tissues and hand sanitizer to help with Covid-19 regulations and mandates for cleaning. With a good stock of cleaning supplies, this will help keep our classroom safe and clean for staff and children at all times!

## Arrival/Departure & Sign In/Out

Our class begins at 9:00 am and ends at 11:30 am. **The main door will be unlocked each morning at 8:50 am** and locked again when all students have entered. Please use the doorbell if you need in during preschool hours. The main preschool classroom doors will remain shut and locked during class time. Please park your vehicle in the church parking lot in a designated parking space. Please be cautious at all times when arriving and departing. It is required by state licensing regulations that all parents/guardians sign their child in and out each day. A clipboard will be located inside the classroom so please make sure to sign your child in and out daily. We will not release any child to an adult unless they have been properly signed out.

Any parent or guardian of a child enrolled at St. Peter Preschool shall be permitted to access the facility during hours of operation for the purpose of contacting their child or evaluating the care of the facility. The release of a child from the preschool to anyone other than the parent/guardian or those listed as an authorized pickup **must be in written form.** **IF someone comes to pick up your child that the teachers do not know, we may ask to see identification before releasing your child to them.** If there is a custody agreement, please make sure all those authorized to pick up your child are listed under the authorized pickup of the registration form.

## Absences & Tardies

If your child will be absent or will not arrive at their scheduled time, you must notify the center as soon as possible via phone call or through a "Remind" text.

## Withdrawal:

Notice of withdrawal shall be submitted to the Administrator in writing within 2 weeks of their last day. The regular monthly rate will still be required for the period your child will attend the Preschool. The registration and supply fee is non-refundable.

## Disenrollment/Suspension/Expulsion:

Your child's enrollment will be re-evaluated for the following reasons:

- A. Failure to pay tuition and fees as agreed
- B. Behavior issues that may have not been corrected and that are unsafe or threatens the safety of the child or others
- C. Bullying

#### D. Threatening or inappropriate conduct of the parent

Dismissal shall be at the discretion of the Administrator.

### **Rules/Discipline Policy**

There are certain rules that all children will be taught and expected to follow for the safety and well-being of everyone. Hitting, pushing, biting, kicking, spitting, and name-calling will NOT be allowed and will result in age-appropriate discipline. Respectful treatment of others and all property is expected. Acceptable behavior is encouraged by giving positive verbal reinforcement. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children. Asking a child to stop and think about their behavior enables them to work on self-control.

St. Peter Preschool operates with positive discipline methods which focuses on prevention, redirection, love, consistency, and firmness. The staff will guide children towards choosing appropriate behavior through praise, positive words, encouragement, and assistance with problem solving. We believe that a healthy self-esteem is the key to appropriate behavior and that the adults in a child's life are the key to that development.

Whenever undesirable behavior continues, the staff at St. Peter Preschool will take always begin the discipline process with verbal reminders of the rules. Then if that doesn't work, the teacher will separate the child from the situation and make certain the child is aware of the specific behavior that needs to change. If redirection, separation, and discussion aren't effective to resolve the behavior, the parents will be notified and a conference could also take place depending on the severity of the behavior to discuss what may be helpful in motivating the child to behave in an acceptable way.

Children will NEVER receive corporal punishment as a form of discipline in any manner while attending St. Peter Preschool. In the case of an extreme situation, parents may be called and asked to come to the Preschool. If the behavior problems continue to persist, St. Peter Preschool reserves the right to discharge the child from the preschool. Dismissal of a child is at the discretion of the Director.

### **Supervision of Children & Staff/Child Ratios**

At no time shall a child be left unsupervised on the premises of St. Peter Preschool. All children must be in the care, custody, or control of the parent, staff, or appointed adult at all times.

The center observes the following staff/child ratios and group sizes. Our license capacity for students is 14 children. The center observes staff/child ratio of 1:12 for the 3 year olds and 1:14 for the 4/5 year olds. A second adult will always be available in case of emergency as required by ODJFS Licensing requirements. In case of a teacher absence, a substitute will be called.

## Clothing and attire

Children should arrive dressed for play, including indoor and outdoor play, so make sure to dress your child appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play. Girls must also wear shorts under their dresses when possible. A change of clothing should be brought in case of an accident. Mark these items with their name and put them in a large Ziplock bag to be stored in their cubby. Please change out clothes for the season and if your child needs to use their extra clothes, be sure to replace them with a new set the next day.

## Outdoor play

We will take the children outside daily, weather permitting, so please make sure your child has appropriate attire for the weather. If it is at least 32 degrees or "feels like" temperature or higher, we will go outside. Exceptions may include but are not limited to temperature, wind chill, humidity, ozone levels, pollen count, lightning, rain, or other extreme weather, broken equipment, or building maintenance. We do not go outside when the temperature is below 25 degrees (including wind chill) or above 90 degrees.

## School News & Events

During the school year, you will receive a monthly newsletter with information regarding our weekly theme, classroom activities, and special events. The best way to stay connected with news and updates in your child's classroom is by joining our Remind texts and notifications. This information will be provided at the beginning of each school year and can be found in the Fall Open House Welcome letter.

Preschool will begin with an Open House/Registration Night on August 8 from 5:00-6:30pm. Our first day of school will be Monday, August 28 for our 4-5-year-old class and Tuesday, August 29 for our 3-year-old class and will run until the end of May. **Children should be potty trained before attending our program or able to use the toilet independently.**

Show & Share may occur randomly throughout the year or on "Star Student" days. Your child is encouraged to share an item from home. Please do not allow your child to bring toys from home on other school days. Please see the monthly newsletter for selected days. Family pictures should also be brought in during the first month of school to be utilized in the classroom.

## Parent Involvement & Participation Plan:

Parents should show interest in and concern for their child by frequently discussing their child's school day. Parents are encouraged to participate in the program by attending center events, activities, class parties, parent/teacher conferences and field trips as needed. Parent/Teacher conferences will be conducted once in the Fall and once in the Spring. We believe communication between staff and parents is vital for a child's growth and development and setting goals that are appropriate for each child is pertinent for their success in the classroom. Conferences will

be conducted after school hours or in the evenings and will last no longer than 30 minutes. Please look for those dates on the school calendar as dates are made available. If you would like to schedule a time to meet with St. Peter Preschool teachers during the school year in addition to these times, please call or email the Director.

We also encourage families to attend St. Peter Lutheran church if they do not already attend a church or Sunday school they are affiliated with. St. Peter Lutheran Church extends an invitation for families to attend Sunday School at 9am and worship at 10am on Sundays.

Rosters of the names and telephone numbers of the parents/guardians of children attending St. Peter Preschool are available upon request. The rosters will not include any names/phone numbers of any parents who request their information not be shared.

### **Food Policy/Birthday Celebrations**

We do not serve meals at St. Peter Preschool at this time. However, we ask that parents provide individual snacks throughout the school year. The preschool will provide paper products as needed, but each child should bring a snack in a ziplock bag or lunchbox. We also ask that you provide a plastic water bottle for your child with their name on it. It will be refilled throughout the day when needed. It will also be sent home at the end of the week to be washed and returned the next week.

Birthdays are a special and happy time for your child. St. Peter Preschool will celebrate them at school. Parents may bring in a special treat on/around your child's birthday. We will also celebrate half birthdays for those students with summer birthdays. All treats brought in **must be store-bought and individually wrapped**. Home baked goods or treats are not permitted and will not be distributed.

### **Field Trip Policy & Procedures**

Field trips will be taken just a couple times during the school year. Transportation to/from the field trip will be required by each individual family. Parents/guardians are then required to stay at the field trip location for the duration of the event. There will be no school on field trip days. Notifications of field trips will be sent home at least 2 weeks prior to the event and tentative dates can be found on the school calendar. When possible, classroom visitors will also be arranged instead of destination field trips. These may include: firefighters, dentist, librarian, hospital workers, bankers, etc.

In addition to parent transportation on field trips, Staff/child ratios will be maintained at all times. Each child will be required to wear an identification tag which includes Preschool name, address, and emergency contact/phone number. First aid materials will be taken along with emergency transportation authorizations and medical information record forms for each child. Written permission from parent/guardians are also required for all trips. All children are



required to use safety belts or car seats when being transported. Attendance will be taken upon entering the vehicles and before returning to the Preschool.

### **Emergency Medical and Accident Policy**

Each child will have an emergency transportation authorization on file at the preschool. All accidents will be reported to the parents and recorded on a JFS-01299 Incident Report form if needed. Superficial cuts & bruises will be treated by the staff with the first aid kit in the classroom. When a medical problem which is beyond the care of our staff arises, the following will happen:

1. The EMS will be called.
2. First aid will be administered by the teacher until help arrives.
3. Attempts will be made to contact parents at the numbers listed on the Emergency Medical Form.
4. If the child must be transported to the hospital listed on the Emergency Medical form, an employee will accompany the child with their records.

The preschool's situations for completing an incident/injury report:

1. Illness, accident or injury which requires first aid treatment
2. Bump or blow to the head
3. Emergency transporting
4. Unusual or unexpected event which jeopardizes the safety of the children and/or staff

Spray aerosols shall not be used at any time when children are present at the center. The Director and staff are required to immediately notify the local public services agency when they suspect a child has been abused or neglected.

Monthly fire drills, tornado drills, and lockdown safety drills will be conducted and recorded for the ODJFS.

### **Communicable Disease and Illnesses**

Hand washing has been proven to be the best way to prevent the spread of germs. Children will be required to wash their hands upon entering the classroom, before eating or handling food, after using the restroom, after playing outside and after contact with any bodily fluids. Hand washing procedures are posted in the classroom and bathroom. Teachers are also required to wash their hands.

All staff are trained to recognize the common signs of communicable diseases or other illnesses and are trained in proper hand washing and disinfecting procedures. Teachers will do a daily health check before a child enters the group. If your child is not feeling well or is unable to carry out the daily routine, please keep them home. Sending a sick child to the preschool endangers the health of the other children and the staff, as well as slowing the child's own

recovery. Children with the following symptoms should not come to school, if any of these symptoms show while at school, they will be immediately isolated and discharged to a parent or guardian.

1. Fever of 100 degrees or over
2. Diarrhea (3 or more abnormally loose stools within 24 hours)
3. Vomiting
4. Redness of the eyes, obvious discharge, burning/itching
5. Sore throat or difficulty swallowing
6. Severe coughing
7. Difficulty or rapid breathing
8. Yellowish skin or eyes
9. Skin rashes
10. Stiff neck with elevated temperature
11. Unusually dark urine and/or grey or white stool
12. Untreated infected skin patches, unusual spots or rashes
13. Evidence of lice, scabies, or other parasitic infestations

Children will be isolated on a cot when any of the above symptoms are present. Parents will be contacted by telephone and children must be picked up as soon as possible. Children may come back to school after they are no longer contagious, 24 hours after vomiting, fever and/or first dose of antibiotic. In some cases, a doctor's release form may be required for re-admittance and children will be checked upon their readmission.

The ODJFS Communicable Disease chart is posted in the classroom. Please call or text the preschool by the start time of the class day if your child will not be at school due to illness. Parents are also required to notify the Preschool if their child has been exposed to or contacted any contagious disease. The Preschool will notify parents by memo when aware that their child has been exposed to a contagious disease.

A permission slip must be completed before the Preschool staff can administer ointments or lotions, including sunscreen. The same procedure is required for prescription medications needed to sustain life as in children with asthma, diabetes, etc. The child must have on file a written medical care plan (JFS form 01236). **No other medications are administered by the Preschool.**

### **Discrimination Policy**

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq. St. Peter Preschool ensures compliance with the Americans with Disabilities Act related to administering medication and care procedures to children with disabilities.