



St. Paul's Preschool Parent Handbook

This handbook 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.

DUE to the concern of the safety for all children, all doors will be locked after morning drop off. Please use the doorbell/intercom system located by the office door if you need to enter the building.

Busy Bees, 2's, and 3's, please pick your child up in his/her classrooms in the afternoon. 4's and TK parents, please pick up your child on the playground. Please use the Preschool entrance 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 and we will bring your child to your car.

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 the side passenger window at pick up. The teacher will walk your child to the car. Please do not walk up to the playground to get your child. If you would like to stay and play on the playground, please go through the carpool line, get your child and then park your car and walk to the playground. The back playground is open for play and the front playground will open up after the last child leaves from Extended Day.

Extended Morning

Extended Morning is offered to 2-, 3-, 4- and 5-year-olds on Monday, Tuesday, Wednesday and Thursday from 9:00-9:30. During Extended Morning the children play in a classroom until it is time for class.

Please hang your child's bag on his/her hook outside of his/her classroom before going to Extended Morning.

Late Pick-up Fees-

Late fees will be assessed 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 fourth offense is a \$60.00 fine, or your child will be withdrawn from school. The fifth offense will result in your child being withdrawn from school. Many of our teachers have a second job after Preschool and need to leave promptly after dismissal.

Inclement Weather Delays:

Typically, we will follow Wake County Public Schools closing policy. Please check your email for any changes or updates regarding school closures.

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(No Extended Day) 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. Most teachers do not work every day 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 alerts on our phones 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/Directory:

It is the policy of St. Paul's Preschool to publish a current list of students enrolled and a Preschool Directory. This List and Directory 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.

If you do not wish to have your name, address, or phone number published in the Directory, 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.**

- 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 every day. The process of learning begins with DOING and PARTICIPATING. Everyday your child is going to have FUN by DOING!

Chapel Service:

The 3's, 4's and TK children will meet in the Chapel Building for Chapel each week with Mother Alice.

The Busy Bees and 2's will have Chapel once a week in their classroom with Ms. Laura 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 \$125.00 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.

The registration fee and supply fee are non-refundable.

Tuition adjustments are **not** made for missed days, workdays, vacation, or holidays.

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 written notice given after September 1st will forfeit October'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.

Tuition:

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

- May 15th – September Tuition Draft, 2024 supply fee (one -time payment) and extended morning and extended day if applicable (Withdrawal after August 1st forfeits one month's tuition and supply fee)
- September 15th- October Tuition Draft and extended morning/ day if applicable
- October 15th- November Tuition Draft and extended morning/ day if applicable
- November 15th- December Tuition Draft and extended morning/ day if applicable
- December 15th- January Tuition Draft and extended morning/ day if applicable
- January 15th- February Tuition Draft and extended morning/ day if applicable
- February 15th- March Tuition Draft and extended morning/ day if applicable
- March 15th- April Tuition Draft and extended morning/ day if applicable
- April 15th- May Tuition Draft and extended morning/day if applicable
- May 15th- September Tuition Draft, 2025 supply fee and extended morning/ day if applicable.

Tuition adjustments are **not** made for missed days, workdays, vacation, or holidays.

Tuition receipts are available, please email the Preschool office and we will send one home with your child.

Tax ID #56-1327988

Daily Procedures and Policies**Lunch:**

Please send a nutritious lunch and drink for your child. Generally, there will be no snack prior to lunch. Any food allergy needs to be reported to the preschool office and to the teacher.

BAGS- not backpacks:

Please have an open top tote bag for children. This allows them to pack and unpack bags independently. Please do not have your child bring a backpack as the zippers and all the pockets are too much to handle.

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 use 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 email the teacher and she 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 February 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 heel straps will **NOT** be allowed on playground. Teachers can not change shoes or clothes to go on the playground.

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.) We do make exceptions for the ones and twos if they are having difficulty separating at drop off.

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.

Communication:

You will receive classroom emails throughout the year from your child’s teacher as well as emails from the Preschool office. Please notify us if you are not receiving any emails from us. We do not want you to miss any important information.

Field Trips:

Field trips for the 4’s and TK classes will be planned in the fall and spring.

Parent Participation:

Room Parents- Room Parents play a big role in communication to the class about upcoming events and fundraisers for the Preschool. Please contact your child’s teacher if you are interested in serving as the Room Parent.

Substitutes- There is a possibility that we will need even more parents to sub when teachers are out this year. Please email the Preschool Office 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 sub.

Health and Emergencies

Attendance, Sign-In and Health Requirements:

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 (without the use of fever reducing medicine) and not vomiting or have diarrhea for twenty-four hours before returning to school.**

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 if 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, fifth 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.

RECOGNIZING HEALTH RISKS

- Required signage will be posted at entrances and in halls.
- We realize that some children have allergies which cause runny noses and coughs. If your child has an allergy, you will need to give them medication to dry up the symptoms. If you already know your child has an allergy, you will need to provide documentation from a physician indicating this. If your child begins to exhibit signs of an allergy, the classroom teacher will inform you, and at that time, you will need to provide a doctor's note that specifies the symptoms are allergy related
- Parents will be responsible for being aware of COVID-19 symptoms and if their child exhibits any of these symptoms, the child must stay home:
 1. Fever of 100.4 or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea

Illness while at Preschool

- If a child gets sick or has a fever during the school day, the child will be removed from the class. The parents will be called and asked to come get the child. The child will wait in the Preschool office until the parent is able to come get the child. The child may wait on the small

cot. We will have blankets for the cot so the child will be comfortable. The office room will be sanitized after the child leaves.

- **We will call the phone numbers on the sign-in sheet first**, and then the emergency numbers listed on your child's application.
- We must be able to get in touch with you during the school day. Please make sure you keep your contact information up to date with your child's teacher. Failure to be able to get in contact with you may result in dismissal from the Preschool.

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 training every 2 years.

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. Health 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:

- 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 a hurry here at school and will want to return to their activity as soon as possible.
- ALWAYS send in a COMPLETE change of clothing (including shoes and socks). 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. 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. Please let the Director or Assistant Director know if you have any questions or concerns.