

August 16, 2010

Dear St. Peter & St. Paul Preschool families:

Welcome to the 2010-2011 school year! We are honored that you have chosen our preschool for your child.

We are a Christian-based preschool offering age appropriate educational programs with loving care. We respect the special nature and magical time of childhood, and we encourage active curiosity and playtime that is fundamental in the healthy growth of children.

The teaching staff at St. Peter & St. Paul is loving, experienced, and eager for the opportunity to share in the responsibility of guiding and teaching your children. We are excited about our upcoming year and will do all that we can to ensure that your child has an enjoyable time while he/she is with us.

The preschool parent handbook can be found in it's entirety at [peterandpaul.org](http://peterandpaul.org), the official website of The Episcopal Church of St. Peter St. Paul. Please take the time to read the handbook and become familiar with our policies and procedures as we work together to assist your child through a successful year at St. Peter & St. Paul Preschool.

Please know that the administrative staff is always available for questions, concerns and of course compliments (!) Our direct phone line is (770) 971-3993. You may also reach us through the church receptionist at (770) 977-7473.

Thank you again for sharing your children with us. We're going to have a terrific year!

Sincerely,

Tracy Gallagher  
Director

Meredith Oliff  
Assistant Director

## **What is St. Peter & St. Paul Episcopal Preschool?**

St. Peter & St. Paul Preschool is a Christ-centered outreach ministry to the community under the auspices of the Episcopal Church of St. Peter & St. Paul. The school has been in operation since 1987 and is a member of the National Association of Episcopal Schools. Quality early childhood education for children 18 months through 4 years of age is provided in a loving environment. All children meeting age guidelines are welcome regardless of race, national origin, or religious preference.

## **What is the mission?**

The primary mission of St. Peter & St. Paul Preschool is to provide developmentally appropriate educational programs for all children enrolled while being grounded in the loving care of Christian values and traditions. Educational activities and lessons are taught with a hands-on learning approach where children are encouraged to learn through play.

## **How does it work?**

The preschool provides a safe, warm and welcoming haven for students fostering self-esteem, independence and individuality. This is a happy place for children to have fun being who they are -- children. Children learn through play. Play is the "business" of childhood. Play is a process, the means to education. Play and learning are inseparable companions. The preschool curriculum includes, but is not limited to, free play, stories, art projects, music, snack, outdoor play, manipulative and dramatic play, language skills, and a weekly chapel service (for 3- and 4-year-olds).

The overall goal of St. Peter & St. Paul Preschool is to instill a love of learning and an excitement about school that will carry through the student's entire educational career. Each year will provide a building block toward this goal - preparing the child for kindergarten and the world beyond.

## **Age Requirements**

A student's birthday must fall on or before September 1st of the current school year to qualify for each of the respective class age groups.

## School Hours and Days

The school operates Monday through Friday from 9:30 am until 12:30pm. Lunch Bunch is offered daily for children registered in three and four-year-old classes and runs from 12:30-1:30 PM.

Generally speaking, the Preschool follows the Cobb County Public School Calendar. School will close for all Cobb County teacher workdays, and school holidays. In addition, we will be closed Good Friday or Easter Monday if it is not already a Cobb County school holiday. This school will recognize any Cobb County School closings due to inclement weather. (Please tune in to local television or radio stations for Cobb County official closing announcements.) Any missed school days will not be made up. Cobb County Schools dismiss early during the academic year for different reasons. On these days, St. Peter & St. Paul Preschool will also dismiss early at 11:50 am, and there will be no Lunch Bunch. Parents will receive ample notification as to when these days occur.

## Registration and Tuition

Registration begins in February for the following school year. The registration fee is \$150.00 for the first child and \$50.00 for each additional child (out of pocket maximum is \$200.00) for the 2010-2011 school year and is payable when the child's registration form is submitted. Once the student registration form is complete and the child is enrolled in the program, the first tuition installment will be due by the last day of school in May. Registration fees are non-refundable. Registration priority is as follows:

1. Students and siblings who are currently enrolled in the school
2. Children who are members of the Episcopal Church of St. Peter & St. Paul
3. Community at large

Tuition is payable one installment in advance on a monthly basis. (The first tuition installment is due prior to the start of school; the 2nd tuition payment is due September 1, etc.) Payment will then be due the 1st of each succeeding month with the last tuition installment due April 1, 2011. A late fee in the amount of \$10 will be assessed if payment is more than 10 days past due. Checks should be made payable to St. Peter & St. Paul Preschool.

Tuition payment envelopes with the student's name, class and tuition amount will be sent home each month. The envelope should be returned with payment by way of the student's book bag prior to the 10<sup>th</sup> of the month.

Families that have a check returned for insufficient funds will be charged the bank fee assessed to the preschool. In the event that a check has been returned more than once

for insufficient funds, payment must be made in cash and include all additional bank fees. Students with tuition more than 30-days in arrears will not be allowed to remain at school until their account is made current.

Tuition schedule for the 2010-2011 school year is as follows:

Toddlers	\$175
Two's	\$175 (two days) \$200 (three days)
Three's	\$200 (three days) \$225 (four days)
Four's	\$225 (four days) \$250 (five days)

## Withdrawals

Withdrawal from preschool during the school year requires a 30 day written notice. Families are responsible for tuition during the 30-day period. When withdrawing before the start of the school year, written notification must be received prior to July 31<sup>st</sup> to receive a tuition refund. Registration fees are non-refundable.

## Carpool - Arrival and Dismissal

Regular school hours are Monday-Friday from 9:30 am until 12:30 pm, with an optional extended "Lunch Bunch" hour for students enrolled in the three and four-year old classes.

Teachers and staff are planning and setting up for daily activities before and after specified school hours. Students should not enter their classroom prior to 9:25 am. At 9:25 am, preschool parents may either use the carpool or walk their child to class. Families not utilizing car pool will need to park their vehicles in the parking places nearest to Johnson Ferry Road (close to the pine trees) and enter the preschool via the walk-in entrance. **Do not walk into the building through the carpool line/ circle.** The walk-in entrance will remain open until 9:40 am. It will reopen at 12:25 pm.

It is important not to prolong departures - a cheerful and loving hug works best. Feel free to call the office if reassurance that all is fine is needed.

Car pool will begin at 9:25 in the morning, and end promptly at 9:40am. At the end of the school day, car pool will start at 12:25pm. Loading following Lunch Bunch will begin at 1:25 p.m. Any additional large items students bring to school (i.e. car seats, large snack items etc.) must be walked into school. Families with these items cannot use car pool. They must park their car and walk in with their child or wait until car pool is through, at which time they may park at the entrance and gather the items with their child.

It is expected that all families be timely for both the start and end of the school day. Should an emergency arise causing a delay, the school office should be notified so that arrangements can be made for the student's supervision. Occasionally unavoidable delays may occur. However, beginning with the third late pick-up a late fee will be assessed. The late fee schedule will simply be \$1.00/minute late for every minute past 12:40 pm (1:40 pm for lunch bunch and after school special participants.)

If someone other than a child's normal caregiver is to pick up the child on any given day, a note with the name of the person who will be picking up the child must be provided. The party picking up your child must present a photo ID before the child will be released to their care. If more than one person will be habitually picking up a student, all parties should be introduced to the teachers/office and additional car pool numbers should be requested from the front office.

## **Lunch Bunch**

Lunch Bunch is available for all children registered in three and four year old classes and will be held Monday-Thursday from 12:30-1:30 pm. Students may attend any day they attend preschool.

The cost to attend Lunch Bunch is \$5.00 per visit.

The preschool has a Lunch Bunch reservation policy. Each month students will receive a Reservation Calendar. The calendar should be marked for days the student anticipates participating in Lunch Bunch and returned to school. This enables the preschool to adequately plan and staff for all lunch bunch days. On days students have a Lunch Bunch reservation they should arrive at school with their lunch in a lunch box/bag clearly marked with their name. If a child is unable to participate on a previously reserved day there will be no charge.

Lunches should be sent that are "ready to eat" as the preschool is unable to "prepare" lunch for students. Do not send soft drinks, candy, or gum! Also, please

make certain that each child's lunch box is CLEARLY labeled with his/her name on the OUTSIDE of the lunch box.

Lunch bunch will begin on Monday, August 23, 2010. There will be no Lunch Bunch on Cobb County early dismissal days or Cobb County conference weeks.

## **Inclement Weather and School Closings/Emergency Early Dismissal**

In the event of inclement weather, all local news stations will announce school closings, late arrivals or emergency early dismissals\*. Once preschool starts we follow the Cobb County school calendar and will adhere to any decisions made by the school Superintendent regarding closings. Below are our policies as it relates to Cobb County:

<u>Cobb County</u>	<u>St. Peter St. Paul Preschool</u>
<ul style="list-style-type: none"><li>• Closed</li><li>• 2 hour delay</li><li>• Early dismissal (elementary)</li></ul>	<ul style="list-style-type: none"><li>• Closed</li><li>• Carpool begins at 10:00am</li><li>• Regular carpool time (12:25pm) no lunch bunch or after school specials</li></ul>

\*Watch your local news stations and look for Cobb County information

## **Clothing**

Children should arrive at preschool in simple play clothes so that they are relaxed and comfortable enough to enjoy themselves. Preschool activities can be messy and students will play outdoors daily, weather permitting.

All children should wear CLOSED-TOE, rubber-soled shoes to school that are securely attached to their feet. There are many opportunities for climbing on the playground, and smooth soled shoes, flip flops and sandals are simply unsafe.

Please send children in clothes that they can manage themselves. Belts are not recommended as these can be very difficult for little hands. Children still in diapers should wear "diaper friendly" clothes that make it easy for them to be changed.

An extra set of weather appropriate clothing should be kept in each child's school bag, including socks. (Even four year olds have accidents!) Children not toilet trained should have extra disposable diapers. Please do not send in pull-ups!! These extra clothing items should remain in each child's tote bag for the entire year.

Please label all clothing with students' names. This applies to sweaters, sweatshirts and coats.

## **Tote Bags**

The preschool will provide a tote bag to every child enrolled in the program. Students need to bring the tote bag to school each day. Please no backpacks or diaper bags. Students who misplace their bag may purchase an additional preschool bag for \$10.00. Children in the toddler program should also have three diapers, a sippy cup with a lid, and any comfort items (pacifier, blanket, special animal, etc) to help ease transition to school. Please have all items clearly marked with the child's name.

## **Holiday Parties and Parent Volunteers**

All classes will celebrate holiday parties during the year. Parents will be asked to help fill the party needs for the class as requested by the teacher.

Parent participation is encouraged with respect to classroom parties. Typically two to three parents will be asked to plan, organize, and conduct each class party. Due to classroom size limitations, only parents involved with the party will be allowed to attend. Each parent should sign up for only one party so every parent will have a chance to participate.

All parents will be given an opportunity to volunteer to help the teachers throughout the year. Volunteer opportunities include but are not limited to: room-moms, library assistance, classroom readers, and party helpers. Sign up sheets will be in each individual classroom on Meet and Greet. It will be up to the discretion of each individual teacher as to how much parent involvement will be permitted in the classroom.

Student birthdays may be celebrated as they occur throughout the year. Arrangements should be made in advance with the student's teacher and a special snack may be sent in.

## **Snacks**

Parents are responsible for providing weekly snacks for their child's class on a rotating basis. Snack week will be assigned by the teacher and will coincide with each child's birthday as much as possible. Each child's assigned snack date will be listed on the calendar prepared by each teacher and distributed each month.

If a student will be absent during their snack week, please notify the teacher so she can make other arrangements. Student allergies to any specific food should be conveyed to the teacher so that all classmates can be notified prior to snack duty.\*\* Parents can elect not to participate in group snack if the specific needs of their child may be compromised.

Snacks brought in should be conveniently prepared, healthy, and labeled with the name of the child and teacher. The preschool does not accept previously opened packages of food. The school will provide napkins and cups of water.

\*\*In the event that several food allergies exist in any one classroom, it is up to the discretion of the preschool whether to modify the snack policy so that each child is responsible for their own snack on a daily basis.

## **Health, Safety and Sick Children**

The State of Georgia requires that a certificate of immunization (Georgia Department of Human Resources Form #3231) for each child be on file in the school office on or before the first day of school.

Sick children belong at home! Do not send children to school with an illness which could be spread to other children. Children with a fever, runny nose (thick or has color), sore throat or any other contagious illness should remain at home and will not be allowed to stay at school.

Please notify the preschool if your child contracts a contagious illness so that the preschool may inform parents of classmates who may have been exposed.

Any necessary medications should be administered to children at home prior to arriving at preschool. School policy does not allow administering medications during school hours. Only prescribed medications for life-threatening allergies may be brought to school. These medications will be kept in the child's classroom with specific written instructions for their administration. Special medical permission slips must be signed by the parents of these children and remain in the preschool office.

If a child becomes ill during the school day, the parents or designated emergency person will be contacted. The child will be comforted in the preschool office until the parents or designated contact arrives to take them home.

In the unlikely event of a medical emergency or accident, the preschool will make every attempt to contact the parents and/or designated emergency person. In the event that

neither party can be reached and emergency treatment is required, the child will be taken to the nearest emergency medical center. Authorization for the school to contact each child's physician and to take whatever emergency medical procedures deemed necessary is part of the registration agreement.

The following are common sense guidelines for keeping children at home:

Fever: Children should be fever free for at least 24 hours.

Vomiting: Children should be without vomiting for at least 24 hours prior to returning to school.

Diarrhea: Children should be without diarrhea for at least 24 hours before returning to preschool. Keep in mind some medications cause diarrhea, and because of this discomfort, children should not be sent to preschool.

Runny Nose: Yellow or green discharge from runny noses may be related to an infection and the child should not be sent to school until seen by a physician or until the nose runs clear.

Strep Throat: Children must be on antibiotics a minimum of 24 hours before returning to preschool.

Ear Infections: Children must be on an antibiotic for a minimum of 24 hours before returning to preschool.

## **Potty Training**

Children enrolled in a three or four year old class must be reliably toilet trained to take part in the St. Peter & St. Paul preschool program. Potty training is not a requirement for children in the toddler and two-year-old classes.

While accidents will occasionally occur, children in the three and four-year-old classes that have frequent toileting accidents (three accidents) will be asked to remain at home until potty training is sufficiently mastered. When potty training begins, please inform the child's teacher. Children learn much faster if all the adults in their lives work together during this transitional time. All toddlers and two-year-olds not potty trained must wear diapers to school until potty training is complete. Please save "Pull-ups" and training pants for home use only. Cooperation with this issue is needed due to the difficulty of changing children wearing Pull-ups.

## **Conferences**

Parents will be kept well informed about all the activities happening at St. Peter & St. Paul preschool through the website, newsletters, classroom calendars, notes, emails and announcements. Twice each year parents of four-year-olds will have the opportunity to

schedule individual conferences with their child's teacher and once a year for parents of three-year-olds and two-year-olds. In addition, a conference may be scheduled any time at the request of either the teacher or the parents.

## **Teacher Bulletin Board and Monthly Calendar**

Teachers will provide parents with monthly calendars showing any school closings, in-house field trips, birthdays, snack assignments etc,. In addition to the monthly calendar, parents will receive a weekly "Classroom Times" from their child's teacher highlighting the weeks events as well as any other pertinent information. Once a month, parents will receive a newsletter from the director via email highlighting important dates, reminders etc,. It will also include any information on upcoming events. Be sure to check bulletin boards outside classrooms for any current information or upcoming events.

## **Field Trips**

The preschool provides "in-school field trips" throughout the year - such as the inflatable zoo, a visit from the fire department or yellow school bus.

Field trips away from the preschool will only be available for four-year-old classes. These trips will be confined to the immediate community. Parents will be given ample notice that a trip is being planned, with details of purpose, time, location, etc. Parents will be asked to assist as drivers for these trips. Parents assisting with field trips must make other child-care arrangements for any younger siblings. Volunteer drivers must have a valid Georgia driver's license and proof of required state liability insurance.

## **Car Safety**

Georgia Law requires that all children eight years old and younger be properly restrained in an approved child safety seat. St. Peter St. Paul Preschool is firmly committed to children's safety, and therefore insists that this law be observed when taking or picking up children from this preschool. The preschool staff cannot and will not knowingly put a child in a car that does not have an available car seat.

Due to liability concerns and the many different types of car seats in use, school employees will not strap, buckle, etc children into their car seats. Persons picking up students will be responsible for making certain children are properly secured in their seats. We ask that cars pull around to the other side of the parking lot to secure their children so that car pool remains smooth.

Please note that car pool is optional. If the procedures listed are unsatisfactory for any reason parents can elect to not participate.

## **Child Abuse**

Georgia Law requires that all child care providers be on the lookout for and report to the State all cases of suspected child abuse (emotional, verbal, and physical and/or neglect). The employees of St. Peter and St. Paul Episcopal Preschool are obligated to report to the State any and all cases of suspected abuse and/or neglect. Once the report takes place, the School will not take an active part in its resolution.

## **Behavior**

If a child is exhibiting undesirable behavior which cannot be managed after intervention by parents, teachers, and the Director; or a child's behavior is endangering the safety and well being of other children, the school reserves the right to ask parents to withdraw their child.

## **Disabilities**

St. Peter St. Paul Preschool will make an effort to make a place in our school for all children. However, this preschool may not be equipped to handle certain disabilities (emotional, psychological and/or physical.) Therefore, the preschool reserves the right to ask a parent or guardian to withdraw a child from this program if a suitable and safe environment cannot be provided.

## **Biting**

After three biting incidents parents will be asked to keep their child home for one school week to try and resolve this behavior. If the problem persists after the child returns to school, the school will require that the child be withdrawn from the program.

## **Toy Weapon Policy**

St. Peter and St. Paul Preschool policy regarding toy-like weapons is based on the state policy regarding weapons. Toy weapons are not appropriate at school. This includes guns, swords, knives, or legos/kinex toys shaped or used like a gun, knife or sword. Any child possessing these will have the item taken away from them and delivered to the office where parents may pick the item(s) up at the end of the day.

