



Parent Handbook 2017-2018

St. Peter's Preschool

3106 East Carmel Drive

Carmel, IN 46033

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Preschool Accountant : accountant@stpeterscarmel.org

Director:

Lori Janssen

Accountant:

Sandy Hibshman

Church Office Administrator:

Theresa Weaver

Church Office Hours:

8:30-5:00 p.m.

Preschool Office Hours:

8:30-1:30 p.m.

Table of Contents

Contact information	p. 3
St. Peter's Preschool Mission Statement and Philosophy	p. 5
Programs	p. 6
Home and School Communication	p. 7
What to Bring (and what not to bring)	p. 7-8
Lunch & Snacks	p. 8
Peanut Tree-Nut Free Ideas	p. 9
Carpool Procedures	p. 10
School Closings & Delays	p. 11
Toilet Training	p. 11
Birthdays	p. 11
Behavior	p. 11
Health and Safety	p. 12-13
Emergency Procedures	p. 14
Volunteering	p. 15
Conferences	p. 15
Tuition Payments	p. 15
Termination	p. 15
Withdrawal	p. 15

Mission Statement

The mission of St. Peter's Preschool is to provide a safe and stimulating environment that promotes the social, emotional, physical and intellectual development of each child.

Philosophy

It is the philosophy of St. Peter's that children are unique individuals who deserve a loving, secure environment that promotes a sense of wonder and discovery in learning. We believe that children learn best through play and we provide a developmentally appropriate curriculum. We value an inclusive environment that respects the unique qualities of each child. We believe in a partnership with parents to promote and enhance the child's growth and development.

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Programs

Parent's Time Out: Two Year Olds:

2 years old by Sept. 1, 2017

The two year old program provide a warm and caring environment for children as well as an opportunity for free time for their parents. For many children, it is their first experience away from home. Our goal is to create a positive and happy experience for them. The children have an opportunity to learn skills such as cooperation and sharing, and to have their curiosity stimulated by the many activities a loving, caring staff has planned for them.

Preschool: Three Year Old and 4-5 Year Old Program:

3 year olds, 4 year olds & 4 $\frac{1}{2}$ year olds by Sept. 1, 2017

St. Peter's Preschool program embraces the philosophy that children learn best through play. We are focused on providing a developmental curriculum that is consistent with the highest standards of early childhood education. We believe our role as teachers is to provide a fun and safe learning environment with the child's growth and development in mind so that the foundation of learning is established.

The foundation of learning is accomplished by:

- Participation in activities to develop gross and fine motor skills.
- Offering many opportunities for children to express themselves creatively through music, art and dramatic play.
- Allowing preschool children to explore and interact with their environment.
- Encouraging children to interact and cooperate with other children and teachers in a school setting.



Home and School Communication

Parent's Time Out Program: Two Years Old)

Your child's teachers will send home a monthly calendar informing you of important dates and activities.

Preschool Program: (3-5 Years Old)

Preschool teachers will also send a weekly e-mail update.

The folders in your child's backpack will be used as daily communication between home and school. Please check these folders daily.

What to Bring (and what not to bring)



Backpacks

We ask that your child bring a **BIG** backpack. **No rolling backpacks please.** Be sure to check the backpack daily! Please provide a complete **(weather appropriate)** change of your child's clothes (socks, underwear or diapers, pants and shirt) in a large zip-lock bag marked with your child's name. We keep this bag in the backpack in case of emergencies. Please label all clothes, backpack and lunch boxes. Clothing should be changed as the seasons change.



Clothing

Send your child in comfortable, easy-to wash clothes. Sometimes our activities are messy and wet. Please dress for the weather. Outdoor play is an important part of our day and important to your child's gross motor development. Therefore, we require tennis shoes be worn so that children can safely run, climb and develop proper gross motor skills. We go outside unless it is raining or the temperature is below 36 degrees. When cooler weather arrives, please label all jackets, hats, gloves etc with your child's name.



Show and Tell / Sharing

Children love to bring things to show and tell the other children and teachers. The experience of telling about one's treasures helps to develop vocabulary and also confidence and poise in front of a group. We are constantly trying to develop and atmosphere of love, understanding and peace. We therefore, will not allow guns, weapons or other symbols of violence.



Lunch and Snacks

Please send a lunch that your child can manage as independently as possible. Keep good nutrition in mind. **Please be aware that St. Peter's is a peanut/tree-nut free school.** This means we can not have products that contain peanuts or tree nuts brought to school. Soy nut butter can be used as an alternative. Call the school if you have any questions. Birthday snacks can be homemade (nut free). If you purchase a bakery item please find out if the product is peanut/tree-nut free.

Peanut/Tree Nut-Free Snack Ideas

(There are many other snacks that may be peanut/tree-nut free. Always read labels and do not send items in that state "may be manufactured in a plant that process peanuts/tree-nuts) Do not hesitate to ask if you have any questions. Items containing peanuts/tree-nuts will be sent back home w/your child. Alternate snack will be given.

(This includes items in lunches.)

Fruit cups or fresh fruit
Yogurt
Homemade muffins/cookies (no peanut/tree nut ingredients)
Cheese & crackers
Veggies/ Dean's Ranch Dip
Cheese sticks of any kind
Plain raisins (any brand)
Applesauce (any brand)
Jell-O gelatin cups
Jell-O and Hunts pudding cups
Doritos (Nacho Cheese)
Kelloggs Frosted Flakes
Kelloggs Crispix
General Mills Kix Cereal
Pirate's Booty (Aged White Cheddar)

Annie's Homegrown Cheddar Bunnies
Nabisco Cheese Nips
Town House (original and flip side)
Nabisco Saltine Premium Crackers
Nabisco Honeymaid Grahams
Teddy Grahams (all flavors)
Plain Cheerios
Kelloggs Apple Jacks
Barnum's Animal Crackers (read animal cracker labels carefully)
Kelloggs Fruit Loops
Keebler Vanilla Wafers
Keebler Scooby Doo Graham Cracker Sticks
Ritz crackers & Toasted chips (original, cheddar)

Skinny Pop
Popcorn
Cheetos (Puffs)
Lays Potato Chips
Tostitos (Blue Corn, Yellow Corn, Scoops) chips
Rold Gold Pretzels (read pretzel labels carefully)
Sensible Portions Veggie Straws
Original Rice Krispies treats
Pillsbury Creamy Supreme Vanilla Icing
Duncan Hines Creamy Vanilla Icing
Pepperidge Farm Goldfish (cheddar, pretzel, original)
Cheez Its
Cheetos (Crunchy)

Nabisco Wheat Thins
Oreos (original, chocolate crème, cool mint crème)
Golden Oreos (original, chocolate crème)
Chips Ahoy (original, chunky, chewy)

Life savers, Gummi savers
Smarties

Dum Dum Lollipops
Kraft jet puffed marshmallows
Kraft marshmallows
Skittles
Betty Crocker Fruit Roll ups
Fruit snacks



Carpool

Drop off Procedure: The director and teacher assistants will come out of the northwest doors starting at 8:55 a.m. to take your children out of your car and escort them to their classroom. Carpool will be complete by 9:10 a. m. Please line up single file entering from Carmel Drive. Drive along the sidewalk and remain in your car until you are motioned to have your child helped out. We recommend that if your child is upset to let us quickly take them from your car to class. Should your child remain upset (which is rare) we will call you after 15 minutes to ask your advice. In order to help ease the traffic from flowing onto Carmel Drive, please be sure to pull up to the orange cones.

Pick up Procedure: Pull around the **outside perimeter** of the back parking lot and line up in columns facing Keystone Ave. **Please pull all the way up to the cones, do not leave spaces between vehicles. We must utilize all spots.** Turn off the engine and come to the sidewalk by the doors. When your child's class is dismissed, take your child's hand and hold it all the way back to the car. When all the children are in their cars, each row of cars will be dismissed. **We will not release a row of cars until all children are inside a vehicle.** Dismissal will take a few minutes longer during the first weeks of school. Your patience and cooperation are greatly appreciated.

Late Pick up Procedure: If you find yourself a little late for pick-up, you will be stopped by the entrance and asked to remain in your car. You will be asked to pull forward to the front door and your child's teacher will then bring your child to your car. Our intention is to not have any moving cars once we release the children. We will dismiss the students promptly at 1:00; therefore you should be parked in the lot prior to that time. When possible, please let us know if you are running late. **A late charge of \$10.00 will be assessed after three late arrivals.** If someone other than yourself will be picking up your child, we will need a note from parents and we will ask for identification.



Weather Related School Closings and Delays

St. Peter's preschool will follow the Carmel Clay Public Schools for weather delays and closings. If there is a two-hour delay called by Carmel Clay Schools, the preschool carpool will begin at 10:30 and pick up will be at 1:00. Please listen to a radio station or any of the local TV new stations for the Carmel-Clay school announcement. **Tuition will not be reimbursed or adjusted due to missed days or delays.**



Toilet Training

We understand young children may occasionally have accidents, the Hamilton County Department of Health regulations state that all children in Preschool classes (3's and Pre-K) must be completely toilet trained. This means accidents are few and far between, and no diapers or pull ups will be permitted for the preschool classes. Your child must be able to tell a teacher if they need to use the restroom. **For our two year old classes; when your child is ready for potty training please communicate that with the teacher. Your child will need to come to school in a pull-up or underwear so they can easily use the restroom.**



Birthdays

Birthdays will be celebrated at school! If you would like to bring in a treat please do. Just remember, no peanut or tree-nut products. (Read labels carefully.) The preschool teachers will include this on their snack schedule. Please do not send in birthday invitations unless everyone in class is invited.

Behavior

We do not have many problems in this area because classes are planned appropriately for each age group. Children are redirected and the desired behavior is explained in simple terms. Time outs are used occasionally if a child needs to regain his or her composure. Chronic problems with behavior will be called to the attention of the Director and the Parents. Teachers, parents, and the Director will meet to discuss any problems.

Health and Safety

Absences

Teachers appreciate a call when your child is absent due to an illness, vacations or other reasons. Please leave a message on the office phone or send in a note in advance. We often wait for full attendance to start a craft or project. It's nice to know if someone will be absent.

If your child has a contagious illness please let the school know.

When to keep sick children home

Each day many parents are faced with a decision: Should they keep their sick children at home or send them off to school? Often the way a child looks can make the decision an obvious one. However, if your child is lethargic or especially tired in the morning you might consider keeping them home. Please consider the following criteria when making a decision.

FEVER

- A child should remain home with a fever greater than 100 degrees. The child can return to school after he/she has been Fever free for 24 hours **(without fever-reducing medications such as Tylenol, Motrin or Advil)**.

DIARRHEA/VOMITING

- A child with diarrhea and/or vomiting should remain at home and return to school only after being symptom-free for 24 hours.

CONJUNCTIVITIS

- Following a diagnosis of conjunctivitis, the child may return to school 24 hours after first dose of prescribed medicine.

RASHES, BLISTERS, SORES

- A child should remain at home for an unusual or unexplained rash, blisters, or sores until a medical exam or phone call to your physician indicates the rash is not a communicable disease such as chicken pox, impetigo, staph/strep infections, etc. Please notify our Director if you have a confirmed communicable disease.

RUNNY NOSE, CONGESTION, COLDS:

- A child with a thick or constant nasal discharge should remain at home. Very few younger children can affectively blow their own noses and wash their own hands afterwards. A child with the above symptoms will quickly spread the illness to others.

HEALTH POLICY

When a child enters a group situation, he/she is exposed to more illness. To protect the health of each child in our program so that he/she can have a healthy, satisfying experience, all parents must take the responsibility to see that their child's health needs are met, and that their child is well when brought to school.

If there is any sign of illness when the child arrives at school, the parents will be asked to take the child home. If the child becomes ill, parents will be called to come for the child. This is why it is vital to have an accessible phone number where you can be reached at all times. Parents are being asked to look closely at their child in the early morning and not bring them to school if they show signs of illness.

Children with an illness in a communicable stage will not be permitted to remain in school that day. Such conditions include severe cold (child's eyes are glassy and child is lethargic), sore throat, runny diarrhea (occurring more than once), skin rashes, conjunctivitis, temperature, or any communicable disease. Please notify us if your child has any communicable disease.

Very Important: Children must be temperature-free for at least twenty-four hours without the use of temperature lowering medication before coming back to school.
** If you are in doubt as to whether your child might be ill, do not send him/her to school.

This is our basic health policy. We are truly trying to keep our Early Childhood environment as healthy as possible! If you have any questions, please contact us at 846-6860 or email preschooldirector@stpeterscarmel.org

BITING POLICY

If your child has bitten more than twice in one school day, he or she will be sent home for the safety of the other children, not as a punishment.

Medical Emergency

In the event of a medical emergency, the Director will attempt to contact the parents or emergency contacts. If deemed necessary the child will be transported to the hospital by ambulance. Parents are responsible for the medical expenses incurred. If parents or their emergency contact cannot be reached, the Director, or person acting in her behalf, will call 911 and accompany the child to the hospital.

Medical Records:

All children must have updated medical records on file before starting school. It is the parent's responsibility to keep all records updated. It is serious matter when we need to contact parents. Please help us keep all numbers and other information current. Thank you!

Allergies

If your child has a severe allergy, be sure to include that information on all his/her forms. Please discuss the allergy with the teachers. If we need to keep an epi-pen at school for a severe reaction, please send in the epi-pen w/prescription label attached.

Emergency Procedures:

Fire and Tornado

As part of our emergency preparedness, regular drills are held.

Evacuation

In the event we would need to evacuate the building, we will first proceed according to our school plan to ensure the safety of all students and staff. We will then notify parents with instructions to pick up their children.

Volunteering

Each class will have sign-up sheets for class parties and other volunteer activities. We also ask that our Pre k families volunteer during field trips.

Conferences

We will have one conference in January. If you would like to discuss something with your teacher or director, please call the office or contact your teacher at the number she provides.

Tuition Payments

You will receive a statement in your child's backpack each month and payment can be sent back in your child's folder. **Please place payment in a marked envelope.**

Payments must be received by the first of each month. Payments received after the 1st of the month will be assessed a \$15.00 late charge. Contact Sandy Hibshman (preschool accountant) if you have any questions regarding your account.

Withdrawal

A written notice must be received by the 1st of the month to withdrawal from the program. If written notification is not provided, it is expected that a month's tuition will be paid, whether or not the child attends school. When a child is withdrawn, he/she will only be eligible for re-admission based upon space availability and registration fees will apply.

Termination Policy

At St. Peter's we provide a loving environment for all of our children. In addition, we try to meet the social, emotional, physical and intellectual needs of each child. There are occasions, however, when a child's needs cannot be met by St. Peter's staff (as determined by the director, teacher and the Preschool Board). Also, there are times when a child's behavior is such that the safety of others is jeopardized (as determined by the director, teacher and the Preschool Board). In the above cases, the director and the Preschool Board reserve the right to ask that the child be withdrawn.

Updated January 2017