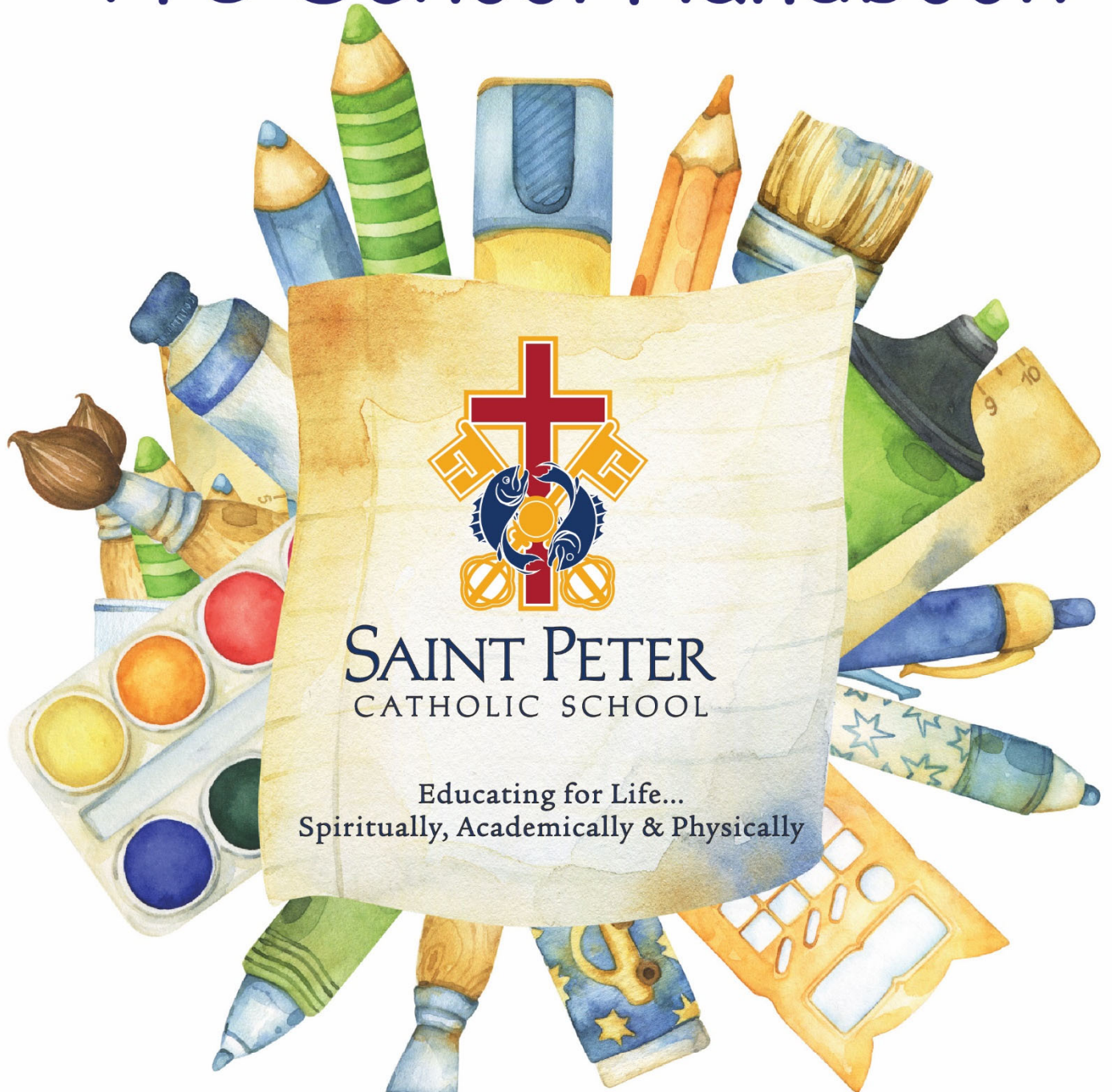


# Pre-School Handbook



# 2024-2025



**License # X07V00067**

**Hours:**

**VPK**

**Early morning care: 6:30-7:30**

**Half Day VPK: 7:50-11:30**

**Full Day VPK: 7:50-2:45**

**After Care: 3:00-6:00 (\$5.00 hr. or \$2.50 for ½ or less.**

**Days of attendance will be Monday-Friday**

**Cost: Please refer to the School Schedule for tuition fees.**

**Calendar: The Early Childhood Calendar will be published on the school website.**

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## MISSION STATEMENT

The mission of St. Peter Catholic School is to form disciples rooted in the teachings of the Catholic faith within a safe, caring environment.

## PHILOSOPHY

Recognizing the uniqueness of each child, we strive to create an environment that nurtures all parts of the child. Faith, knowledge, and community are fostered in an atmosphere of love and trust through activities and lessons that are developmentally appropriate.

## OBJECTIVES

It is the responsibility and obligation of the Early Childhood Program to:

1. Teach children to seek God's love and witness Jesus' presence in their daily lives.
2. Encourage an appreciation of the uniqueness of each person as a child of God.
3. Encourage sensitivity, gentleness, and respect in relating to one another.
4. Realize that children must be treated as individuals.
5. Provide daily opportunities for children to explore a variety of problem-solving techniques.
6. Guide, protect, and encourage children to learn at their own rates.
7. Provide activities that are flexible for both large and small groups.
8. Provide materials for learning that relate to each age group.
9. Communicate with parents regarding the progress of the child.
10. Meet all state and local requirements.

## ADMISSION

The St Peter Catholic School Early Learning Center (ELC) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The ELC does not discriminate on the basis of race, color, or ethnic origin in administration of educational policies, admissions policies, or other school-administered programs.

## INCLUSION/EXPULSION POLICY

Thank you for choosing St. Peter Catholic School for your child's Early Childhood Program to support your child's development. Our goal is to make sure all children are on the path for success spiritually and academically, regardless of their developmental level. We are also committed to each child's social emotional development. We do not dismiss children from our program because of behavior concerns. We understand that these behaviors may be a signal for more support and development. When serious behavior issues arise, we partner with parents to help work towards the best outcome for the child. Below are reasons why we may have to expel a child:

- Bullying or hurting other children or staff (pushing, kicking, punching, biting, spitting)
- Threatening other children or staff
- Uncontrollable tantrums or angry outbursts
- Non-payment or excessive late payment of fees/tuition
- Failure to follow policies and procedures of the program as stated in the Parent/School Handbook

- The parent/guardian displays negative behaviors which are harmful to the children and staff, which may include but not be limited to vulgarity, intimidation, and harassment.

## POLICIES AND PROCEDURES

### ABSENCES

The importance of consistent daily attendance of school cannot be over emphasized. A student's presence for daily instruction is vital for academic success. Please have students absent only for family emergencies or sickness. Family trips are strongly discouraged. A parent is required to call the main office by 8:30 to report a student that is absent, followed by a written excuse the next day. No call will result in an unexcused absence. Students are in attendance for 181 days of the year. Students will also be at school on September 3, 2021, and May 6, 2022. Even though these are Professional Development Days and may show as No School on the school calendar your child will not have these days off. If the student has a sibling in another grade that student will have these 2 dates off.

### ACCIDENT REPORTS

If your child is hurt in any way during the school day, a report will be written for you to read and sign. If the accident is serious, you will be called.

### ADDRESSES AND PHONE NUMBERS

Please make sure that the information in RenWeb is current and up to date so that we may reach you quickly should the need arise. If your contact information changes during the school year, please log into RenWeb and input the most current information.

### ARRIVAL

Parents will drop students off at the red tile door. Parents will sign the student in. The temperature of the student will be taken. If the temperature is 100.4 or higher, the student will be sent home with the parent.

### ATTIRE FOR SCHOOL

Students should be dressed in appropriate play clothes for school. A uniform is not required for VPK and is optional for 3PK. Students should wear closed toe shoes, preferably tennis shoes. Sandals may not be worn. Outerwear should have the student's name clearly labeled on it. Girls should only wear stud earrings. Boys are discouraged from wearing belts.

### BIRTHDAY PARTIES

Your child may celebrate his/her birthday at school. A simple treat for each child may be sent in. Please do not provide favors, ice cream, balloons, etc. Birthday gifts are not allowed to be exchanged at school. All other parties (Halloween, Christmas, Easter, end of year) will be handled by the teacher and homeroom parent.

## BITING

While biting is a normal part of young child development that some children go through, it will be actively discouraged at school. Through careful observation, the teacher will attempt to determine what may be the cause of the biting. The child that has been bitten will be comforted and the child that is biting will firmly be spoken to that biting hurts. Both parents will be notified. If the biting cannot be controlled, the child that is biting may be asked to withdraw.

## CHURCH PARTICIPATION AND STEWARDSHIP

Parents who are Catholic are expected to participate regularly at Mass each weekend. As registered parishioners of St. Peter Catholic Church, parents are expected to take an active part in parish activities by sharing their time, talent, and treasure. A contribution of \$750, through either envelopes or online giving, is required to receive the parish discount of \$1500 per family upon the student entering kindergarten. Parents who are Catholic and members of other parishes are expected to meet the above requirements in the parish they attend.

## COMMUNICATION

If there is a topic that a parent feels needs to be discussed, please reach out to the teacher. It is requested that other parents not be involved; please come directly to us. We must all work together in partnership for the benefit of the students. Communication to the teacher should occur through email and not ClassDojo.

## CONFERENCES

Communication is key for a partnership between school and home. Due to COVID-19, parents will not be allowed in the classrooms during the day. It is preferred that conferences occur virtually or by phone. In person conferences must be limited and by appointment only in order to minimize exposure. No conferences, either with the teacher or administration, will occur without an appointment. Please refrain from speaking with the teacher at arrival or dismissal. Calling or visiting the teacher or teacher assistant at their home is prohibited.

## DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

In order to be compliant with requirements of DCF, every VPK student must have a form dated with the year and an up-to-date immunization form. In order for a student to stay enrolled in preschool, current forms must be on file.

## DISCIPLINE

All discipline is age appropriate.

- No corporal punishment will EVER be used.
- Discipline is constructive and positive.

## DISMISSAL

No student will be released at any times to a person that is not listed in the Pick-Up list on RenWeb. An ID will be asked for if the person picking up is unknown to the teacher or teacher assistant.

## ILLNESS

If a student is ill during the school day, he/she will be required to wear a mask that will be provided by the school. Sick students must be picked up by a parent or guardian within an hour,

unless other arrangements have been approved by the school administrator. In order to prevent the spread of an illness, it is essential and imperative that a student is picked up within the agreed time. If not, DCF or other appropriate authorities, will be contacted to intervene. Students that have the following will be sent home:

- Temperature of 100.4 or above
- A skin rash that has not been identified by a physician
- Diarrhea and/or vomiting
- Coughing
- Conjunctivitis symptoms
- A moist or open cold sore

If a student exhibits a temperature of less than 100.4, a parent will be called and encouraged to pick the student up. A parent may be required to provide doctor's note of wellness before a student is allowed to attend school again. A parent is required to notify the school if their child has a communicable disease. To safely return to school, the student must be fever free for 48 hours without any fever-reducing medication.

## LATE PICK UP

All VPK students must be signed out by 6:00 p.m. There will be a charge of \$1 per minute per child and will be added to the parent FACTS account as an incidental charge. We do understand that emergencies may happen, but continual tardiness may result in the withdrawal of the student.

## LUNCH

Lunch may be sent in a lunch box that is clearly labeled with your student's name. Please make sure the lunch packed is nutritious and simple. VPK under DCF guidelines, hot lunches from the cafeteria may not be purchased. Lunches from restaurants (McDonald's, Subway, etc.) may not be brought for students.

## MEDICATION

The following are guidelines for prescription and over the counter medication administration:

- Prescription and over the counter medications require proper written authorization.
- The Student Medical Authorization Form for **prescription medications** must be completed, signed by the parent or guardian and the prescribing physician. The form needs to be turned in to the clinic at the beginning of the school year or at the time the medication is prescribed. Any change in the medication, dosage, or prescribing physician necessitates the completion of a new authorization form.
- Over the counter medications only require parental authorization.
- Children that have a prescription for an Epi-pen or rescue inhaler will be required to have an Emergency Care Plan filled out and signed by their physician and parent.
- The authorization form and the medication must have the child's full name, name of medication, directions/dosage/method of administration, time of day to be taken,



physician's and parent's name, signature, and phone number. The medication must not be expired.

- All medication will be administered by school personnel. Students may not carry medication with them or self-administer.
- The clinic will only store medications for students that have an authorization form on file.
- The parent/legal guardian will receive a courtesy call when medication is running low or expired.
- The parent/legal guardian will be notified when unused/discontinued medication is left at school. If not picked up within 5 business days, the medication will be appropriately discarded.
- Any questions regarding medication and its administration should be directed to the school nurse, who will determine the appropriate action.

School clinics are only for first aid. Students may only go to the clinic with teacher permission.

## NAPTIME

Due to COVID-19, students are not allowed to bring a sleepy-time friend for naptime. All naptime belongings will be sent home on Fridays to be washed.

## REPORTING ILLNESS, EXPOSURE, AND/OR POSITIVE COVID-19 TEST

Families are asked to take necessary precautions to help reduce the spread of the virus. Any student who is sick with fever (of 100.4) or exhibiting symptoms of COVID-19 are required to stay home. If a student tests positive for COVID-19, parents are **REQUIRED** to notify the school immediately so that proper action can be taken to mitigate the risk of the virus spreading to other students or staff. The school will take the necessary steps in keeping with HIPAA to notify those who may have been potentially exposed and to implement mitigation efforts suggested by the CDC and the local health department.

For the safety of our students and staff, parents are **expected** to report if their child has been exposed to a person with COVID-19. Exposure is defined as prolonged close contact of 15 minutes or more with a person positive for COVID-19. A student who has been exposed will be required to remain home and continue classes virtually until the recommended quarantine time of 14 days has elapsed and provide a doctor's note indicating a negative COVID-19 test.

In the event of an emergency closure due to a positive COVID-19 case within the school, parents will be notified as soon as possible. The nature of the circumstance will determine the length of the closure. Classes will continue virtually. The school will consult with the Diocese of Orlando and the local health department for guidance in regard to school closures.

## SIGNIN AND SIGN OUT

Students need to be at school no later than 7:45. It is **MANDATORY** for parents to sign their student in upon arrival and out for dismissal. This is required by the Early Learning Coalition for VPK students.

## SMOKING

St. Peter is a tobacco-free environment. Smoking or vaping on the premises is strictly prohibited.

## TOYS

Children are not allowed to bring toys to school. If a child does bring a toy, the teacher will hold the toy for the student until dismissal and will return the toy to the parent with a reminder of toys not being allowed at school.

## TUITION

Tuition is paid through FACTS. If tuition becomes delinquent, the parents will be called, and a conference will be held to discuss the future of the student at St. Peter Catholic School. Tuition is due, regardless of the student's attendance record.

## PARENT SIGNATURE AGREEMENT

We have read and agree to be governed by this handbook. We understand of the policies and procedures, including the disciplinary procedures, tuition policies, and medication policies. We have received a copy of “Know your Child Care Center” from DCF.

### Parent(s)

Name \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

MyChild(ren) is/are \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

May God bless you and your family,

Mrs. Lisa Stevens, Early Childhood Director

Ms. Charlotte Funston, Principal