

# St. Paul Preschool Handbook



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Dear Parents,

The Bible says in Proverbs 22:6, “Train a child in the way he should go, and even when he’s old he will not leave it.” We at St. Paul believe you cannot begin too early to train children – train not only in the spiritual, but also in the physical, social, emotional, mental, and aesthetic. We believe early childhood training is essential in today’s society. Therefore, we ask for your personal, parental help as your child moves through preschool. Working together, we can supply the necessary resources to accomplish our goals within the framework of guiding your child into a personal relationship with Jesus Christ, our Lord and Savior. We cordially invite you to “get involved” and to keep in touch with our preschool. We also wish you and your child a happy and productive preschool experience.

Sincerely,

Julie Rop & Tamara Hammond



## PHILOSOPHY

St. Paul Preschool will teach and promote developmentally appropriate activities and structure through a Christ-centered learning environment. We will encourage each child to reach their own potential and help them grow and learn as their own individual. The school will promote the Gospel of Jesus Christ in all of its teachings and practices in accordance with the Bible.

## GOALS

1. St. Paul Preschool will provide opportunities and activities to help each child have a healthy self-concept that includes self-acceptance and recognition of their talents and limitations.
2. St. Paul Preschool will strive to create an atmosphere that promotes positive social growth, individuality, and respect for self and others as God's special people.
3. St. Paul Preschool will provide experiences and activities that will fulfill each child's basic individual needs (emotional, social, intellectual, physical, and spiritual).
4. St. Paul Preschool will provide guidance as the child becomes less self-centered and starts taking part in group activities.
5. St. Paul Preschool will provide interests and experiences that broaden the child's aptitude for future academic programs.

## LICENSING AND ACCREDITATION

St. Paul Preschool is licensed by the Michigan Department of Licensing and Regulatory Affairs. Our license is on display in the classroom.

## REGISTRATION

Registration is on a first come, first serve basis. St. Paul Preschool admits students of any race, color, national, and ethnic origin in all rights, privileges, programs, and activities generally accorded or made available to the students of our school.

## PROGRAM

St. Paul Preschool provides a program of daily activities and relationships that offers opportunities for the developmental growth of each child in the following areas:

- Spiritual development
- Physical development, including large and small muscles
- Social development
- Emotional development, including positive self-concept
- Intellectual development, including communication skills

St. Paul Preschool permits parents to visit the program for the purpose of observing their children during daily activities. It is best not to do this during the first month of class as your child needs time to adjust to this new experience.

Our daily schedule follows the following pattern:

Welcome

Free Choice

Gathering Time

Learning Stations

Circle Time

Handwashing/Snacks

Gym

Creativity

Jesus Time

Closing

## CLASSES AND SIZE

St. Paul Preschool offers two and three day programs. Classes are limited to 17 students per program.

## CLASS SCHEDULES

Classes meet on the following days and times:

Two Day Class:           Tuesday & Thursday                   8:35- 11:30am

Three Day Class:       Monday, Wednesday & Friday       8:35-11:30am

## TUITION

A \$50 registration and materials fee must accompany each enrollment form. This fee will hold your child's spot in the class and is non-refundable.

Tuition can be paid in full or paid on a monthly basis. If you elect to pay monthly, all payments are due the first day of the month. Initial payments are due September 1<sup>st</sup>, prior to the start of the school year. If tuition is overdue by more than a month, that child may be asked to stop attending until payment is made current.

## WITHDRAWAL

Any child may be withdrawn by parent request. Tuition must be paid up to the withdrawal date. If a child has special needs which the teacher feels cannot be met by our program, that child may be asked to leave.

## BIRTHDATE

Your child must be 2 ½ - 6 years old by September 1 to enroll.

## ARRIVAL AND PICK UP

Children should generally not be brought to school more than five minutes before the school starting time. They also should be picked up within five minutes after the end of class. The teachers

have supplies, phone calls, meetings, and other things to attend to before and after these times. Children feel insecure when all other children have been picked up. We understand that emergencies arise, however, so please call or send a note for exceptions.

The staff will not release a child to anyone except the parents of the child and the persons indicated on the child's information card. If there is some change in who will be picking up your child, a verbal notification or a written note must be sent to school alerting the staff.

## SCHOOL CLOSING

In times of inclement weather, we will follow Caledonia Community Schools. If they close or delay, we will close. Please watch the local television channels for closing information.

## DISCIPLINE

St. Paul Preschool staff shall use positive methods of discipline that encourage self-control, self-direction, and self-esteem. The teachers shall use Christian love and kindness, but firmness in disciplining students. The rules of classroom behavior will be clear and the children are expected to follow them. The teachers may request a conference with the parents if the behavior of a child is consistently interfering with the learning process or the safety of the child or the class. Dismissal is considered a last resort if no other reasonable solution can be found.

## EQUIPMENT

St. Paul Preschool provides an adequate and varied supply of play equipment, materials, and furniture that are:

- \*appropriate to the developmental needs and interests of children
- \*appropriate to the number of children
- \*safe, clean, and in good repair
- \*easily accessible to the children

Equipment and materials shall provide for:

- \*large and small muscle activity
- \*sensory development and exploration
- \*social interaction and dramatic play
- \*creative experiences through art, music, and literature

## FIELD TRIPS

Over the course of the school year, field trips may be taken. Written permission is required. Each family is responsible for providing transportation enabling their child to attend field trips. Each child must be accompanied by a parent or another adult unless otherwise stated. The preschool will not be responsible for transportation arrangement. We usually will meet at the site of the field trip.



## TOILET TRAINING

St. Paul Preschool will accept students who are not yet fully potty trained.

## IMMUNIZATIONS

A completed health appraisal report form and a record of immunization signed by a licensed physician must be on file no later than the child's first day of school attendance. The current immunization schedule is as follows:

The State of Michigan requires the following immunizations:

4 doses of DPT

3 doses of polio

1 dose of haemophilus influenzae type B at or after 12 months or the complete series

3 doses of hepatitis B, with the second dose administered one month after the first and the third dose administered six months after the first

1 dose of varicella

## ABSENCES AND ILLNESSES

Parents need to call the school when a child is absent. Contagious diseases must be reported so that the school can make other parents aware an illness is going around.

A child should be kept home when an elevated temperature appears and when the child complains about not feeling well. If your child is not feeling well at home, s/he will also be miserable at

school! Please call the school if you have any doubts as to sending your child to school or not.

Children should be fever-free for 72 hours before returning to school.

Should a child fall ill, sustain an injury, or be involved in any additional incident while at school, the child's parents will be called and arrangements may be made to pick the child up from school.

Staff members will abide by the above guidelines pertaining to illnesses as well.

## EMERGENCY MEDICAL CARE

At the time of initial attendance, St. Paul Preschool shall obtain written permission, signed by the parent, to seek emergency medical care. The school will make every effort to contact the parents in the event of an emergency.

## FIRE, TORNADO, AND LOCKDOWN DRILLS

At the beginning of and throughout the school year, practice drills are held in which the emphasis is on procedure and time. A sheet containing instructions and procedures for fire, tornado, and lockdown warnings is posted in the classroom.

## SCHOOL CALENDAR

St. Paul Preschool follows Caledonia Community School's calendar as much as possible. A school calendar will be given out at the beginning of the school year.

## SNACKS

St. Paul Preschool will provide a nutritious snack on a daily basis. We encourage healthy eating habits and will provide items such as vegetables, fruit slices, raisins, crackers, cheese, and dried fruit. Birthdays will be recognized and special birthday treats (cake, cupcakes, cookies, etc.) may be sent. Please note, our classroom is peanut and tree nut free.

## CHILD'S ATTIRE

Children should come dressed in comfortable, modest, washable play clothes.

## PARENT TEACHER CONFERENCES

Parent-teacher conferences may be scheduled later in the school year to discuss the progress of your child. If you feel it necessary to meet sooner, please contact your child's teacher to set up an appointment. It is best that you not bring your child to the conference so we can focus our attention on the conference. We encourage open communication between school and home so that we can all work together to make this the best possible experience for your child.

## PREPARING FOR PRESCHOOL

There are many things parents can do to help prepare their child for the preschool experience. The following is a list of suggestions:

1. Spend time reading and talking with your child each day.
2. Answer their questions.
3. Encourage self-reliance.
4. Encourage your child to dress him/herself.
5. Help them recognize and hang up their own clothing.
6. Have a positive attitude about school, learning, and teachers.  
Your child is likely to reflect your attitude in this area.
7. Allow your child to make things with their hands and explore the things around them.
8. Show a genuine interest in the things they do.
9. Keep regular eating and sleeping habits and have a good breakfast before coming to preschool.
10. Teach good toilet habits (washing/drying hands) so they will be able to attend to their own needs.
11. Teach proper use of tissue.
12. Help them express their feelings verbally instead of physically when they are angry or frustrated.
13. If they have an interest in printing their own name, teach them the small manuscript, not all capitals.
14. See to it that your child has pleasant relationships with children and adults rather than those in their own family.
15. Encourage sharing and taking turns with others.

## THE FIRST DAY

On the first day of school parents should allow a few extra minutes to come into the classroom with the child to explore his/her new environment and to help him/her feel comfortable. This applies especially to children who have not seen the preschool before. If your child seems uneasy please follow the cues of the teacher on what to say and when to leave. Usually when a child becomes involved in an activity the anxiety of being left will be lessened. Many children quickly adapt to the preschool setting and are eager to come again. However, it is perfectly normal for a child to feel uneasy and to even cry for several days or weeks before s/he feels comfortable.

Talk to them about what is happening. Reassure them you will be back, and tell them when. Simply say, "I'm leaving now and I will be back to get you after school. See you then." Once you've decided to leave, do not hesitate even if they begin to cry. Most children stop crying within seconds after you are out of sight. Just go home, relax, and enjoy the quiet, as you won't be able to get a word in when you pick your child up and s/he begins to tell you about his/her first day at preschool! Please take time to listen.

Please return this page by September 30<sup>th</sup> to verify your receipt of the handbook.

Childs Name \_\_\_\_\_

Parent's Name \_\_\_\_\_