



ST. PETER LUTHERAN PRESCHOOL

Parent Handbook and Contract

ABSTRACT

Welcome to St. Peter Preschool. This handbook contains information regarding the preschool/child care program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about our program.

2019/2020

Mission Statement

The Mission of St. Peter Lutheran School is to assist parents in the training of their children through Christ-centered teaching and excellence in academic curriculum.

At St. Peter Lutheran School, we believe Christian education is no longer a luxury in our children's lives—it's a necessity. Our goal at St. Peter is not to shelter our youth from the world in which we live today, but to train them to live effectively. This training is a cooperative effort between home and school.

God has given parents the first responsibility in the training of their children. Parents select St. Peter Lutheran School to provide the additional resources and expertise needed for a complete elementary education.

Our objectives at St. Peter are three fold:

1. Assist young Christian people to grow in the Christian faith through daily study of God's Word, devotions, Chapel services and various service projects.
2. Challenge our students with academic excellence in preparation for kindergarten.
3. Encourage a balanced lifestyle through physical fitness and participation in extracurricular activities.

Eligibility

In order to attend St. Peter Preschool, student must fit the following eligibility requirements.

- All children must be potty-trained and out of diapers/pull ups. We do not have facilities to accommodate non-potty-trained children.
- Students may enter the 3's class at any time after they turn 3.
- Students must be 4 years old by December 31st to be in the 4's class.
- Children must turn four years old by September 1st in order to enter the Transitional Kindergarten class. Our TK is still a part of our preschool. That is why the dates are modified.

Annual Registration

Registration is \$150 per student. Registration fees are paid at the time of enrollment and are non-refundable.

Times

Half Day 8:30am-12:00pm

Full Day 7:00am-6:00pm

Schedule

St. Peter Preschool offers several flexible options for families. Students must attend a minimum of 2 days a week. Both 3 and 4-year old classes are available 2 days, 3 days, or 5 days a week. Our Transitional Kindergarten is only offered 5 days a week. Change request forms are required before any schedule changes will be approved.

Monthly Costs

2 Days/week Tuesday/Thursday: Half day \$250, Full day \$400

3 days/week Monday/Wednesday/Friday: Half day \$300, Full day \$480

5 days/week: Half day \$ 400, Full day \$575

Tuition

Tuition is due the 1st of each month. Monthly tuition will not change during holidays and breaks. Please indicate one month in advance if your child will not be attending school during any of the traditional school breaks. Knowing ahead allows for adequate staffing.

If it becomes necessary to withdraw your child from the program, two weeks written notice is required. Failure to give notice will result in a fine equivalent to one month's tuition. Any refunds will be sent by mail.

Summer withdrawals: Withdrawal and readmission will be granted without penalty during the summer months of June and July only. This means families paying the re-registration fee by May for the following school year may withdraw during the summer months and return in the Fall.

Delinquencies

- Payment after the 10th of the month will result in a \$30.00 fee.
- A \$30.00 fee per returned payment is charged by FACTS.
- Once tuition is 30 days' delinquent, the student will forfeit his/her spot in the school.
- St. Peter reserves the right to deny enrollment to any student who has a delinquent account at our school or another school.
- We reserve the right to terminate this contract and/or modify payment methods.

Parent involvement Hours

Here at St. Peter we all work together building a successful and fun education. We ask that Preschool parents help us by participating in at least 5 hours per family doing something for the school. These hours can be spent in the classroom, at our events through the year, prepping art, going to PTL meetings, and much more. We thank you in advance for helping make St. Peter a success.

Lunch/Snack

Pack a small lunch that your child can obtain during our lunch time. It can overwhelm a child to have too many options. No candy, cake, or sodas. Please make sure to put an ice pack in the lunch box to keep it cold. We cannot refrigerate the lunches. Suggested lunch is as follows:

- A sandwich
- A drink
- A fruit or veggie
- A small bag of pretzels
- A yogurt

Our school also offers a Hot Lunch program. The lunches are \$3.00 each, and need to be ordered through RenWeb at the beginning of the month. For more information, refer to our Hot Lunch flyer or ask Mrs. Hinders in the school office.

Please do not pack snacks for other times of the day. The children will have a snack with the whole class and we will supplement for allergies or religious reasons only. No child shall be forced to eat. If you would like to bring a snack for the whole class, please see our Sharing/Snack calendar.

Sharing/Snack calendar is set up to give your child a special day to bring 1 item in for show and tell as well as a snack for the whole class. Bringing snack for the class is optional and the school will provide a snack in which case. The staff will make sure at least 2 basic food groups are present in each snack.

We are not a nut free school. If your child has allergies, please let us know and we will do everything we can to insure the child is safe. Please see Health and Medications section if an epi-pen is needed.

Water canteens are encouraged. The children will have access to their water canteens all day including outside play. We ask that the canteens be sweat proof, durable, and non-leaking. If your child does not have a water canteen the school will have cups and drinking fountains available.

Birthdays

On the class calendar the teachers have listed the day to celebrate your child's birthday. Your child may bring snack for the whole class on that day. Suggested snacks are: Doughnuts, muffins, cake pops, fruit, cookies, or rice crispy treats. Whatever your child chooses as their favorite snack. Please no cake, candy, or soda. We also ask that cupcakes be the small size.

Workbooks

In the 4-year-old classroom the students will utilize the *Handwriting Without Tears* program which includes a workbook. In this program the students will prepare for Kindergarten in a hands on approach to learning. The Transitional Kindergarten classroom will utilize two workbooks one from the Association of Christian School International and the other from Handwriting without tears. One will be a math book and the other a handwriting book. The fee for these books are included in your registration fee.

Arrivals/Departures

We ask that you please be on time. The child who comes late disrupts the class and suffers embarrassment. One who consistently brings a child late shows lack of respect for the child's feelings and for the school program.

Children that are not signed up for full day may not enter the classroom before 8:30am. Half day children must be picked up by 12:00pm. The school is not staffed to allow drop in schedules. If your child needs care before 8:30am or after 12:00pm it is mandatory that the child is registered for full day for the school year. *If you are late, there is a fine of \$15.00 for every 15-minute interval or portion thereof.* For example, if the child was 10 minutes late being picked up you would have a \$15.00 late fee added to your next tuition payment. This fee is not a supplemental program for drop in basis. We have the right to dismiss students that are habitually picked up late.

Sign in /Out Procedures

The person who signs the child in/out shall use his/her full legal signature and shall record the time of day. Fines may be levied by the State of California for non-compliance. Any fines will be passed on to the person who caused the non-compliance. Continuous violation will result in termination of services. Only authorized persons may remove a child from the facility. A signed and dated note is required to allow any child to be released to persons not previously authorized. *Photo identification is required to identify people at pick up when the staff is unfamiliar with the person.* We are in the process of getting an electronic sign in and in which case each student would still need to be checked in and out following the same rules as before.

- Pursuant to CCR, Title 22, Section 101226.1(b) and 101229.1

Health

Visual health checks will be performed by staff members prior to your child's attendance to class. Any child who exhibits signs of illness or who has had any form of contagious illness, including but not limited to fever, vomiting or diarrhea within the past 24 hrs., will not be permitted to attend school. In some cases, a medical release from your doctor may be required for re-admittance.

Parents shall be informed, in writing, of any first-aid administered to their child. In the event of illness or serious injury parents/ guardians will be immediately notified and any specified action will be taken. In emergency situations when the child's parents/guardians cannot be reached or delay would cause further injury, medical treatment shall be immediately sought.

Incidental Medical Services (IMS) Plan

It is the goal of the St. Peter Preschool to be as inclusive as possible, including providing care for children with various ongoing medical conditions. The following plan outlines our procedures for the three conditions we currently accommodate:

1. We can accommodate children with anaphylaxis (severe, potentially life threatening allergies), asthma (chronic lung disease that impairs breathing), seizure disorders (febrile seizures), and sleep/breathing disorders (sleep apnea). Other medications maybe accepted and trained for on a case by case basis.
2. Personal plan of care procedures provided by a doctor or parent will be kept for each child with one of the above conditions.
3. EpiPens, inhalers, nebulizers, and breathing monitors will be labeled by a pharmacist and in the pharmaceutical container. The label will state: Student's name, date, name of medication, dosage, time to be given, special instructions, and physicians name. Once on campus it will be kept in the medical box in each room/site.
4. At least one staff member is on campus that is certified in pediatric first aid and CPR. In addition, the permission for inhaler/nebulizer use is specific to certain trained staff who are trained in their use by the parent/guardian.

5. Parents/authorized guardians are required to sign a written consent to administer inhaler/nebulizer treatments in addition to the permission to administer other medications. Also, the child's physician must provide a signed form.
6. We ensure that proper safety precautions are met, including the wearing of gloves to reduce exposure to bodily fluids, proper hand cleaning following glove removal, and safe disposal of all contaminated materials.
7. Medication/appliances will be taken on field trips or other off site activities.
8. Medication/appliances will be taken on drills or in case of a real emergency/disaster.
9. Routine and predicted treatment will be logged on the Parent Consent Form (LIC 9221).
10. Medical incidents outside of routine and predicted treatment will also be recorded and kept in the office). Parents will also be notified by phone.
11. 911 will be called for emergency medical incidents and/or for symptoms or reactions outside those addressed in the scope of the parent/written documentation. Emergency services may also be contacted for any medical situation which is outside the comfort or knowledge of the staff present on any given day.
12. Serious incidents and any change in this plan will be reported to the Department of Social Service licensing office and an Unusual Incident Report (LIC624) will be filed.
13. The Center reserves the right to decline or terminate enrollment of a child with any of the above conditions if we believe the condition/treatment needs are beyond the scope of our staff's training or ability to perform in the context of a group setting. In addition, enrollment may be suspended or terminated if communication with the parent does not support full understanding of treatment needs, or if parents fail to provide medication/supplies, instructions, and any required documentation.

Chapel

Chapel is every Wednesday from 8:30am to 9:00am. Half day students are asked to arrive on Wednesdays only by 8:20am so we can make it to chapel on time. If you arrive after 8:25am, you will need to bring your child to the sanctuary. The sanctuary is located on the corner of Oxford and Lower Sacramento. On special occasions Chapel may be moved to another day but the staff will let you know ahead of time. The children will go to the sanctuary with all the St. Peter students. Parents are welcome to attend. When parents attend Chapel we do ask that you sit in the back of the sanctuary. In Chapel the children will hear biblical stories, sing songs, and pray together.

Appropriate Clothing

In order to allow the children to explore and experience all St. Peter has to offer we ask that you send your child to school in play clothes.

Often we may enjoy messy art projects, cooking activities, science experiments, and outdoor activities. We cannot be responsible for clothing that may become stained or damaged.

To avoid injury, do not send your child in flip flops, back-less, or high heeled shoes. Children wearing dresses need to also wear shorts under the dress. Make sure your child can take their clothing off quickly to use the restroom. Some articles of clothing such as overalls and rompers are too difficult for young children to get off. Please put your child's name on all personal belongings, sweaters, coats, and back packs.

Change of Clothes

All children are required to leave a change of clothes in case of an accident. The following is a list of needed clothes:

- 1 shirt
- 1 pair of pants
- 1 pair of socks
- 1 pair of underwear
- 1 pair of shoes

Please place all items if possible in a Ziploc bag and label it with the child's name. These clothes will be used in case of an accident.

However, if the child has a bowel movement in his/her clothes you will be called to take him/her home for proper cleaning. We do not have proper facilities to clean up these types of accidents. We apologize for any inconvenience.

Naptime

All full day students are allowed a period to rest. We provide cots, sheets, and a blanket for your child. The staff will launder these items weekly and each child will have their own bag of nap items. If a child soils the nap items in anyway, we ask that you take the items home to wash and bring back the next school day. Please do not send other items for rest time to keep naptime simple.

We rest from 1:00pm to 2:45pm in which time the children are asked to rest while listening to soft music.

Field Trips/Special Guests

All field trips will be conducted "in house". Special guests will be invited to share information with the children during regular class time. One of our regular guests is Mr. Al. Mr. Al has a Budding Geniuses program focusing on science. His class is once a month and is an additional cost of \$10 per session, per child, paid to your child's teacher.

Discipline Policies

Occasionally a child may find it difficult to express his/her feeling without hurting other children or property; a "time out" may be given as a means of discipline. A "time out" shall be for no more than 5 minutes. Parents will be notified, in person or by telephone, of severe or habitual problems. At no time will any child be subject to corporal or unusual punishment. The child may be required to be removed immediately and without advance notice for consistent use of inappropriate language, abusive and/or

harmful, aggressive behavior or disruptive behavior, or if the center cannot guarantee the safety of the child or other children/staff due to the child's behavior.

Termination of Services

- Delinquent Accounts
- Violation of written policies Including Parent Handbook
- Late arrival/ pick up
- False information on written documents
- Failure to sign in or out
- Rude behavior toward staff on the part of parent or child
- Chronic or extreme behavior including but not limited to biting, hitting, kicking, or throwing of objects.

Preschool Staff

Preschool Teachers

- Mrs. Tiffani Vega
- Mrs. Pam Omlin
- Ms. Leticia Laguna
- Ms. Kayla Schmidig
- Miss. Daniela Torres
- Mrs. Liz Hernandez
- Ms. Nicole Ehman

Preschool Director

- Mrs. Shanna Long slong@stpeterlodi.com

Please turn in the signature page and keep the rest of this document for your records.

My signature below indicates that I have read, thoroughly understand, and agree to comply with the contents of the St. Peter Lutheran Preschool Parent Handbook and Contract. Please select your Schedule for the 2019/2020 school year contract.

Child's Name _____

_____ Tuesday/Thursday 2 day 3-year-old

_____ Monday/Wednesday/Friday 3 day 3-year-old

_____ 5 Day 3-year-old

_____ Tuesday/Thursday 2 day 4-year-old

_____ Monday/Wednesday/Friday 3 day 4-year-old

_____ 5 Day 4-year-old

_____ 5 Day Transitional Kindergarten

Half Day _____

Full Day _____

An Annual non-refundable registration fee of \$150 is due at enrollment.

My monthly tuition will be _____

Date

Parent's Name Printed

Parent's Signature

Name of Payer Printed

Signature of Payer

(please sign and print again even if the payer is the same as the parent)

