

# ST. STEPHEN'S EPISCOPAL PRESCHOOL



## PARENT MANUAL

Revised May 2016

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## HISTORY AND PHILOSOPHY

In response to a community need, Margaret Wannamaker Kennon founded St. Stephen's Episcopal Preschool in 1962 and served as its director for nine years. Mrs. Kennon's philosophy of loving and caring for each child as an individual, her belief in the development of the whole child, her understanding of young children and her ability to make each one feel important, coupled with the love of God and his son, Jesus Christ, created the environment found today at St. Stephen's Episcopal Preschool.

Our teachers are dedicated to enriching your child's preschool years through activities appropriate to his or her stage of development. Nurturing the confidence and self-esteem of each child in a loving, Christian environment is of prime importance, as is helping the children learn to share and co-operate with others in a group setting and to respect those in authority.

We heartily welcome children of all races and faiths and certainly recognize and respect differences in religious preferences. Indeed, it is by respecting each child as a unique, contributing, loving human being that we establish the positive sense of value and self-worth that can sustain him or her for years to come. It is our privilege at St. Stephen's Preschool to work with you, the parents of our children, in laying that crucial foundation.

## MISSION STATEMENT

The mission of St. Stephen's Episcopal Preschool, as an integral part of this parish, is to offer an educational program grounded in the Word of God that nurtures the whole person of every child under our care. By careful and constant attention to social, emotional, spiritual, intellectual, physical and creative growth, an educational experience is presented that fosters the love of learning and growth in a warm and welcoming community that mirrors God's love for all His children.

## CURRICULUM GOALS

Through the use of a thematically based, integrated curriculum, the educational program at St. Stephen's is designed to ultimately prepare a child for Kindergarten. It is the goal of the teaching staff to provide a learning environment in which children have the opportunity to:

1. Build self-esteem, social and self-help skills
2. Appreciate art, music and drama
3. Appreciate different cultures and families
4. Develop fine and gross motor skills
5. Develop emerging math concepts, reasoning and problem solving skills
6. Develop language and emerging literacy skills
7. Participate in imaginary play
8. Experience the Word of God in formal and informal settings

# ST. STEPHEN'S EPISCOPAL PRESCHOOL BOARD

The preschool is governed by a Preschool Board. This board is policy-making and meets at a minimum quarterly. The board is composed of ten to fifteen members: two vestry members, parishioners at large, community members, the preschool director and the rector.

## SCHOOL POLICIES AND GENERAL INFORMATION

### 1. DAYS AND HOURS OF OPERATION (Ratio of children:teachers)

Two year olds - Tuesday and Thursday (10:2)  
Two year olds - Monday, Wednesday, Friday (12:2)

Three year olds - Monday, Wednesday, Friday (10:2)  
Three year olds - Monday through Thursday (12:2)

Pre K (Four year olds) - Monday through Thursday (16:2)  
Pre K (Four year olds) - Monday through Friday (16:2)

#### HOURS :

9:00 am – 12:00 noon

Preschool hours are from 9:00 a.m.-12:00 noon with the exception of the first week of school when the hours are 9:00 a.m.-10:30 a.m. (the 5 day Pre K class will dismiss at 12:00 noon on the first Friday). The two year olds will be divided into two sessions for the first week of school and then all two year olds will attend from 9:00 a.m.-10:30 a.m. for the second week of school. (Refer to the parent letter sent in July for more specific information).

Children should not arrive before 9:00 a.m. as teachers are busy preparing the classroom for the day's activities. Also, according to North Carolina State Law, the preschool can only be in operation for four hours per day or less. **We cannot accept responsibility for children before 9:00 a.m. or after 1:00 p.m.** See Drop Off/Pick Up Policy on page 6.

### 2. SNOW DAY/INCLEMENT WEATHER POLICY

If the Durham Public Schools have a delayed opening, we will open at 10:00 a.m. If the Durham Public Schools are closed, we are closed. We do not make up days missed due to inclement weather nor do we make refunds. The preschool calendar does not allow for the use of teacher workdays, holidays or conference days for inclement weather makeup days. Workdays and conference days are necessary for compliance to early childhood educational standards.

### 3. VISITATION

We welcome parents, family and friends to visit St. Stephen's Preschool. Sibling visitation is only allowed with parental supervision. Please let the your teacher or director know when you would like to visit. During the day the preschool doors are locked. Please ring the doorbell at the double door entrance and the director or a teacher will greet you. You may be asked to show a driver's license if the staff member does not recognize you. Please sign in on the visitor's clipboard and put on a visitor's name-tag.

### 4. ENROLLMENT/REENROLLMENT

Enrollment will be held for rising two year olds (siblings of currently enrolled students) in November. Reenrollment of currently enrolled students entering the 3 year old and Pre K classes for the upcoming school year will register in January. Siblings interested in the 3 year old and Pre K classes will then be enrolled. Teachers' children have priority over siblings. Any remaining spaces will be filled from the "Community Waiting List" with priority given to St. Stephen's parishioners. The priority for enrollment is as follows: children currently enrolled, teachers' children, siblings, St. Stephen's parishioners and community.

Your enrollment fee guarantees your reenrolling child a space in our program but not necessarily your first choice. Every effort will be made to accommodate your first choice. If there are more children interested in a class than are spaces available, a lottery system will be used. Currently enrolled parishioners and their siblings have priority over non-church members. Twins/multiples will be considered as individual enrolling children. Because of the limited number of classrooms, the school is unable to guarantee that twins/multiples can be placed in the same class.

All children will be considered for admission to St. Stephen's Preschool regardless of race or faith. August 31st is honored as the birthday cut-off date for all class assignments except for the 3 day 2 year old class. Children enrolled in the 3 day 2 year old class must be two years old on or before April 1st. Children with special needs will be considered for admission if to do so would not place an undue burden (significant difficulty and/or expense) on the preschool program. Contact the director for more information on the special needs enrollment/reenrollment policy.

**All Pre K students must be fully trained to attend preschool.** Four day three year olds as well as two day and three day three year olds need not be fully toilet trained at the beginning of the school but are expected to be in the process of toilet training. Four day three year olds must be fully toilet trained by November 1. If they are not, the parents can keep their child at home, reserve their child's space in the classroom and continue to pay the monthly tuition until their child is fully toilet trained and can return to school or formally withdraw their child and forfeit any and all enrollment and May tuition fees.

Two day and three day three year olds must be fully toilet trained by mid January. If they are not, the lead teacher will meet with the parents to develop a plan. See the Special Needs Policy on page 16 in the Parent Manual for more information. Two year olds need not be toilet trained to attend

preschool. See page 10 for definition of “fully toilet trained.”

An enrollment fee plus one month’s tuition (which is applied to the last month of the school year) is due with each enrollment form. The enrollment fee and last month’s (May) tuition are nonrefundable. The May tuition cannot be applied to any other month.

If the May tuition is not paid by the deadline, your child will be removed from the class enrollment list. If you wish to reapply after the deadline, the enrollment fee must be paid again as well as the May tuition.

Discovery of any falsified information on the registration form will be taken to the Preschool Board for review. Immediate withdrawal of the child from the preschool may be considered.

## **5. TUITION PAYMENTS/EMERGENCY FINANCIAL AID**

Monthly tuition payments are due by the first of each month. If tuition has not been paid by the 10th, a \$25 late fee will be assessed. If the tuition and late fee are not paid by the 15th of the month, your child will be denied attendance until both fees are paid. Please contact the director if there are personal extenuating circumstances regarding the timely payment of tuition.

No deductions are made for holidays or absences. Do not include any other fees (Lunch Bunch, etc.) with your tuition check. See also Special Activities and Lunch Bunch on pages 13 & 14.

Fees should be left in either basket located in the hall next to the single and double doors. It is important not to hand checks to teachers or to the director, especially at pickup, as they can be misplaced. A \$25.00 fee will be charged for a check returned by the bank. After one returned check, a money order only will be accepted for tuition and Lunch Bunch payments.

In order to meet the St. Stephen’s Episcopal Preschool mission statement, the preschool is able to provide limited emergency tuition financial assistance in the form of a loan. If you would like more information about this funding, please see the director.

## **6. WITHDRAWAL POLICY**

We would appreciate one month’s written notification if your child were to be withdrawn before the end of the school year. Tuition will not be prorated if your child is withdrawn in the middle of the month. The enrollment fee and May tuition are nonrefundable and cannot be applied to any other month.

## 7. BACK TO SCHOOL NIGHT/PARENT ORIENTATION

A Back To School Night/Parent Orientation will be scheduled during the second week of school. At that time the general rules and policies for the school will be explained as well as volunteer opportunities such as social and fundraising committees, substitutes, room parent, etc. The classrooms will be opened for visitation and the teachers will review classroom policies and procedures.

## 8. VOLUNTEER OPPORTUNITIES

There are many different ways for parents to volunteer at the preschool. Each year parents, if they are able, are asked to sign-up to be a teacher substitute if a teacher has to be out. Also, each class has volunteer opportunities for class parties, assistance for different activities, etc.

In addition, there are several fundraising events throughout the school year that parents are asked to help with.

## 9. PRESCHOOL ADJUSTMENT

All children need a period of time to adjust to the preschool environment even if they have attended St. Stephen's before. Anticipate with your child a happy and thrilling experience at school. Speak of the wonderful things to be learned and the new friends to be made. Approach everything POSITIVELY!

A regular bedtime and morning routine is extremely important. We recommend you begin your routine at least one week before school begins in September. Be sure your child arrives on time and comes to school each day that they are scheduled for class.

**Pacifiers, bottles and any other oral comfort items are not permitted.** Oral comfort items present health issues as well as negatively influence peer interaction. If your child currently uses any of these items throughout the day, we strongly suggest that you begin weaning your child from the use of these items at least one month prior to starting school.

A reasonable period of time will be given for your child to adjust to the new preschool environment. We will work with you and your child during this time. If your child is still unable to adjust to the classroom environment and successfully separate from you after a predetermined time frame, the teacher, preschool director and preschool board will evaluate the situation and recommend withdrawal if necessary. Your child's well being is our primary concern. See Special Needs/ Developmental Issues on page 16.

Let us know if your child is showing signs of unhappiness at any time. There will be days when

your child does not want to come, but it is best to keep him/her on a routine. Continue to be positive during these periods and try not to get into any long discussions with your child about why he/ she does not want to come to school. It usually just increases your child's anxiety level as well as yours. Please keep the teacher informed if a problem or change that occurs outside of school that might affect your child's attitude or behavior in school.

## 10. DROP OFF/PICK UP PROCEDURE/LATE FEE POLICY

**The school doors open at 9:00 a.m.** The church bell tower chimes will be used for the opening time. Park in the designated parking spaces and walk your child to his/her classroom. Please do not park in the spaces marked "Rector", "Curate", and "Staff" as these spaces are reserved for the churchstaff.

**An adult must bring all children to the classroom.** Help your child hang up their coat and backpack and then say good-bye with a kiss at the classroom door. Do not let siblings enter the classroom or run up and down the hall. If you need to speak with a teacher, please make an appointment time.

**It is important that your child arrive at school on time** everyday that they are scheduled for class. The preschool doors will be locked at 9:15a.m. If you arrive after that time you must ring the doorbell for admittance. Teachers will speak with parents that are late on a regular basis (50% or more of the time). If parents continue to be late in arriving, the director will be notified and will meet with the parents. If the issue continues, the preschool board will be notified and withdrawal of your child may be considered.

**Pick up begins at 11:50a.m. and ends promptly at 12:00noon.** The beginning of the chimes on the bell tower will be used for the end of pick up time. Children not picked up by this time (unless staying for Lunch Bunch) will be considered as a late pickup.

Park in the parking lot across from your child's designated waiting area, (please turn off the ignition), walk to the appropriate sidewalk, **show the teachers the "St. Stephen's Preschool Pickup Card"** (given to you at the beginning of school), collect your child and return promptly to your car with your child. Please do not allow your children to climb on the trees in the parking lot. Please put your child in the back seat as most cars now have passenger side air bags. A detailed map as to where to park and pick up your child is on page 19. Children must be picked up in the classroom if it is raining, too wet for children to sit on the sidewalk or too cold.

If your child is not picked up by 12:00 p.m., he/she will be brought to the Director's office and a late fee/penalty assessed:

- a) first late pick up: written warning
- b) second late pick up: \$10.00 for each child picked up
- c) third late pick up: \$25.00 for each child picked up
- d) fourth late pick up: \$25.00 for each child and the director will take the issue to the preschool board for review. Withdrawal of the child from the preschool is an option the preschool board and the director may consider.

Because of state regulations and teachers needing to assume other responsibilities immediately after 12:00 noon, we must remain firm with the 12:00 p.m. pick up time. The preschool staff greatly appreciates your understanding in this matter.

## 11. HEALTH ISSUES/EMERGENCY INFORMATION/MEDICATIONS

The Children's Education Building (Preschool Building) is a peanut and tree nut free building. No peanut butter, peanut butter cookies or crackers, etc. as well as foods containing peanuts and/or tree nuts will be allowed in the building at any time. This includes preschool snacks, lunch bunch lunches as well as any food related to church functions (nursery, church school, etc.). Please note that the church and church office building as well as the playground are not deemed peanut and tree nut free. See Snacks/Food Allergy/Dietary Preference on page 11.

We require a current health form for each child every year. The child's pediatrician/family physician must sign this form. St. Stephen's Episcopal Preschool complies with the N.C. State Immunization requirements and guidelines. You will also be required to complete an Emergency Form prior to the start of school that will be mailed to you in July. Please mail both completed forms or bring them to the office by the date on the forms. Your child will not be allowed to attend school until both forms are received by the director. The forms will remain in your child's file.

If your child becomes ill at school, he/she will be sent to the director and you will be notified. Please make sure your emergency numbers are always up to date. If we cannot reach you, your emergency contact will be notified and asked to pick up your child. Please do not send your child to school if he/she has a fever, green nasal drainage, pink eye, nausea and vomiting and/or diarrhea. Use the following guidelines when deciding when to send your child back to school:

- ✓ Your child's temperature should be normal without fever medication for at least 24 hours before returning to school.
- ✓ As diarrhea improves and your child begins to eat again, stools may continue to be loose. Keep your child home long enough for bowel movements to return to normal.
- ✓ Your child should be back on a regular diet, without vomiting, for at least 24 hours before returning to school.
- ✓ If your child requires medication for upper respiratory congestion or cough, please do not send your child to school. These medications can make your child sleepy or irritable.
- ✓ If prescribed, your child has been taking antibiotics for 24 hours.
- ✓ If your child has head lice, contact your pediatrician for advice and notify the preschool immediately. Keep your child at home until after the initial treatment to kill the lice. Once your child is treated, he/she may return to school as long as there are no active lice. Should your child develop head lice, a more detailed procedure will be sent to you.

Notify the office by 9:00 a.m. if your child will be absent as well as if your child has a communicable disease so that other parents can be informed. Please teach your child how to blow his/her own nose and properly dispose of the tissue!

The preschool staff cannot administer routine medications, insect repellent, sunscreen, etc. If necessary, only the following emergency medications can be administered by preschool staff: Benadryl, Epi Pen, and an emergency respiratory medication such as Albuterol via rescue inhaler. Parents will be notified immediately anytime services are considered and/or administered. Parents must be prepared to pick their child up from school immediately when called by the preschool staff. See the director for the appropriate medication release forms and your teachers for the storage of the medication. Parents must supply the emergency medication. In addition, preschool staff cannot administer any medical care above and beyond CPR and standard first aid services.

In the event of an accident/emergency, you will be notified. If the staff feels the accident/emergency is serious and you cannot be reached, your emergency contact will be notified. If the staff feels the accident is extreme and/or life threatening and/or the Epi Pen has been administered, 911 will be called. The preschool staff does not transport children to emergency care facilities.

## 12. FIRE DRILLS

Practice fire drills are held monthly. The first two (September and October) will be scheduled so that the teachers can prepare the children in advance. The fire drills for the rest of the school year will be unscheduled for children and teachers.

## 13. PARENT/TEACHER/SCHOOL COMMUNICATION

Please send a **full, standard size (18"x13') backpack** with your child each day that he/she comes to school. Make sure the child's name is on the outside of the backpack. **Rolling backpacks are not permitted.** The preschool staff sends home information almost everyday so please check your child's backpack daily.

If you would like to speak with your teacher about school matters, please check with your teacher to see what is the best time to contact her. A conference time can also be made before or after school depending upon your teacher's schedule.

If you would like to speak at length with the director, please call the preschool office to set up an appointment. If you have a caregiver that brings and picks up your child daily, please discuss with your teacher the best way to inform you of your child's school experience and any issues that may arise.

**You must send a note to the teacher if your child is to go home with a friend.** We will not let your child go home with anyone else unless we have a note from you.

Children's mailboxes/cubbies are for preschool communication only.

## 14. CHILD ASSESSMENT/PARENT&TEACHER CONFERENCES

The overall goal of St. Stephen's Preschool is that all children are exposed to and have had the opportunity to participate in activities that ultimately prepare them for Kindergarten. The preschool staff's basic premise is that children develop at their own rates at an "uneven, episodic" pace and that the assessment and documentation of this development should be performed on an ongoing basis.

A written "Progress Note" focusing primarily on your child's adjustment to preschool and the Social/Emotional component to the curriculum will be sent home at the end of October. A second "Progress Note" focusing primarily on skill development will be sent home the end of January. A follow-up phone call or brief conference can be arranged if you would like more information. Parent/teacher conferences will be held in February or March depending on the class. Classes having conferences will not be in session, however, childcare will be provided at each conference session. Your teacher will post a conference schedule. Please see the school calendar for more information.

## 15. PRIVATE SCHOOL APPLICATION POLICY

The teachers are happy to complete school application forms and will do so by the deadline date on the form. **There is a \$10.00 charge per form. The teacher must have the application form at least one week before the deadline date on the form.** Submit the form, signed release permission form (if required by the private school), \$10.00 check, and a stamped, addressed envelope to the director. The teacher will then be given the form to complete. We will mail the form to the school requested.

## 16. BEHAVIOR MANAGEMENT POLICY

Our behavior management procedures are individualized according to the age of the child but in general include helping the child learn perspective-taking and empathy (explanation to the child of how someone else might feel), conflict-resolution skills (encouraging children to communicate with words to each other), impulse control, and gratification deferral (distraction and redirection). If necessary, a "quiet time" away from the other children may be used.

### We DO:

- Praise, reward and encourage children
- Set limits with age appropriate consequences, explaining things to children on their level
- Model appropriate behavior
- Modify the classroom environment to attempt to prevent problems before they occur
- Listen to children
- Provide alternatives for inappropriate behavior
- Ignore minor misbehaviors
- Use short, supervised periods of "quiet time"
- Stay consistent on our behavior management program

### **We DO NOT:**

- Spank, shake, bite, pinch, pull, slap or otherwise physically punish the children
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children in the presence or in front of others, e.g. staff, parents, other children
- Shame or punish the children when bathroom accidents or other mishaps occur
- Deny food as punishment or relate discipline to eating. Food is only withheld if a child refuses to wash his/her hands before eating
- Force children to eat anything they do not want to
- Place children in locked rooms, closets, or boxes as punishment
- Allow discipline of children by other children
- Criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups
- Withhold playground time as a punishment (unless behavior management is needed while on the playground) Exception: Under special circumstances playground time may be delayed in order to gain a child's compliance with a particular activity (e.g. lining up, cleaning up, putting on a coat, etc.)

Should a behavior management issue arises that does not respond to our usual intervention techniques, the behavior will be documented and a conference between parents and those teachers involved shall be called. Please see Special Needs/Developmental Issues on page 16.

It is our desire to work closely with each family. The director is always available to talk with you and help in any way she can.

## **17. CLOTHING/PERSONAL HYGIENE/TOILET TRAINING**

Please be sure to dress your child in comfortable clothes for play and for easy management during toileting. Shoes with non-skid bottoms should be worn by all children all of the time to avoid accidents, particularly on the playground and during creative movement. It would be best if your child did not wear sandals but if he/she does, please have your child wear socks. Sandals must have backstraps. Mulch can hurt little toes and can get caught between the bottom of the foot and sandal. The following **are not permitted**: boots (all kinds), backless shoes, necklaces, bracelets, clogs, "jellies", sandals, clothing with drawstrings, overalls, ponchos, belts (unless the child can use independently) and dangling earrings.

Children may wear wet weather boots into the school but parents must assist children in changing into appropriate school shoes at drop off and then take the boots with them. Please do not leave an umbrella with your child. Send a coat, mittens and hat with your child if the weather is cold and mark all items with your child's name. Always assume we will go outside to play. The preschool staff reserves the right to limit your child's creative movement or playground time if their clothing or shoes present a safety issue. See Playground Safety on page 13.

Change of Clothes: Send a change of clothes including socks in a ziplock bag marked with your

child's name. Parents of two year olds are also asked to send a box of disposable diapers for their child (if needed) at the beginning of the year and for as long as they are needed. Use of "Pull-Ups" is discouraged as they are difficult to get on and off (for the staff and the child) if they need to be changed. Let your child wear only washable clothing. Our children are allowed to paint in art frequently. All of our paint is washable; soak in cold water before washing.

Backpack: A regular size (18"x13") backpack is needed to bring home "important art work" and school communication. **Rolling backpacks are not permitted.** The bag must be marked with the child's name on the outside and brought to school each day.

Personal Hygiene: Please teach your child how to use the bathroom as independently as possible (depending upon age). 3 and 4 year olds should be able to clean themselves as well as handle their own clothing. We will assist your 3 and 4 year old primarily by verbal instruction when needed. **Make sure your child wears clothing he/she can pull up and down. Send your child to school in clothes that he/she can manage during bathroom time. No overalls or belts, please.** To be considered "fully toilet trained" at school, a child must:

1. Wear underwear to school (no pull ups or diapers)
2. Not have "bathroom accidents" (urinating and/or having a bowel movement in underwear)
3. Use the bathroom independently or at the suggestion of a teacher
4. Manage own hygiene (wiping as needed) and underwear (pull up and down) without assistance
5. Manage own clothing (pull up and down) without help or with minimal teacher assistance
6. Wash own hands after using the bathroom

Teach your child how to blow his/her own nose and dispose of the tissue properly.

## **18. SNACKS/FOOD ALLERGY/DIETARY PREFERENCE**

Parents are asked to provide the snack for the entire class two or more times per year. Your teacher will make out the schedule at the beginning of the year. Please switch with another parent if the time assigned to you is inconvenient.

It is important that the snacks are nutritious as well as appetizing and include two of the food groups; e.g. fruit and bread, cheese and crackers, fruit and cheese. Please send enough food for each child in the class. Do not send in any juice. Ice water will be provided by the preschool. Check with your teacher for quantity of food needed. Send in any refrigerated items for that day only. Our refrigerator is small!

**No peanut food items (e.g. peanut butter, peanut butter crackers/cookies) or foods containing peanut and/or tree nuts are permitted. Only unopened, pre-packaged food items with ingredient labels can be accepted. Also, only packaged grocery store/professionally baked goods with ingredient labels can be accepted. Homemade baked goods cannot be accepted. Please do not precut cheese and fruits and vegetables such as apples, grapes, carrots, etc. The teachers will cut any food items if necessary. Packaged fruit candy snacks are not permitted.**

Also, extra food cannot be returned. Remember that yogurt, cream cheese and cheese are perishable items and must be refrigerated properly before sending in for snack. Ice cream is not permitted. A blank menu form for posting outside the classroom will be given to you to fill out when it is your turn to provide snack. A suggested list of snack foods is listed below. **All must be pre-packaged.**

- ★ Veggies (baby carrots, celery sticks) with dip
- ★ Bread sticks with soft cheese dip
- ★ Pretzels/Crackers
- ★ Applesauce or yogurt in a small cup (No squeezable yogurt, e.g. Gogurt)
- ★ Bagels and cream cheese
- ★ Granola Bars (o.k. if does not contain nuts)
- ★ Cheese and Cracker Sandwich packets
- ★ Applesauce muffins/Blueberry muffins
- ★ Cheese cubes/String cheese
- ★ Fruit Cocktail in a small cup
- ★ Fruit: apples, oranges, grapes, melon, pears, bananas, raisins

Your teacher will advise you if there are additional food considerations related to **food allergies** above and beyond the peanut/tree nut restrictions. The preschool office must have a written physician's diagnosis of a child's food allergy on file in order for St. Stephen's Preschool to be able to make classroom accommodations for snack food items and/or cooking activities. **If your child has a food allergy, you may be asked to supply your child's snack daily.** Depending upon the type of food allergy, your child's participation in cooking activities may be limited. See your teacher for more information.

In addition, the preschool is not able to accommodate specific dietary preferences for snack foods and/or cooking activities. If you do have specific dietary preferences for you child, you may be asked to send in a snack daily for your child. Please consult with your child's teacher for more information.

## 19. SHOW AND TELL/SHARING TIME

If your class has show and tell or a sharing time, your teacher will provide a schedule. Sometimes your child may bring anything they wish and other times the teacher may request an item that relates to a specific theme that she is teaching. **Unless it is your child's day for show and tell or sharing, please do not send toys in his/her backpack.** It is too tempting for your child to want to play with these toys during the day and many times there is not room for communication sent home from school.

**NO WAR-TYPE TOYS ARE PERMITTED AT ANY TIME, e.g. GUNS, KNIVES, SWORDS OR OTHER WEAPONS THAT GO WITH ACTION FIGURES.**

**The staff does not allow the children to play using pretend weapons (e.g.guns, swords, knives, etc.).**

## 20. PLAYGROUND SAFETY RULES

When the weather is warm, it is tempting for parents and caregivers to bring siblings on the playground during preschool hours, especially before pickup. **Please do not use the playground until school is over at 12:00noon.** The teachers are responsible for their children on the playground and it is very difficult to keep track of the children when there are siblings, especially young children, on the playground at the same time. Also, **please do not use the 3 year old/Pre K end of the playground during the Lunch Bunch time if the children are on the playground.**

### Playground Safety Rules:

1. Children must wear rubber soled shoes or sandals with top and back straps (with socks preferably). No clogs, shoes with “slippery” soles, “jellies”, boots, crocs or backless shoes are allowed.
2. No running around the swings or to a swing. Children must sit on the swings-no swinging on stomachs.
3. No spinning in circles on the swings – only swing with a forward and backward motion.
4. Children must slide down the slide feet first (either sitting or on their stomachs).
5. No running on cement sidewalks.
6. No climbing on the sides or top of the equipment.
7. No drawstrings on clothes, necklaces, bracelets, dangling earrings or ponchos

The preschool staff reserves the right to limit your child’s playground time if the child’s clothing or shoes present a safety issue. If you use our playground outside of school hours, the preschool staff would appreciate it if you would help us by reinforcing these rules. Thank You.

## 21. SPECIAL ACTIVITIES

**Birthdays:** The children may celebrate their birthday in their classroom at the regular snack time. Parents should arrange with the teacher for the refreshments. This is kept quite simple, usually cookies or cupcakes (both store bought only) and special napkins are sent. See “Snacks/Food Allergy/Dietary Preference” on page 11. No gifts are exchanged. Please, do not distribute personal birthday party invitations during the school day in the building. You are welcome to give them to parents or children in the parking lot at pick up.

**Music:** The children will attend a music class weekly with our Music Teacher. Usually two musical programs are scheduled during the year, one at Christmas for everyone and one at the end of the year for the graduating Pre K students.

**Chapel Services:** The 3 year olds and Pre K students will attend a children’s chapel several times per month depending upon the clergy schedule.

**Creative Movement:** All classes will participate in creative movement once a week. Please dress your child in shorts or pants and tennis shoes on creative movement days. It is especially difficult for girls to crawl in dresses and hard shoes. The teachers have the discretion to remove any child from creative movement that is not dressed appropriately. There is a Creative Movement Program for the entire school held in the spring.

**Enrollment Fee:** An enrollment fee will be collected at the time of enrollment. The enrollment fee covers the cost of the projected programs, plays, etc. that your child will participate in on campus as well as the cost of supplies. We do not take field trips.

## 22. LUNCH BUNCH

We are happy to offer an after school “Lunch Bunch” program from 12:00p.m. - 12:55p.m., Monday through Thursday, for 2’s, 3’s and Pre K students. Lunch Bunch is an additional social and gross motor experience that compliments the general preschool program. Lunch Bunch is not to be considered as routine after school child care but as an occasional opportunity for your child to eat lunch, socialize and play with peers. **All must be fully toilet trained and not in diapers or pull-ups** (see definition of “fully toilet trained on page 10). The maximum number we can accommodate is 16. The minimum number is 6. Please place your child’s lunch box on the shelves outside the lunch bunch room (to be determined at the beginning of the school year). Mark your child’s lunch box with his/her name on the outside. Please send food in containers that your child can open independently. **Children may not bring any peanut butter food items (peanut butter sandwiches, pea- nut butter crackers/cookies, etc.) or foods containing peanut and/or tree nuts.** Your child will not be permitted to eat these items if brought to school. They will be sent home in the child’s lunch box. Do not send in any candy as well. We will not instruct your child what to eat first, second, third, etc. so please send only what you would like for your child to eat.

The policy for “Lunch Bunch” is as follows:

1. Prior to your child attending “Lunch Bunch” you must complete a Lunch Bunch Emergency Form and make a deposit into your Lunch Bunch account (explained on the Lunch Bunch Emergency Form).
2. **Sign up** on the sign up sheet on the hall bulletin board outside of the Director’s office **by**
3. **9:15a.m.** on the desired Lunch Bunch day. Please do not ask the director or a teacher to sign up your child. Also, do not list your child as an “alternate” if the list is full.
4. If you need to **cancel** a Lunch Bunch day, you must **cancel by 9:15a.m.** on the desired Lunch Bunch day or you will be charged.
5. Lunch Bunch is **\$6 per day**. You will be asked to **“deposit”** a specified amount into a Lunch Bunch account. Your monthly Lunch Bunch charges will be deducted from this account. You must keep a minimum balance in your Lunch Bunch account and you will be notified when your balance drops below the specified amount. When you receive a note requesting you to add money to your Lunch Bunch account, you must do so within three class days. If the amount is not paid within this time frame, your child will lose lunch bunch privileges until the payment is made.
6. **All children must be picked up by 12:55p.m.** If your child is not not picked up by

12:55p.m., he/she will be taken to the director's office and a late pick up fee assessed (with possible removal of Lunch Bunch privileges):

- a) first late pick up: warning
- b) second late pick up: \$10.00 for each child picked up
- c) third late pick up: \$25.00 for each child picked up plus loss of Lunch Bunch privileges for the next four weeks of school
- d) fourth late pick up: \$25.00 for each child picked up plus loss of Lunch Bunch privileges for the remainder of the school year

! \*Because of state regulations, we must remain firm to our pick up time.

7. Park in the designated parking spaces and walk to the sidewalk to get your child. Please sign your child out immediately.
8. Should your child have a **bathroom accident during Lunch Bunch, he/she will be restricted from attending Lunch Bunch for one week.**
9. **Your child must be able to follow the Lunch Bunch rules and require no extraordinary behavior management procedures.** The Lunch Bunch teachers or the director will inform you if your child is not complying with the Lunch Bunch rules. If your child still continues to not follow the Lunch Bunch rules, he/she will be unable to continue using Lunch Bunch.

## 23. LOST AND FOUND

All items left in the classroom or on pegs will be placed in the Lost and Found Container under the Parents Table in the hallway. Unclaimed items at the end of the school year may be donated to a charity. Mark all clothing and personal items with your child's name.

## 24. PARENT TABLE/RESOURCE MATERIAL

A table and bulletin board for parents are located in the hallway. Parents may post information on the bulletin board but must check with the director first. The director from time to time may leave written material on the table for parents to take or may post information from businesses, health professional services, etc. Also, teachers may post information related to personal after school services (e.g. babysitting, camp opportunities, etc.). Parents interested in these services must contact the teacher after school hours.

St. Stephen's Episcopal Preschool and Church cannot and does not endorse or recommend any information/advertisement posted on the Parents' Bulletin Board and/or Table. The director reserves the right to refuse to post any announcements, information or services.

Resource books and materials for parents to borrow are located in the director's office. Please notify the director before taking any materials. Record the borrowed materials and your name on the note pad located on the bookshelves. Please return the materials within two weeks.

## 25. SPECIAL NEEDS/DEVELOPMENTAL ISSUES

If a teacher believes that one of her students may need a professional evaluation, the teacher after consulting with the director, will document the child's behavior over a period of time and review the documentation with the director. If the director and teacher believe a professional evaluation is necessary, they will meet with the parents to discuss the matter and, if necessary, share the documentation with the parents.

After receiving the parents' input, the director and teacher will propose a preliminary plan of action including, if necessary, retention by the parents of an appropriate health care professional to evaluate the child. The parents shall contact the health care professional within one week of the meeting and schedule an evaluation appointment as soon as possible. The parents will promptly notify the director of the date of the appointment. The parents are responsible for paying all costs associated with any professional evaluation or related services.

In cases where professional evaluation is required and during the interval while awaiting the evaluation results, the preschool, at the discretion of the director, may attempt to accommodate the child if this can be done without imposing an undue burden to the preschool program (e.g., a significant expense, classroom disruption, extensive teacher time in terms of supervision and management of the child, director time in terms of classroom support) or a safety threat to self or others.

When a professional health care evaluation (including classroom recommendations and related information) is completed, the evaluation and related information shall be promptly provided to the director and will be placed in the student's preschool file. At the director's discretion, a summary by the health care professional of the evaluation and recommendations may suffice. Once the evaluation and related information is received by the preschool, the director and teachers involved will re-view the information. The evaluation and related information and preschool documentation will be confidential, subject to review only by appropriate school staff and officials. Completion of the evaluation process does not guarantee continued enrollment or reenrollment.

Following any evaluation review, the director in consultation with the teachers, will determine if the preschool is in a position to retain the child in the preschool program, with or without modifications, considering the impact on the preschool program. Limited on site therapy sessions (e.g. speech, occupational) may be conducted pending approval by the teacher and director. The plans for on site therapy sessions must be submitted to the teacher and/or director for review and approval prior to the start of therapy. All therapy sessions must be delivered only to the child involved and outside of the classroom (i.e. in the hallway). All proposed classroom accommodations/therapeutic measures must be submitted to the teacher/director for consideration in a meeting with parents and therapists. Accommodations and therapeutic interventions must be individualized to the child and may be extended into the classroom program, if at all possible, if these measures do not disrupt the established program and preschool's philosophy. The parents will be required to seek and/or pay for any therapy. "Shadows" (adult providing continuous one on one child supervision) are not permitted. The director and teachers may request a meeting with parents and therapists at any time.

If the parents choose not to release the health professional evaluation and related information or to comply with any other related requirement or request, the director reserves the right to discontinue the child's enrollment.

Continued enrollment and/or reenrollment of a child with special needs is at the discretion of the director. The director and the teachers involved will consider the ability of the preschool to meet the child's needs as well as the impact of the child's situation on the preschool program with regard to classroom dynamics and teacher and director time.

The timing of the director's decision may or may not correspond with the reenrollment timetable. The timing of the decision is based upon allowing the child as much time as possible to demonstrate progress, any reports from health professionals and recommendations of the teachers involved.

If the director determines the child cannot be accommodated or that the child must discontinue enrollment at the preschool or that the child may not reenroll for the upcoming year, the parents may request a review of such determination by the Preschool Board in accordance with the preschool grievance procedure. To do so the parents must submit, within seven days of the determination, a written request for review to the chairman of the Preschool Board and provide a copy of such request to the director. The decision of the Preschool Board shall be final.

## 26. SOCIAL MEDIA POLICY

### PURPOSE

St. Stephen's Episcopal Pre-school understands the importance of parents engaging, collaborating, sharing on the Internet and through the use of "social media". Some of these tools include, but are not limited to: "Facebook", "Twitter", "Pinterest" and "LinkedIn". With this in mind, St. Stephen's Episcopal Pre-school has developed the following guidelines.

The St. Stephen's Episcopal Pre-school social media guidelines encourage parents to participate in social computing and strive to create an atmosphere of trust and individual accountability. Participation in such social media should be done responsibly, keeping in mind that the content one posts reflect on that person individually and on the School. Issues concerning the proper respect for the privacy of our students, confidentiality of sensitive information and respect for copyrights and trademarks are important to understand before participating in an online social environment.

By accessing, creating or contributing to Facebook, Twitter, blogs, discussion forums, wikis, podcasts or other social media in regards to the school, you agree to abide by these guidelines. Please read them carefully before making use of such social media.

If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Director of the School before you make use of such media.

## PARENT GUIDELINES

Parents should adhere to the following guidelines:

1. Parents will not post any negative information about the school on any form of social media.
2. Parents will not attempt to destroy or harm any information online.
3. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
4. Parents should not distribute any information that might be deemed personal about any students, including pictures of children where they can be identified and/or their names. [Children's Online Privacy Protection Act <http://www.coppa.org>]
5. Parents should not share the personal information of other teachers, parents or students, such as full names, addresses or phone numbers.

## GENERAL SOCIAL MEDIA GUIDELINES

**Use good judgment.** Think about the type of image that you want to convey on behalf of the School when you're posting to social networks and social media sites. Remember that what you post will be viewed and archived permanently online once you hit the "publish" button.

**Provide value.** Think about what you have to offer, whether it's thoughtful, relevant blog posts, or news tweets, and focus on providing that consistently.

**Accept responsibility.** If you're wrong about something, admit it and move on.

**Copyright and Fair Use.** Respect copyright and fair use guidelines. [See <http://www.copyright.gov/fls/fl102.html>]

## 27. GRIEVANCE PROCEDURE

If you have a concern with your child's teacher, you must first discuss your concern, within seven days, with the teacher. If you are still concerned and feel the issue has not been resolved, contact the preschool director within seven days of your meeting with your teacher and let the teacher know that you will be seeking the director's help. If the conflict remains unresolved, you may contact the chairman of the preschool board within seven days, in writing, a request that the matter be brought before the board for consideration.

If you have a concern with the preschool program or policies in general, contact the preschool director within seven days to discuss the matter. If you are still not satisfied after meeting with the director, you may submit, within seven days, a written request for review to the chairman of the Preschool Board and provide a copy of the request to the director. The decisions of the Preschool Board are final.

Preschool board parent representatives shall never serve as mediators.

PICK UP

1. At 11:50 a.m., the children will be brought to their waiting areas on the sidewalk.
2. Enter at the far end of the parking lot and park in the designated spaces opposite your child's waiting area (please turn off the ignition).
3. Walk to the sidewalk, show your "St. Stephen's Pickup Card" to the teachers, pick up your child and return to your car in a timely manner. The teachers will not allow your child to run to you.
4. All children must be picked up by 12:00noon (according to the bell tower chimes) to avoid a late pick up fee.
5. Exit the parking lot at the far end of the parking lot. Please be careful when backing out.
6. See the Parent Manual for more detailed information.

