

St. Paul Pre-K Program Handbook

Welcome to St. Paul Pre-K Program! In this handbook you will find information that hopefully will answer any questions you may have about our program.

SCHOOL HOURS

Our hours run from 7:50 to 2:45 (same as school schedule). The doors open at 7:00. The children are to proceed to the cafeteria where a teacher will be monitoring them until 7:30. When the first bell rings, the children will then go to their classroom. After School Care is available for a cost of \$50.00 per week for one child and is available all days that school is in session.

SNACKS/LUNCH

We will have snack around 9:00. You may send in a snack or your child may purchase a snack from the cafeteria for \$.50-\$1.00 and/or milk for \$.45. You can send in money on Monday for the week or you pay each day. Please put money in an envelope marked SNACK along with your child's name on it. On birthday's it is customary (but not necessary) to send a special snack for the class to share at snack. This can be homemade or store bought. Just let us know in advance if you plan to do this. Please keep it simple and easy to serve!

Lunch is served at 12:00. A hot, nutritious lunch is included in your fee. Each day in your child's folder will be a ticket stating if your child would like the main entrée, an alternate or if they brought their lunch from home. It is important that you fill this out each day. It makes it easier for us in the morning when taking attendance.

UNIFORMS

We do wear uniforms like the rest of the school. The children can wear either black or khaki shorts or slacks. With the

shorts/slacks they are to wear either a white blouse/shirt or a white or red polo. The girls can also wear the St. Paul plaid jumper or the St. Paul plaid skort. We suggest that when wearing the jumper that your daughter wear shorts under it. Belts are optional for Pre-K only. Sandals, backless shoes and party shoes should not be worn for safety reasons.

On each Friday we have Spirit Day. This means your child may dress out of uniform. They may wear any spirit wear item or a red, black, white or gray shirt along with either jeans or school shorts/slacks.

PLEASE! Label all jackets, hats, sweatshirts and anything your child might “shed” during the day. It would surprise you how many children don’t recognize their own clothing.

RESTROOMS

Each child is required to be INDEPENDENTLY toilet trained!! The children may use the restroom as needed accompanied by an adult. We also go as a group before snack and before lunch, also when the children wake from nap. Please show your child how to use the stall, the soap dispenser, and if you have a son, teach him how to use the urinal. Stress the importance of washing hands after using the restroom.

REMEMBER to send in a change of clothes (including underwear and socks) in the event of any accidents.

REST TIME

Naps will be taken daily, unless we are on a field trip or the school is having an assembly. Please send in a small blanket for your child. We will send them home periodically to be washed. If your child needs a security for rest time it must remain in their backpack until rest time. We ask that you not send in sleeping bags. They are too hard to fit in the cubbies. Also no large pillows or pillow pets.

BACKPACK / COMMUNICATION

Backpacks should be large enough to hold a regular folder. You should check the folder each night. This is the primary means of receiving school information such as calendars, newsletters, permission slips, etc. We check the folders each morning the children arrive for any notes you may send. We also highly encourage you to sign up for Edline. This is a very good way for you to receive information about what is going on in our school.

CRIMINAL RECORDS CHECK/SAFE ENVIRONMENT

In order for any parent to attend any field trip with us, we must have a criminal records check. This is of no cost to you. You must also attend a Safe Environment class. These only need to be completed one time.

DISCIPLINE

Discipline in our Pre-K Program will be handled in a nurturing manner that will allow the child to take responsibility for their action and correct the problem.

- *Teacher will discuss the problem behavior with the child; the child is given the chance to correct their behavior.

- *Whenever possible, natural or logical consequences will be used for repeated behavior.

- i.e. child who throws toys, puzzles will not be allowed to play with them the rest of the day.

- *Time Out may be used when necessary to calm a child, but should not exceed five (5) minutes. At the end of the time out, the teacher will discuss the problem behavior with the child and help them with a plan to correct the behavior.

- * Notes to the parents will be written when the behavior is serious or becomes a recurring problem. The child may also be sent to speak with Mr. Brever.

- *If behavior problems continue, the parents will be called and a conference will be set up to discuss the child's behavior.

HEALTH AND ILLNESS POLICY:

No child will be admitted to class who has any sign of contagious symptoms such as: fever, vomiting, diarrhea, unexplained rash, etc.

If your child becomes ill, we will notify you. In the case the parent can't be reached, we will contact the persons on the provided list.

Children **must** be free of fever for 24 hours before we can admit them back into class.

NATURAL DISASTER:

We will follow the rules set forth by the State for all Natural Disaster's. The procedure will be as follows: in the event of a natural disaster we will go to the assigned places we have practiced with our monthly drills. The Department of Human Resources will be informed in the event of an actual disaster. We will do this in a written report within 24 hours of the disaster.

CURRICULUM:

Class is curriculum based, and designed for Kindergarten preparation. Attached to the back of this handbook is our daily schedule. You will also receive our curriculum for you to follow along with each week. If you have any questions, please feel free to call us between 7:30a.m. and 3:00p.m. @935-5511, or you can e-mail either of us:

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