

# SAINTS PETER & PAUL CATHOLIC SCHOOL



## Pre-Kindergarten Handbook

**Saints Peter & Paul Catholic School**

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## **PRE-KINDERGARTEN PHILOSOPHY STATEMENT**

Saints Peter & Paul Pre-Kindergarten offers an educational experience in which all children can explore and learn about themselves and their environment. The curriculum encourages children to make decisions for themselves whenever possible and appropriate. It provides balanced opportunities for all aspects of the child's life: fostering competence in social, mental, emotional, creative and physical development.

### **GOAL**

To provide an atmosphere where the child is able to grow physically, intellectually, socially, and emotionally. Activities will be planned to foster the child's curiosity and aid him/her in developing a sound foundation for learning.

### **OBJECTIVES**

1. To develop a positive self-concept towards themselves through guided activities.
2. To develop a positive attitude toward school.
3. To help develop the child's social skills.
4. To develop age appropriate problem solving and friendship skills.
5. To teach respect, responsibility and cooperation.
6. To teach new skills in learning and improve on existing skills.
7. To feel comfortable when participating in group activities.
8. To foster a sense of creativity through the use of imagination.
9. To teach values and foster faith formation.

### **ADMISSION**

Saints Peter & Paul Pre-Kindergarten accepts children ages 3 – 5 years old.

### **REGISTRATION**

Any family who wishes to enroll a child in the Pre-Kindergarten Program may begin the process by requesting a registration form from Saints Peter & Paul School. This form needs to be completed and returned to Saints Peter & Paul School.

***Registration is final once all information is completed and returned to the school office. Tuition must be paid by the first of each month or your child may not attend Pre-Kindergarten until payment is made.***

Parents will receive a verification of their child's registration and information about the program in the spring.

### **COST**

Saints Peter & Paul Pre-Kindergarten Program is a self sustaining program. As a self-sustaining program, it is dependent on the tuition paid by the families each month for its total support.

Monthly tuition payments of \$130.00 for a two-day session (\$1170.00 annually) and \$155.00 for a three-day session (\$1,395.00 annually) are required. **These payments are due before the first of each month.** Since some months are significantly shorter than others because of vacations, it is important for parents to note that the monthly tuition fee is an average of the total cost. The cost of this program pays for salaries, supplies, and all fixed costs of the facility.

### **HOURS OF OPERATION**

The Saints Peter & Paul School Pre-Kindergarten offers one session that meets three days a week and one session that meets two days a week. Times for each session are listed below:

Class A: M-W-F 8:00 -11:00 a.m.

Class B: M-W-F 12:00-3:00 p.m.

Class C: T-Th 8:00–11:00 a.m.

### **SCHOOL CALENDAR**

Saints Peter & Paul Pre-Kindergarten Program follows the calendar of Saints Peter & Paul School with the exception of the first and last week of school. Pre-Kindergarten children conclude their experience on their last regular school day prior to Memorial Day. A complete Saints Peter & Paul calendar is included in the open house packet and is on the school website, [ssppr.com](http://ssppr.com).

### **SCHOOL CLOSING, LATE STARTS AND EARLY DISMISSAL**

If Saints Peter & Paul School is closed for any reason, the Pre-Kindergarten is closed also. If school is delayed because of weather or other reasons, Pre-Kindergarten morning sessions do not meet. If school is closed early, Pre-Kindergarten afternoon sessions do not meet. You will be alerted by the Rocori District Skylert system of school closings and/or late starts. It will also be announced over KASM, KCLD, WWJO, WJON, and WCCO radio and TV stations WCCO, KSTP, and KARE. In the event of impending storms, please make a point of listening for the announcement.

### **MINIMUM ENROLLMENT PERIOD FOR PRE-KINDERGARTEN CHILDREN**

Families of Pre-Kindergarten registrants agree to a minimum enrollment of two trimesters. Parents must give a two-week written notice when withdrawing a child. Enrollment is limited to 15 students per session.

### **PROVISIONAL FOR SPECIAL NEEDS**

The parents of any child with special needs must discuss this with the administrator and teacher prior to school opening in the fall to assess the child's eligibility to attend Pre-Kindergarten.

### **DISCRIMINATION**

Saints Peter & Paul does not discriminate on the basis of race, sex, national origin, age or disability.

## **PROGRAM PLAN**

### **CURRICULUM**

At Saints Peter & Paul School, we view curriculum as everything that happens during our time together with the children. We believe that each moment offers an opportunity to explore relationships and to create a community that nurtures children and their families. There are always questions to pursue, ideas to investigate and discoveries to celebrate. Children are engaged in child-centered, emergent curriculum that integrates literacy, math, social studies, science, arts, and motor development into all parts of the child's day. We provide a readiness curriculum for children that includes number and letter recognition, pre-reading and pre-math activities and hands-on experience including:

- Science/nature awareness
- Working with various forms of art mediums.
- Exposure to self-help and safety skills
- Fine and gross motor activities
- Music and story time
- Library/Computer Time

### **DEVELOPMENTAL PROCESSES**

Saints Peter & Paul's Pre-Kindergarten children are assessed each year in the following areas: social-emotional; cognitive, physical; independence and self-help skills.

### **CONFERENCES**

Pre-Kindergarten Conferences are scheduled in the winter to keep parents informed on your child's intellectual, physical, social and emotional development. If there are any immediate concerns for your child in any of the areas, they will be discussed with you at your earliest convenience. We encourage parents to contact the school whenever issues or questions arise. It is our goal to maintain open communication with all parents to assure a successful experience for all children.

### **FIELD TRIPS**

Short distance outings are occasionally planned for the Pre-Kindergarten children. An explanation of the trip will be sent home. Parents must complete a permission slip before your child may attend any field trips that are scheduled. All field trips are well supervised.

## **LIBRARY**

The children will have an opportunity to access the Saints Peter & Paul School library each week. They may choose a book to take home from the library each week. We ask you to return the book on your child's library day.

## **COMMUNICATION**

### **PUBLICATIONS**

The Saints Peter & Paul School Newsletter and Pre-Kindergarten teacher's letters are posted weekly on our SchoolSpeak portal. Telephone communication is always welcome and used by the staff. In addition to the newsletters and telephone communications, contact with parents is made through the Saints Peter & Paul Church bulletin and the Cold Spring Record.

### **PHONE CALLS**

Since the teacher is only available before and after school, office personnel will take messages. If you have an emergency call, please make that clear and ask that the message be delivered immediately.

### **PARENTAL INVOLVEMENT**

There may be times throughout the year when we ask parents to come in and share their professions or a special talent or interest that they have. If, at any time, you feel that you have something to share with the children, please make arrangements with the teacher. There may also be times throughout the year when we invite parents and/or other family members to participate or visit our classroom for special occasions or even normal daily activities.

## **SAFETY ISSUES**

### **DISCIPLINE**

Good behavior expectations are held for everyone at Saints Peter & Paul School. We will work with children on problem-solving techniques and guide them in solving problems on their own. When discipline is necessary, Pre-Kindergarten children are disciplined in a loving way. These are the general rules expected of Pre-Kindergarten children:

1. We walk in the room and hallway of the school.
2. We use reasonable voices at all times.
3. We respect others, all property and ourselves.
4. We do not chew gum.
5. We speak positively to our classmates and teachers.
6. We keep our hands to ourselves.

A typical consequence for a Pre-Kindergarten child will be to sit out of an activity until he/she is able to cooperate. Children will be taught to respect the rights of others in all situations. Each child will be handled in a way that is best for him/her. We believe that

each child is a child of God and this will be incorporated into a discipline that gives dignity and respect to the child.

### **SUPERVISION**

Children will be supervised at all times by the Pre-Kindergarten teacher and/or assistant.

### **FIRE AND SEVERE WEATHER DRILLS**

Children will be taught to evacuate the building in case of a fire during regular and ongoing drills.

- Drills will be conducted and logged. The teacher will teach the children the correct evacuation procedures.
- Exit routes will be identified in each room.
- Emergency phone number will be posted on all phones in the building.
- School personnel will be aware of the location and proper use of fire extinguishers.
- School personnel will be trained in the correct procedures to follow in case of fire emergencies.
- Fire alarms/smoke detectors are in place and in working order.
- Fire extinguishers are inspected annually.
- The teacher is responsible for the children in her classroom and will do a head count of all children once they reach their assigned destination outside of the building to insure that all children have safely exited the building.

### **TRANSPORTATION**

Pre-Kindergarten students can ride the public bus to and from Saints Peter & Paul School if they are accompanied at all times with an older sibling who is also going to and from Saints Peter & Paul School. If the older sibling is absent for any reason, the pre-kindergarten student may not ride the public bus. A school van is provided for parent's convenience for the Tuesday and Thursday Pre-K C class. Parents must sign the Parental/Guardian Consent Form/Liability Waiver. Contact the office for more information.

### **INSURANCE**

Saints Peter & Paul Pre-Kindergarten Program carries a general liability policy through the Diocese of St. Cloud. Accident and dental insurance are the responsibility of each family enrolled.

### **HEALTH ISSUES**

#### **HEALTH CARE**

The school secretary and/or the school nurse provided through District 750 will take care of Pre-Kindergarten children who become sick during the day. They are cared for until a parent or designated contact person can arrive to take them home. Please do not send your child to school if they are not feeling well. Please notify the school if your child becomes ill at home and will not be attending their scheduled session. Parents will be sent a written notice of any communicable childhood illness present in a Pre-Kindergarten session.

Since no child attends Pre-Kindergarten longer than 3 hours, we will not administer over the counter or prescribed medications. Exceptions are:

1. Inhalers labeled by a pharmacist with detailed instructions on when and how to use;
2. Epi pens labeled by a pharmacist with detailed instructions on when and how to use;
3. Diabetes supplies with detailed instructions.

ALL medications require a parental consent form and prescription medications also need a doctor's consent to be administered while at school.

Saints Peter & Paul Pre-Kindergarten follows the District 750 Medication Policy and procedures.

**Immunizations** must be current and on file prior to the opening of school.

**Exclusion of ill children:** Parents are asked to keep their child out of school at the first sign of a communicable disease or infection. Pre-Kindergarten is not allowed by law to have children in attendance at school with a communicable disease. Possible conditions, but not limited to these are:

1. Chicken pox – The child is no longer infectious or until the lesions are crusted over.
2. Contagious conjunctivitis or puss draining from the eye.
3. Bacterial infection such as strep or impetigo and have not completed 24 hours of antibiotics.
4. Unexplained lethargy.
5. Lice, ringworm, or scabies that are untreated and contagious.
6. Undiagnosed rash that is other than heat related.
7. Significant respiratory distress.
8. Unable to participate in program activities with reasonable comfort.
9. Require more care than the teacher can provide without compromising the health and safety of the other children in the program.

In addition, children cannot attend on a day they are vomiting, have diarrhea, or have a temperature of 100 degrees Fahrenheit or higher of undiagnosed origin before fever-reducing medication is given.

If any of these conditions occur while your child is at Pre-Kindergarten, your child will be provided a cot and blanket in a quiet, supervised area and you will be contacted immediately to come and pick them up or make arrangements for someone else to do so.

Parents will be notified of infections or communicable disease by a written statement from the school. Parents should notify the school within 24 hours after a child is diagnosed with a contagious disease.

### **Emergency Medical Care:**

The parent or person designated on the registration form will be notified by phone in case of an emergency. If no one can be reached, the child will be transported to the hospital emergency room by ambulance. There are forms to be signed prior to entrance. All injuries and accidents will be written up and kept on file at the site

## **SCHOOL DAY OPERATION**

### **SUPPLIES**

Pre-Kindergarten children should have a backpack to bring home all their work, library books, and school communications. The program provides most of the supplies.

### **SNACKS**

Pre-Kindergarten children will be given a snack each day they attend. Snacks will be provided by the school. Parents will be asked to pay a small fee to cover snacks. Snacks will consist of crackers and milk with an occasional fruit or special snack when appropriate. Parents may choose to provide birthday treats or special treats on other occasions. We are a peanut free school – no treats containing peanuts or any kind of nuts are allowed. Please check all labels. The Department of Health mandates that all such treats must be store bought.

If your child has a food allergy, please make the school personnel aware of this.

### **LABELING PESONAL ITEMS**

We ask you to label all of your child's belongings with your child's first and last name. Your efforts to help identify your child's belongings will be appreciated greatly.

### **CHANGE OF CLOTHING**

Parents must supply a complete change of clothing for their child. Accidents do happen sometimes.

### **DRESS CODE**

Dress your child appropriately for the weather. It is important to have mittens, hats, snow pants and boots during the winter months. Children will go outside for play and exercise. Dress clothes are not suitable for wear at Pre-Kindergarten.

### **OUTSIDE PLAYTIME**

Pre-Kindergarten students will have access to the outside play area.

## **PRE-KINDERGARTEN OPERATIONAL PROCEDURES**

### **IN CASE OF DIVORCE AND SEPARATION**

Saints Peter & Paul School administration, faculty and staff are required by law to carry out any court orders regarding child custody in the case of divorce or separation. It is the



responsibility of parent(s) to make the school aware of such orders and to provide a copy of that order from the court.

### **RELEASE OF STUDENTS**

Release of a child from our program will be only to a parent or person authorized, in writing, by a parent. Please let them know that we will ask for their driver's license. This is strictly for your child's protection and ours.

### **PARTICIPATION IN RESEARCH, EXPERIMENTAL PROCEDURES, PUBLIC RELATIONS**

Parents will be notified in the event that any research, experimental procedures, or public relations activity will occur. Written permission will be obtained prior to these activities. Parents are free to choose not to participate.

### **USE AND ABUSE OF DRUGS**

Any individuals, employees, subcontractors or volunteers of the Saints Peter & Paul Pre-Kindergarten or Saints Peter & Paul Elementary School who are directly responsible for individuals served by the Pre-Kindergarten or the Saints Peter & Paul Elementary School, are prohibited from abusing prescription medication or being under the influence of a controlled substance under Minnesota Statutes, chapter 152, or the use or abuse of alcohol in any manner that impairs or could impair the person's ability to provide care or services.

### **GRIEVANCES**

Any parent or guardian of a registered Pre-Kindergarten child has the right to grieve any decision, action, or procedure through the following process.

1. Grievances must be made in writing and presented to the Administrator within 30 days of the occurrence.
2. Grievances will be addressed by the Administrator within 10 days of receipt of the written notice of grievance by the parent or guardian.
  - A. A meeting will be scheduled with all persons involved in the grievance.
  - B. Testimony will be taken from all persons involved in the grievance.
  - C. A decision as to the validity of the grievance will be rendered by the Administrator.
  - D. The above action described in A-C shall be completed within 30 workdays from the time the grievance is filed.
3. An appeal of any action taken may be made to the Saints Peter & Paul School Board within 30 days of the decision rendered by the Administrator.
  - A. Appeals will be made in writing by the person filing the grievance.
  - B. Testimony will be taken from all persons involved in the grievance.
  - C. A decision on the appeal will be made by the School Board by a majority vote of elected members.
  - D. The above action described in A-C shall be completed within 60 workdays from the time the appeal is filed.

4. Final authority for all grievance procedures and their appeals rests with the pastor of Saints Peter & Paul Church.

### **STATE POLICIES OVERVIEW**

Department of Human Services – State of Minnesota policy numbers for parents.

#### *9503.110 EMERGENCY AND ACCIDENT POLICIES AND RECORDS*

-Subpart 1 – Pre-Kindergarten personnel will follow policies regarding emergencies, accidents and injuries as outlined in subpart 3. A written report will be made concerning any accidents or injuries occurring in the Pre-Kindergarten. The director will do a semi-annual analysis of the accident log. (Saints Peter & Paul School's Accident/Injury Report filed in the school office.)

-Subpart 2 – A record of training for staff members will be kept in the Pre-Kindergarten file in the school office.

-Subpart 3 – Policies:

i. CPR/AED – The Pre-Kindergarten teacher will be certified in child CPR through the American Red Cross.

ii. Safety Rules:

1. Poisoning

- a. Store all chemical products and medicines out of the reach of children.
- b. Keep cleaning products and medicines in separate storage areas away from food products.
- c. Do not allow children to chew or swallow leaves, plants, or berries they may find.
- d. Clean up all spilled liquids.
- e. Hot line number for poison information is 1-800-222-1222

2. Suffocation and Choking

- a. Keep objects that can be swallowed by children out of the center.
- b. Teach children not to put objects in their mouth.
- c. Do not stimulate a child to laugh or cry when there is an object in their mouth.

3. Burns

- a. Do not have matches in a place where children will find them.
- b. Store matches in a metal container out of reach.
- c. Make sure all children are properly dressed when they play outside in cold weather to prevent frostbite.

4. Injury

- a. Do not allow children to run with wooden sticks or other articles that may break if child falls.
- b. Keep sharp objects out of children's reach and only allow use under close supervision.
- c. Keep protective covers on electrical outlets.
- d. Tape electric cords to floor to prevent tripping.
- e. Sweep up broken glass immediately and supervise children until disposed.

- f. Wipe up spilled liquids immediately.
- 5. Pedestrian and Traffic
  - a. Cross street only at intersections.
  - b. Look both ways before crossing streets and be certain there are no oncoming vehicles.
  - c. Never run into the street to chase a ball.
  - d. While outside, children will be closely supervised at all times.
- 6. Potential Hazards – The director and custodian will be responsible for daily inspection of the building and grounds to detect potential hazards. Any hazards will be immediately corrected or removed.
- 7. Fire Prevention and Procedures
  - a. Drills will be conducted and logged. The Pre-Kindergarten teacher will teach their students the correct evaluation procedures.
  - b. Exit routes will be identified in each room. Emergency phone number will be posted on all phones in the building.
  - c. School personnel will be aware of the location and proper use of fire extinguishers.
  - d. School personnel will be trained in the correct procedures to follow in case of fire emergency.
- 8. Blizzards, Tornado or Natural Disaster
  - a. Parents will be notified as soon as possible when a blizzard is forthcoming. Notices of school closing will be broadcast on the radio. Children will remain at school until picked up by an authorized adult.
  - b. All school personnel and students will participate in an emergency tornado drill and be aware of the correct procedures to follow. All drills will be logged by the director.
- 9. Missing Child
  - a. A missing child will be reported immediately to the police as well as to the properly designated adult on the enrollment form.
- 10. Unauthorized or Incapacitated Person
  - a. Children will not be released to anyone who appears to be incapacitated. An emergency contact person will be called if a child needs to be picked up in this situation. If necessary, the local police will be called. If no one comes to pick up a child, the two persons listed on the confidential health form and the student data card file will be contacted.
- 11. Emergency Medical Care
  - a. Emergency help will be provided through the 911 services.
- 12. Recording Accidents
  - a. The school Accident and Injury Report Form will be used and a copy filed in the school office.
- 13. Updating of Policies
  - a. The director will review and modify the center's policies semi-annually to insure they comply with the Department of Human Services requirements.

9503.0140 *HEALTH*

-Subpart 1 – Health policies to be part of Pre-Kindergarten instruction and followed in daily activities involving children.

- i. Washing hands – teachers and children will wash hands after each bathroom visit.
- ii. Tissue – covers mouth when coughing or sneezing, and dispose of tissue properly.
- iii. Hair – teacher will watch for excessive itching and report it to the parents to prevent spread of head lice.
- iv. Skin irritation – teacher will watch for disorders of the skin or eyes and report it to the parents to prevent the spread of infectious diseases.

-Subpart 2 – The school nurse will act as a health consultant for the Pre-Kindergarten program. He/she will assist in developing health policies and keeping them current.

9503.0125 *CHILDREN'S RECORDS*

Forms will be kept on file in the school office.

9503.0100 *PARTICIPATION IN FIELD TRIPS*

I, the parent/guardian of \_\_\_\_\_ request that Saints Peter & Paul School allow my son/daughter to participate in the field trip to \_\_\_\_\_ on \_\_\_\_\_. In consideration for my child's participation, I hereby release and save harmless Saints Peter & Paul School and its agents from any and all liability and all harm that my child may sustain as a result of this event.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

9503.0105 *RESEARCH AND PUBLIC RELATIONS PERMISSION*

Public Relations Permission forms included in the Open House Packet.

9503.0055 *BEHAVIOR GUIDANCE*

-Subpart 1

- i. Each child will be provided a positive model of acceptable behavior.
- ii. Behavior guidance will be appropriate to the developmental age of the child.
- iii. Children will be involved in constructive activities that reduce conflicts and problems.
- iv. Acceptable behavior will be encouraged through positive reinforcement.
- v. Acceptable behavior protects the safety of all; any other behavior is not allowed.
- vi. Unacceptable behavior will be handled on an individual basis and will provide immediate and directly related consequences.

-Subpart 2

- i. Any persistent unacceptable behavior will be documented and discussed with the child's parent(s) or guardians.
- ii. A plan will be agreed upon and followed by those involved to bring about an effective change in the behavior.

-Subpart 3

- i. Positive reinforcement techniques will be used whenever possible. Time out (in a supervised area) will be used if deemed necessary by the teacher. The children will be subjected to none of the following:
  - a. Corporal punishment including (but not limited to): rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
  - b. Emotional abuse including (but not limited to): name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
  - c. Separation of a child from the group except as provided in Subpart 4.
  - d. Punishment for lapses in toilet habits.
  - e. Withholding food, light, warmth, clothing or medical care.
  - f. Use of physical restraint other than is necessary to protect a child from harm.
  - g. Use of mechanical restraints such as tying.

-Subpart 4

- i. No child may be separated from the group unless his/her behavior threatens the well being of self or others. A separated child must be under adult supervision during the separation time. Return to the group is contingent upon the return of appropriate behavior.

-Subpart 5

- i. All separations shall be documented in a daily log including their name, time, date, and information indicating reason for separation and methods used before separation occurred. If separation is used three or more times in one day, the child's parents will be notified and documentation made.

9503.0045 *CHILD CARE PROGRAM PLAN*

-Subpart 1

- i. Children will be under adult supervision at all times.
- ii. Ages levels: 3-5 years old
- iii. Days: Monday, Wednesday, Friday mornings; Tuesday, Thursday mornings; Monday, Wednesday, Thursday afternoons  
Time: 8:30-11:00 in the morning sessions and 12:30-3:00 in the afternoon sessions. Each program is limited to 16 children.
- iv. The Pre-Kindergarten teacher will annually develop and evaluate the program plan.
- v. Intellectual, physical, social and emotional progress of each child will be documented and discussed during scheduled conferences with the parent(s) and/or guardian.
- vi. Both indoor and outdoor (dependent on the weather) activities will be scheduled daily.
- vii. There will be a balance of both quiet and active teacher directed and child-initiated activities.
- viii. Activities will make use of a variety of equipment and materials.