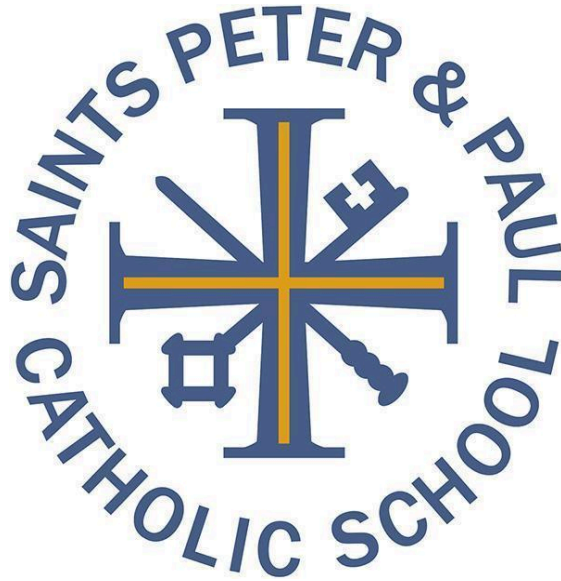


SAINTS PETER & PAUL CATHOLIC SCHOOL



Pre-Kindergarten Handbook

Saints Peter & Paul Catholic School

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WELCOME

Welcome to Saints Peter & Paul School. We are a pre-kindergarten through grade 5 Catholic school, committed to partnering with families to educate children academically, socially, and spiritually.

MISSION STATEMENT

SAINTS PETER & PAUL CATHOLIC SCHOOL MISSION STATEMENT

We are a community that cultivates generations of missionary disciples on fire for Christ through Catholic education.

Saints Peter & Paul School Student version:

(Teacher) We are:

(Students) the students of Saints Peter & Paul

(Teacher) We want to cultivate generations of:

(Students) missionary disciples on fire for Christ.

(Teacher) We are proud:

(Students) of our Catholic Education.

Adopted: October 8, 1987, Revised: January 25, 1995, Revised: October 11, 2001,
Reviewed: April 22, 2008, Revised: Feb. 2014, Revised: June 2022.

SAINTS PETER & PAUL CATHOLIC SCHOOL PHILOSOPHY

We, the students, staff, and parents of Saints Peter & Paul School as a faith community believe that each child comes to us with the value given by God, nurtured by his or her family, and affirmed by our Catholic environment and spirit. We believe in the Word of God and the teachings of Jesus Christ. We are called to be disciples of Christ through being a community, serving others, and offering a faith-based education that focuses on the whole child.

We value our Catholic education with an enriched core curriculum based on state standards. We recognize each student's individual needs and learning styles while striving for academic excellence and personal growth. We believe that it is important that each student should have access to the tools and resources necessary to achieve this growth. Our purpose is to provide an environment to guide, teach and create Catholic missionary disciples on fire for Christ. The school community will support all aspects of personal development: social, emotional, academic, physical, and spiritual.

We will fulfill our purpose and mission by fostering and equipping students with the virtues of Christ to live by example as Catholic disciples.

We believe that Saints Peter & Paul School is a vital ministry of our parish in our community. We recognize the importance of our interdependence and mutual commitment to the success of Catholic Education in our community.

Revised: June 2022.

STATEMENT OF CATHOLICITY

At Saints Peter & Paul School our Catholic identity is not just an aspect of who we are, but the very essence of our mission and purpose. Rooted in the teachings of Jesus Christ and the rich traditions of the Catholic Church, our educational approach is holistic, nurturing the spiritual, intellectual, and moral development of each student. Every aspect of our curriculum, activities, and community life is infused with Catholic values, guiding

our students to grow in faith, knowledge, and love. We are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, “First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our students experience the love and truth of Christ in every aspect of their school life. At Saints Peter & Paul School, our Catholic faith is the heart of all we do, inspiring us to cultivate a community where each person is valued, and every student is prepared to contribute meaningfully to the world.

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.

POTTY TRAINING POLICY FOR PRE-KINDERGARTEN ENROLLMENT

Policy Statement: All children must be fully potty trained prior to entering pre-kindergarten. This policy ensures a smooth and comfortable experience for all children, staff, and families.

Requirements:

1. Potty Trained Definition:

- A child is considered fully potty trained if they can independently use the toilet, communicate their needs, and remain dry for extended periods.

2. Accidents:

- While we understand that accidents may happen, our program is designed for children who have completed the potty training process.

3. Support for Parents:

- We encourage parents to discuss their child's readiness and seek guidance on potty training techniques before enrollment.

4. Transition Plan:

- Parents are invited to share their child's progress and strategies to ensure consistency between home and school.

Conclusion: This policy is in place to foster independence and self-care skills among pre-kindergarteners, creating a positive and focused learning environment.

NONDISCRIMINATION

At Saints Peter & Paul School, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination. In alignment with Catholic social teaching and applicable federal and state laws, Saints Peter & Paul School prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

PURPOSE OF HANDBOOK

This handbook is designed to help parents, teachers, staff, and students partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise administration will provide direction on a case-by-case basis.

Saints Peter & Paul School retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. The provisions of this

handbook do not, and should not be construed to, constitute a contract between any applicant, student, or parent and Saints Peter & Paul School.

APPLICATION OF POLICIES

School policies are enforced year-round, for the duration of a student's enrollment. Saints Peter & Paul School may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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 online enrollment and the first month's deposit are received in 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: T-Th 8:00–11:00 a.m.

SCHOOL CALENDAR

Saints Peter & Paul Pre-Kindergarten Program follows the calendar of Saints Peter & Paul School. A complete Saints Peter & Paul calendar is included in the open house packet and is on the school website: ssppr.com.

SCHOOL CLOSING, LATE STARTS, AND EARLY DISMISSAL

If Saints Peter & Paul School is closed for any reason, the Pre-Kindergarten is also closed. If school is delayed because of weather or other reasons, Pre-Kindergarten sessions do not meet. You will be alerted by Gradelink through email and text. 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.

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 a 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 optional in the fall and 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 ensure 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. Prior to scheduled trips, an authorization form signed by a parent is required. Students without a signed form are not allowed to go on the field trip and must stay at school. Handwritten notes and phone calls are not accepted in place of a signed authorization form.

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

CONTACTS

Teachers are available at 7:30-8:00 AM and after school from 2:45-3:30 PM, or by appointment. Since teachers may be scheduled for meetings, etc., you are asked to email the teacher to schedule an appointment. Teachers may not be called out of class to discuss problems with parents. Parents may contact the office to relay a message to the teachers.

NEWSLETTERS

Letters will be sent home each Thursday in the Thursday Folder. Please return the folder to school on Friday.

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 an 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 ensure 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 by an older sibling (grade 3 or older) 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 parents' convenience for the Tuesday and Thursday Pre-K B 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 are 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 come 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 until the lesions are crusted over.
2. Contagious conjunctivitis or pus draining from the eye.
3. Bacterial infection, such as strep or impetigo and has 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 diseases 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. Please check with the teacher for any classroom allergies. 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 PERSONAL 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 the 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 a 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.

PHOTO RELEASE

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, and school communications. We ask families each year to opt in or out of the photo and academic work release. Families who opt out of the release will be noted and their children's photos/academic work will not be published.

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.

FAMILY GRIEVANCE POLICY

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the principal. *Note: If at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the principal's attention.*

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue. Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course, may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

COMMUNICATION BETWEEN HOME AND SCHOOL

As parents are the primary educators of their children, we place great importance on open and frequent communication between the school and home. The following are just some of the many ways we communicate with parents: school website, student/parent handbook, school newsletter, weekly teacher newsletter, phone calls, email, and school events.

When parents have questions or concerns about anything happening at the school, they should communicate respectfully and openly at the appropriate level – teacher, staff, or leadership. As a community, we assume the goodwill of others and work together to address issues with the appropriate parties, and refrain from gossip.