



ST. PETER LUTHERAN PRESCHOOL

Parent Handbook

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

2023-2024

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Mission Statement

At St. Peter, we believe it is important to meet the parents and child prior to enrollment in our Preschool program. This is because we realize that every family is unique and has different needs in the area of education. We are proud of our staff and their ability to teach and prepare children for Kindergarten. However, our resources are limited, and the special needs training our staff possesses is finite. This is why it is critical for our Director to meet and determine if our resources are appropriate for your child's needs. We want to offer your child and family a great Christian education and an optimal learning environment. After the initial meeting, our Preschool Director will let you know if we feel we will be able to appropriately address your child's needs.

In the interest of safety and growth for all children, St. Peter Preschool reserves the right to terminate enrollment. If after a period of 15 to 20 sessions, a student requires a greater staff to student ratio than we are staffed for, St. Peter Administration will issue a 14-calendar day notice of termination to the family.

Our goal at St. Peter Preschool is to prepare each child for our Kindergarten class at St. Peter Lutheran School. We keep our preschool parents informed on how things are going. The Preschool staff provides a quarterly progress report for each child to let parents know if he or she is obtaining the knowledge necessary for the next level of education.

In January of each year, our K-8 Day school offers an opportunity for open enrollment. If you are interested in Kindergarten enrollment at St. Peter Lutheran School, you can contact the school office to arrange for your (4-year-old or Pre-Kindergarten) aged child to participate in our evaluation process to establish Kindergarten readiness. This evaluation measures 6 areas (vocabulary, identifying letters, visual discrimination, phonemic awareness, comprehension and interpretation, and mathematical knowledge) in which children should score at a "ready" level in order to enter our Kindergarten program. If your child does not score at the "ready" level or above, we would recommend that he or she attend a different Kindergarten program. We feel that this readiness is necessary to best enable a child's happiness and success at our school.

Eligibility

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

- **All children must be potty trained and at least two years nine months for purposes of enrollment with St. Peter.** Further eligibility requirements are as follows:
 1. The child wears cloth underwear. No diapers/pull ups. **St. Peter Preschool is not licensed for diaper changing.**

2. No special toilet seats or potty chairs are allowed. Students must be able to use the toilets that are installed in the center.
 3. In the event of an accident, the child must be able to cleanse themselves, undress and redress themselves.
 4. While children are encouraged throughout the day to use the restroom, staffing is not provided to “shadow” individual students who need continual bathroom reminders in order to stay clean and dry.
- Students entering our program at two years, nine months of age must be potty trained (**see above**).

Annual Registration

Registration is \$175 per student. Registration fees are paid at the time of enrollment and are non-refundable.

Times

Half Day 7:00am-12:00pm

Full Day 7:00am-5:30pm

Schedule

St. Peter Preschool offers several flexible options for families. Students must attend a minimum of 2 days a week. Both 3 and 4-year-old classes are available 2 days, 3 days, or 5 days a week. Our “Four B class” is only offered 5 days a week. This class most closely resembles kindergarten in its schedule. Children enrolling in the “Four B” class must exit to kindergarten in the following school year. A signed Enrollment Change form is required before any schedule changes will be approved. These forms are available upon request in the Preschool Office.

Monthly Costs

2 Days/week Tuesday/Thursday: Half day \$350, Full day \$450

3 days/week Monday/Wednesday/Friday: Half day \$425, Full day \$550

5 days/week: Half day \$525, Full day \$675

Tuition

Tuition is due the 1st of each month. Monthly tuition will not change during holidays and breaks. Please indicate one month in advance if your child will not be attending school during any of the traditional school breaks. Knowing ahead allows for adequate staffing. If it becomes necessary to withdraw your child from the program, a **written notice of 14 calendar days is required**. Failure to give notice will result in a fine equivalent to one month’s tuition. Any refunds will be sent by mail.

Summer withdrawals:

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

Delinquencies

- Payment after the 10th of the month will result in a \$40.00 fee.
- A \$40.00 fee per returned payment is charged by Smart Tuition.
- Once tuition is 30 days' delinquent, the student will forfeit his/her spot in the school.
- St. Peter reserves the right to deny enrollment to any student who has a delinquent account at our school or another school.
- We reserve the right to terminate this contract and/or modify payment methods.

Non-parent/guardian volunteer Policy

All persons who are not parents or guardians of enrolled St. Peter Preschool students, must pass a comprehensive background check through the **Livescan** fingerprint process and be cleared by Community Care Licensing to volunteer in our center. All costs associated with the fingerprinting are the responsibility of the person requesting to volunteer. Once this person is cleared, they are "associated" with our center and their personal information subject to review by State Licensing.

Lunch/Snack

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

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

Our Elementary School offers a hot lunch program that you may choose to utilize. The lunches are \$3.75 each. They will need to be ordered online through the parent portal at stpeterlodi.myschoolapp.com. For more information, refer to our Hot Lunch flyer or ask Mrs. Hinders in the Elementary School office.

Please do not pack snacks for other times of the day. The children will have a snack with the whole class. We will supplement for allergies or religious reasons only. The staff will make sure at least two basic food groups are present in each snack. No child shall be forced to eat. If you would like to bring a snack for the whole class, please speak with the Director and/or your child's teacher.

We are a nut -sensitive facility. We usually have several children enrolled in our program, and occasionally staff, who are allergic to peanuts, walnuts, cashews, hazelnuts or pistachios. These can be

life-threatening to the affected child and staff member. If you choose to bring a snack to be shared with your child's class, **DO NOT INCLUDE ANY OF THESE NUTS IN THE SNACK. Failure to adhere to this directive may result in your child(ren's) disenrollment from the program.**

Please see the Health and Medications/IMS plan section if an epi-pen is needed for your child's food allergy.

Water canteens are encouraged. The children will have access to their water canteens all day, including outside playtime. If your child does not have a water canteen, the school will have cups and drinking water available at all times.

Birthdays

On the class calendar the teachers have listed the day to celebrate your child's birthday. Your child may bring snack for the whole class on that day. Suggested snacks are: Doughnuts, muffins, cake pops, fruit, cookies, or rice crispy treats. **All items must be commercially prepared.** Please no cake, candy, or soda. We also ask that cupcakes be a "two-bite" size.

Arrivals/Departures

We ask that you please be on time for the beginning and ending of your child's day. Families who arrive after 8:30 in the morning may not receive the full benefit of the educational training available in their child's classroom. It is at the discretion of the administration to accept children after 10:00 a.m. without prior authorization. Late entries to the classroom can be disruptive and, in some cases, upsetting to the students that are already in attendance. **STUDENTS WILL NOT BE ACCEPTED TO OUR PROGRAM DURING NAP/QUIET TIME. THIS IS A VIOLATION OF THE RIGHTS OF THE OTHER STUDENTS TO AN UNINTERRUPTED NAP/REST PERIOD.**

Parents or guardians are welcome to stop in and visit their child's classroom at drop off and pick up. **These visits should be kept to a maximum of 10-15 minutes as not to infringe on the classroom schedule and other student's rights to privacy.** Siblings in attendance at drop off and pick up should remain with their adult or guardian **at all times.** If you wish to visit your student's classroom for an extended time of observation, you must schedule a time to do so with the Preschool Director. As always, in compliance with State Licensing regulations, a parent has the right to "Enter and inspect the childcare facility without advance notice whenever children are in care." (LIC 995)

Half-day students must be picked up promptly by 12:00pm. The school is not staffed to allow drop-in schedules. If your child needs care after 12:00pm, it is mandatory that the child is registered for a full day for the school year. *If you are late, there is a fine of \$15.00 for every 15-minute interval or portion thereof.* For example, if the child was 10 minutes late being picked up you would have a \$15.00 late fee added to your next tuition payment. **This fee is not to be considered a supplemental program for consistent late pickups.** St. Peter Preschool reserves the right to dismiss students that are habitually picked up late.

Sign in /Out Procedures

The person who signs the child in/out shall be at least 18 years of age and use his/her full legal signature and shall record the time of day. Fines may be levied by the State of California for non-compliance. Any fines will be passed on to the contracted party who caused the non-compliance. Families who have missing signatures on a consistent basis, will be charged a fine of \$3 for **each** missed signature.

The \$3 fine must be paid by check or cash only in the preschool office, prior to admittance on the following scheduled school day. Continuous violation of our sign in/out policy will result in termination of services. Only authorized persons may remove a child from the facility. A signed and dated note is required to allow any child to be released to persons not previously authorized. *Photo identification is required to identify people at pick up when the staff is unfamiliar with the person.*

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

Health and Medication

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

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

Parents/guardians whose child need prescription or non-prescription medication during school hours must see the director for further information on how these medications may be administered.

Incidental Medical Services (IMS) Plan

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

1. We can accommodate children with anaphylaxis (severe, potentially life-threatening allergies), asthma (chronic lung disease that impairs breathing), seizure disorders (febrile seizures). **Other medical needs/medications may be accepted on a case-by-case basis per administrative approval.**
2. Personal plan of care procedures provided by a doctor or parent will be kept for each child with one of the above conditions.
3. Any prescription medication and/or device (i.e. epi, inhaler) will be labeled by a pharmacist and in the pharmaceutical container. The label will state: Student's name, date, name of medication, dosage, time to be given, special instructions, and physician's name. Once on campus it will be kept in the medical box or locked cupboard in each room/site.

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

Chapel

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

Appropriate Clothing

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

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

To avoid injury, children should wear close-toed athletic-type shoes. No necklaces or dangling earrings. Children wearing dresses need to also wear shorts under the dress. Make sure your child can take their clothing off quickly to use the restroom. Some articles of clothing such as overalls and rompers are too difficult for young children to get off. Please put your child's name on all personal belongings, sweaters, coats, and backpacks.

Change of Clothes

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

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

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

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

Naptime

All full day students are allowed a period to rest following our lunch time. This period of rest is at least one hour and forty-five minutes. We provide cots, sheets, and a blanket for your child. The staff will launder these items daily. **Outside items for nap will not be accepted.** This is to ensure as clean and germ-free environment as is possible.

STUDENTS WILL NOT BE ADMITTED TO OUR PROGRAM DURING THIS TIME.

Field Trips/Special Guests

All field trips will be conducted "in house". Special guests will be invited to share information with the children during regular class time.

Discipline Policies

Occasionally a child may find it difficult to express his/her feelings without hurting other children or property; a “time out” may be given as a means of discipline. A “time out” shall be for no more than 5 minutes. Parents will be notified, in person or by telephone, of severe or habitual problems. At no time will any child be subject to corporal or unusual punishment. The child may be required to be removed immediately and without advance notice for consistent use of inappropriate language, abusive and/or harmful, aggressive behavior or disruptive behavior, or if the center cannot guarantee the safety of the child or other children/staff due to the child’s behavior.

Termination of Services

- Delinquent Accounts
- Violation of written policies Including Parent Handbook
- Frequent, ongoing toileting accidents, not consistent with our potty-training guidelines.
- Late arrival/ pick up
- False information on written documents
- Failure to sign in or out
- Rude behavior toward staff on the part of parent or child
- Chronic or extreme behavior including but not limited to biting, hitting, kicking, or throwing of objects.
- If after a period of 15 to 20 sessions, a student requires a greater staff to student ratio than we are staffed for, St. Peter Preschool will issue a 14-calendar day termination notice to the family. (Please see Mission Statement.)
- Willfully and consistently sending foods in a lunch or snack with nuts that may pose a life-threatening health issue to a fellow student or preschool staff member.