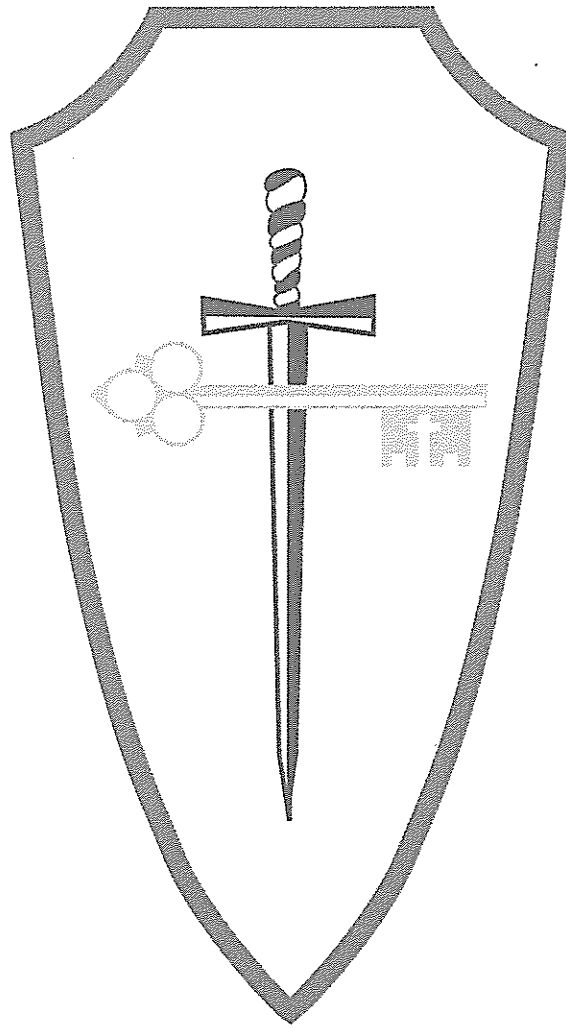


Saints Peter & Paul
Catholic School



Pre-Kindergarten / Preschool
Parent Handbook

Saints Peter & Paul Catholic School

Pre-K / Preschool Parent Handbook

The contents of this handbook include the following:

- ✓ Mission Statement
- ✓ Purpose & Philosophy
- ✓ Ages of Children Accepted
- ✓ Children with Special Needs
- ✓ Hours of Operation
- ✓ Home/School Communication
- ✓ Adverse Weather Conditions
- ✓ Admission & Registration
- ✓ Tuition
- ✓ Monitoring Children
- ✓ Sign-in and Sign-out Procedures
- ✓ Behavior and Discipline
- ✓ Field Trips/Transportation
- ✓ Field Trip Supervision
- ✓ Late Arrivals on Field Trip Days
- ✓ Media Policy / Special Events & Activities
- ✓ Late Pick-Up
- ✓ Illness
- ✓ Notification of Reportable Communicable Diseases
- ✓ Storing & Administering Medication
- ✓ Health Status & Immunizations
- ✓ Toilet Training
- ✓ Personal Belongings
- ✓ Meals & Snacks
- ✓ Visitors
- ✓ Parent-Teacher Conferences
- ✓ Absent Students
- ✓ Rest Time
- ✓ Authorization for Pick-Up
- ✓ Emergency Responses
- ✓ Fire/Tornado/Lock Down Procedures
- ✓ Lost Child Emergency
- ✓ Reporting of Child Abuse
- ✓ Withdrawing a Child From the Pre-K Program
- ✓ Filing a Complaint
- ✓ Notification of Changes
- ✓ Handbook Signature Page
- ✓ Volunteer Agreement Signature Page

Saints Peter & Paul Catholic School
Pre-Kindergarten / Preschool
Policies & Procedures

Mission Statement

In imitation of our patron saints, Peter & Paul, we are centered in Jesus Christ, courageous in faith, and scholars for truth.

Purpose and Philosophy

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional, and physical development of the student.

At Sts. Peter & Paul Catholic School, your child will have many opportunities to explore, discover, imagine, create, and problem-solve in a nurturing and engaging environment. During a typical day in Pre-K / Preschool, your child will participate in several self-chosen center activities, large and small group activities, and outdoor gross motor activities. Each day is carefully planned to develop your child's academic, language, fine and gross motor skills, and social skills in a Christ-centered environment.

Curriculum guidelines may be found at www.archden.org (follow the Catholic Schools link). Additionally, your child's teacher will distribute detailed learning objectives and goals at the beginning of the school year.

teacher, as well as view school newsletters, order hot lunch, view classroom calendars, etc. Please contact the school office to receive your activation code.

Adverse Weather Conditions

School closure due to inclement weather will be posted on FastDirect, as well as local TV stations. Parents may use their own discretion when making weather related decisions. If you feel that conditions are too hazardous, you may choose not to bring your child to school, or you may pick your child up from school early due to changing weather conditions. In the event that school is closed due to inclement weather, the before and after school enrichment program is also closed.

In the event of excessively hot weather, all children will have a minimal recess time outside, providing adequate shade is available. Parents must submit written authorization to the school for applying sunscreen to their child.

Children should be dressed for the weather. As weather can change quickly in Colorado, we ask that you send your child with a jacket during the fall, winter, and early spring days. In the event of extreme hot or cold weather conditions, the staff will determine the safety of children playing outdoors. If we are unable to play outdoors, alternate indoor activities will take place in the classroom.

Admission and Registration

Registration forms must be completed in full and the registration fee must be paid at the time the application is submitted. Please contact the school office for additional information.

with regard to his/her behavior. We strive for a positive learning environment that supports these goals.

Field Trips / Transportation

Off-site field trips require written permission from the parents and may involve additional fees. Parent drivers are utilized for transportation. Parents that volunteer to drive children (other than their own child) must have completed a background check and attended an Archdiocesan Safe Environment class. Additionally, parents must complete a Parent Volunteer Driver Form and bring their driver's license and proof of auto insurance to the office for verification and documentation. Parents of Pre-Kindergarten / Preschool students are responsible for providing a car seat for their child. A child may not be transported without a car seat, per Colorado law.

Field Trip Supervision

Parents are encouraged to attend school field trips with their child. Please contact your child's teacher if you are able to be a parent driver and/or supervise a small group of children on the field trip. (Please see the requirements above to volunteer.) Parents that volunteer in this capacity will receive a list of students in their group; teachers will verify that parents know which children they are responsible for. In addition, the school office will receive a list of parent chaperones/groups of children.

Late Arrivals on Field Trip Days

If your child arrives late to Pre-Kindergarten / Preschool and our class is away from school on a field trip, you may bring your child to the site/place of the field trip and check in with your child's teacher when you arrive. If you are unable to stay with your child for the duration of the field trip, we recommend

cannot be reached, the person(s) noted on the child's emergency form will be contacted to pick the child up.

Please keep your child home if they display any of the following symptoms: an unidentified rash, nasal or eye drainage that is green or yellow in color, diarrhea or intestinal cramping, fever, vomiting, infected skin patches, sore throat or trouble swallowing, persistent and/or severe coughing, difficulty in breathing, any unusual behavior (lethargic, excessive crying, etc.)

Notification of Reportable Communicable Diseases

Parents will be notified of any current cases of communicable diseases as required by law and in situations where knowledge of such information may help to reduce the additional spread of disease.

Storing and Administering Medication

Sts. Peter & Paul Catholic School strongly discourages parents from sending medication to school. Please consult with your child's physician for possible alternative scheduling of doses. Medication, both prescription and over-the counter, shall be administered only under the following conditions:

- a) Written orders from the physician stating the following:
 1. Child's full name
 2. Name of the medication
 3. Proper dosage of the medication
 4. Purpose of the medication
 5. Time of day the medication is to be administered
 6. Anticipated number of days the medication will need to be administered
 7. Any possible side effects
 8. Storage instructions

the school year, along with your child's current immunization record. State law states that a child may not attend school unless the child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health.

Toilet Training

Students must be fully toilet trained prior to the first day of school. A change of clothes should remain at school in case your child has an accident. In the case of a child whose medical condition interferes with common toileting practices, parents must provide information from a medical provider. In addition, a plan will be developed between the parents and the school. Sts. Peter & Paul Catholic School reserves the right to request parenting assistance with toileting assistance, if needed.

Personal Belongings

We kindly request that all toys remain at home, with the exception of Show 'n Share items. Show 'n Share items generally reinforce a skill or concept that we are working on in Pre-K / Preschool or relate to a particular theme. We ask that any kind of weapon (toy guns, swords, etc.) remain at home. Your child will have a cubby at school for their personal belongings (snack, Show 'n Share items, art projects and other items they create in school and would like to take home, etc.)

Meals and Snacks

Parents are asked to sign up to provide a healthy snack for their child's class. Hot lunch is available and should be ordered in advance. Monthly menus can be viewed, along with order and payment, on FastDirect. Your child may bring a sack lunch. Milk is also available for purchase. Students are not allowed to share

Authorization for Pick-Up

Please refer to the Authorization for Pick-Up form in the registration packet. Children will not be released to any individual who has not been authorized for pick-up by the student's parents. Sts. Peter & Paul Catholic School reserves the right to request identification if the school staff is unfamiliar with the person picking up the child.

Emergency Responses

School staff members receive training and hold First Aid/CPR certification, along with Universal Precautions training. With accidents that require medical attention, but are not life threatening, the school will immediately notify the parent. If the parents cannot be reached, the designated person on your child's Emergency Card will be contacted. If the school cannot reach any of the emergency contacts you have provided, the child's physician will be contacted.

Should a life threatening accident occur, the school will call 911 immediately. After emergency assistance has been requested, the parents will be contacted. Please refer to the consent form for emergency medical care in the registration packet.

Fire / Tornado / Lock Down Procedures

In case of fire, all staff and students will evacuate the building and move to a safe location in the same manner that is practiced during a fire drill. In cases of a tornado or other severe weather, students will take shelter away from glass and in a protected position as is practiced during a tornado drill. If the police call a lockdown because of a local emergency, all staff and students will stay inside the building until the proper authorities release the lockdown.

Withdrawal of services initiated by the school is rare and is handled by the school principal.

Filing a Complaint

Typically, complaints or concerns are best addressed with the classroom teacher. Parents may also contact the school principal. To file a complaint about Sts. Peter & Paul Catholic School, contact:

The Colorado Department of Human Services
Division of ChildCare
1575 Sherman Street
Denver, CO 80203-1714
303.866.5958 or 1-800-799-5876

Notification of Changes

Parents will be informed of significant changes to services, policies, procedures, and fees as the information becomes available.

Saints Peter & Paul Catholic School
Pre-Kindergarten / Preschool

I/We the parent(s)/guardian(s) of

(student's full name)

have received a copy of the Sts. Peter & Paul Catholic School Pre-Kindergarten/Preschool Parent Handbook. I/We have read the handbook and understand all of the school's policies and procedures as stated.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date