

Saints Peter and Paul Early Childhood Program

Family Handbook

2009-2010



**502 7th Street
Boonville, Missouri 65233**

(660) 882-2589

Staff

Early Childhood Coordinator/Lead Teacher: Connie Wilkinson

Assistant Teacher: Angie Nave

If you have any questions, please do not ever hesitate to ask the early childhood teachers or the office. You are always welcome to call the school phone (660)882-2589 to be transferred to the early childhood classroom, or you may email the early childhood program at cwilkinson@ssppschoo.net. Specific questions concerning tuition should be directed to the school office at 882-2589.

Mission Statement and Philosophy

The mission of Saints Peter and Paul Catholic School is to assist parents in the formation of their children as disciples of Jesus Christ through academic, spiritual, moral, social and physical education to become responsible Christian citizens in a global society.

Goals

The goals of S.S. Peter and Paul's early childhood program are to meet each child's learning needs in a caring, Catholic environment by providing a developmentally appropriate, meaningful, safe and healthy program in which children construct knowledge based on their interactions in their physical and social worlds.

Teachers roles are to facilitate children's learning by providing experiences and materials that challenge each child's levels of development, to observe children's abilities, needs, and reactions to activities and experiences, to communicate these observations and interpretations of children's development to families, while planning for children's future learning experiences.

Enrollment/Eligibility

Children who are three years old by August 1 will be eligible to attend preschool. Children are expected to be toilet trained prior to attending preschool. Families must register their child by contacting the school office. A \$100.00 deposit is required at the time of registration, with the remaining \$50.00 due on the first day of school.

Health Form/Immunization Information

A health form (physical) must be completed and signed by your child's physician within thirty days of enrollment. All allergies must be noted on this form, including food allergies or other allergies your child may have. This form is available in the school office. Information regarding all current immunizations for your child must be received and on file in the school office **by** the first day of school.

Curriculum

The S.S. Peter and Paul Preschool program will use the **Project Construct curriculum**, developed by the Missouri Department of Elementary and Secondary Education in conjunction with early childhood teachers and other experts in the field. Project Construct is a process-oriented curriculum and assessment framework for children ages three through seven. Project Construct is based on the *constructivist theory*, which states that **children construct their own knowledge and values as a result of interactions with the physical and social world**. The curriculum is organized into four interrelated domains: the sociomoral, cognitive, representational and physical domains. The foundations for academic learning are embedded in the social and physical environments and are integrated into contexts that are meaningful to young children and appropriate to their stages of development.

Dress Code

It is preferred that preschoolers wear clothing that adheres to the dress code of the school. The 2009-10 school year will be a phase in year for dress code adherence in preschool, with the 2010-11 school year being mandatory dress code for preschool.

The dress code consists of solid color pants or skirts in navy blue, black or khaki. Capris and cargo pants are allowed. No logos or insignias are allowed. Solid color walk shorts/skorts may be worn in lieu of long pants from April 15 – October 15. No denim jeans may be worn at any time. Solid color shirts with collars or turtlenecks in white, light blue or navy blue or a spirit shirt in school colors may be worn. Sweaters or sweatshirts may be worn over collared shirts or turtlenecks.

Each day in preschool, children's shoes should be sensible and allow them to move easily. ATHLETIC SHOES must be at school in your child's cubby for their daily use at ALL times for outdoor and gross motor activities, which will occur daily. ***No shoes with high heels, strapless sandals or flip-flops are permitted (safety requirements).***

At least one complete set of weather-appropriate spare clothes must be at school for your child at all times. These spare clothes will be kept in your child's cubbie. Please dress your child with appropriate outer wear to suit the weather conditions of the day, and label all hats, mittens, jackets, and coats with your child's name or initials on the tag.

Parent/Teacher Conferences

Individual conferences will be held twice a year, in accordance with the school aged children's conferences (fall/spring). At these conferences, your child's progress, growth and development will be discussed. A portfolio of your child's projects, selected work samples, photos and your child's progress report will be shared. As parents and family members, we want to keep you informed as well as encourage your involvement in your child's preschool education, as we feel the preschool years are some of the most important times in your child's education. Your child will be very involved in the

development of their own portfolio throughout the school year. This portfolio will be yours to keep at the end of the school year.

Daily Schedule

Our schedule reflects the belief that children need large chunks of time in which to engage and benefit from planned activities and choice times. We will make every effort to adhere as closely as possible to the following schedule:

7:30 – 9:15 AM	Morning Learning Centers Time w/snack embedded as a choice
9:15 – 9:30 AM	Clean Up Time
9:30 – 9:45 AM	Large Group gathering time/music activity
9:45 – 10:15 AM	Outside Time
10:15 – 10:30 AM	Transition indoors/restroom use Independent Reading Time/Daily News Charting
10:30 - 10:45 AM	Shared Reading Time (large group)
10:45 – 11:00 AM	wash hands / prepare for lunch
11:00 – 11:45 AM	Lunch (family style)
11:45 – 12:00 NOON	transition/restrooms/prepare own cots
NOON – 1:00 PM	Rest Time
1:00 – 2:15 PM	Afternoon Learning Centers Time/snack
2:15 – 2:45 PM	Outdoor Time
2:45 – 3:00 PM	Song / folders / transition to dismissal

Children will participate in Music, Physical Education, and Computer Lab classes weekly as ‘specials’ with the respective specialty teachers. Specials will begin for preschool in the month of September.

The preschool program will be in session five days per week, from 7:30 AM – 3:00 PM for the 2009-10 school year. Prompt pick up at 3:00PM is expected. Those children attending the Extended Care Program will be transitioned accordingly to that program at 3:00PM.

Communication

You are always encouraged as family members to visit and observe within our classroom at any time, or to view our classroom at work through our new one-way viewing window. Written notes, email and phone calls are excellent ways to communicate with teachers. Phone communication during class hours will generally be limited as we are actively involved in the classroom, facilitating children's learning. Emails will be responded to during the day as time allows.

There will be periodic displays of children's projects and work located just outside of our classroom door on documentation boards, as well as within our classroom. Photos and children's work samples will be displayed frequently. These documentation boards are meant to give you the families additional insight into your children's thinking and development. They also will serve to show the growth of our group, our community of learners in our classroom, as we live and grow together each day in our program. Photos from these documentation panels will be shared with families in a portfolio assessment format at parent/teacher conferences. Videotaped segments documenting children's work and thinking in the classroom will be included in the children's portfolios.

Tuition and Registration Fees

The registration fee is \$150.00 annually, of which \$100.00 is due at the time of registration and \$50.00 is due on the first day of school.

Tuition is \$110.00 per week and is due on the first school day of each week. Tuition includes all materials and supplies, two snacks and lunch costs daily, all fieldtrip expenses, and all portfolio assessment materials for each child, including a DVD of video segments in the program as well as a CD of the child's language samples through the school year.

Tuition **must** be paid minimally on a weekly basis, at the beginning of each week. Tuition may be paid on a monthly basis. For a child to remain enrolled in the preschool class, tuition **must** be paid in a timely manner. Failure to follow this policy will result in a child not being allowed to attend class. If you have any questions or concerns, please contact the school office at (660)882-2589.

Lunches/Snacks

A morning and afternoon snack as well as lunch will be available to each child each day. All snacks and meals will meet **Missouri Department of Health and Senior Services** childcare licensing standards. The morning snack will be served in the classroom and will consist of milk, a bread or bread alternate, and a serving of fruit or vegetables. Lunch requirements include milk, a meat or meat alternate, two or more vegetables or fruits, and a grain/bread. Afternoon snack will consist of two of the following four components – a vegetable or fruit, milk, a bread or bread alternate and a meat or meat alternate. All quantities will meet required childcare licensing standards for children ages three through five years old. **Children will be encouraged to try a large variety of foods throughout the school year.** Our curriculum will at times include food preparation as a science activity.

Please note all food allergies on your child's health form at or before the time of enrollment.

Guidance

The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways of interacting with others and with the environment, and to foster the development of autonomy and self-regulation of behaviors.

One of the goals of disciplining and guiding children is to help children develop tools to problem solve. Discipline and guidance are the

external tools to help children develop internal controls. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior. These are expected behaviors, and each child will be guided as is appropriate for that child's developmental levels.

Teachers will assist the children in developing self control and respect for the rights and property of others. Children will work together as a community of learners to determine the guidelines which will meet the needs of their group. These 'ideas' about getting along in our classroom community and appropriate ways to interact with materials and each other will be posted for children's reference as they are created, and they will be referred to often. Children are not expected to immediately understand or fully comply with all rules or ideas. Rather, they will be reminded and redirected as needed. Teachers will act as members of this learning community, suggesting additional 'ideas' and helping to enforce and teach respect for each other, and the ideas of our classroom.

Teachers will also work to protect the individual rights and self expression of each child within the needs of the group. Rules or 'ideas' in a preschool setting are likely to be similar to those ideas with which children are familiar in their home setting, being used with children to demonstrate and teach respect for the rights and safety of all children.

The guidance techniques that will be used with your child include modeling acceptable behavior, recognition of each child's individual needs, structuring the environment and schedule to maximize appropriate behavior, recognizing children's efforts, guidance talks, use of natural and logical consequences, teacher

intervention and redirection as needed. If a child's behavior is causing harm repeatedly, the child may need to be removed from the activity or group. Teachers will use good judgment in anticipating and avoiding potential concerns, using planning and appropriate transitional activities in the course of the preschool day, based on developmental expectations for the chronological ages of the children.

Nurturing

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through touch by nurturing adults and peers. Nurturing touch is necessary for every child's emotional growth. Affectionate nurturing touch includes hugging, holding on lap, rocking, carrying, rubbing or patting backs, cuddling, and hand holding. While tickling may be an appropriate form of playful touch, it will be kept to a minimum because of its potential for getting out of hand. Physical touch will be respectful of children's body cues and will only occur with the child's permission. Staff members are sensitive to children's responses and requests for physical interaction, and will model appropriate nurturing touches at all times. Children will always have the right to refuse touch except for safety or cleansing. Children are also taught to respect adult's and other children's touch preferences. It is our policy to inform families of the nature and type of routine physical contact that your child will experience. Please feel free to discuss any questions or comments with staff at any time.

Birthdays and Holidays

We will celebrate birthdays and other special holidays, including all Catholic holidays. If you wish to celebrate your child's birthday by sending special treats, please check with the teachers ahead of time. We recommend low sugar treats which can include fresh fruit

and/or vegetables, muffins, cookie bars or other low sugar carbohydrates, and healthy frozen treats. Since our goal is to assist children in broadening their palette of taste preferences, we welcome any suggestions you might have. Please do not hesitate to contact us prior to your child's birthday. We will serve your child's birthday snack for the morning or afternoon snack on their special day.

Health Care

Each child will be observed for contagious diseases and for other signs of illness on arrival and throughout the day. Families shall be contacted when signs of illness are observed. Children will be sent home if they exhibit the following symptoms: diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, fever over 100 degrees F by mouth or 99 degrees under the arm, pinkeye (or symptoms thereof including tears, redness of eyelid lining, irritation, and/or swelling or discharge of pus), unusual spots or rashes, headache and stiff neck, sore throat or trouble swallowing, an infected skin patch, or unusual dark, tea-colored urine. The ill child will be kept isolated from other children until the parent arrives.

Medication, if necessary, will be administered in the office with a dated, written permission of the parent(s) stating the length of time medication may be given. All medication must be in its original container.

Multicultural Policy

We seek to recognize, appreciate, and respect the uniqueness of each child. We are committed to protecting the dignity of human life. Our program reflects the lives of our children, families, staff and community. By recognizing the impact culture plays on

families and classrooms, we will make every effort to provide culturally responsive early education by affirming human differences in our curriculum.

As a parent or family member, I have read and understand the attached handbook provisions for my child's participation in the Saints Peter and Paul Early Childhood Program.

Parent/family member signature

Date