



## PARENT / STUDENT PRESCHOOL HANDBOOK

This handbook provides Preschool specific information to the SS. Peter & Paul  
Catholic School Handbook.

## **PRESCHOOL STAFF**

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### **4 Year Olds**

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### **3 Year Olds**

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## **SS Peter & Paul Catholic School**

**416 N. First St**

**Cary, IL 60013**

**<http://www.peterpaulschoolcary.org>**

**School office: 847-639-3041**

**Office Hours: 7:30 am-4:00 pm, Monday - Friday**

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# **SS Peter and Paul Catholic School**

## **Cary, Illinois**

### ***Preschool Mission Statement***

*SS. Peter and Paul Catholic Pres School exists to help students reach their highest potential as a Catholic Christian. We will accomplish this by:*

- *Encouraging students to model their lives after our Savior, Jesus Christ.*
- *Fostering a sensitivity to the needs of our local and worldwide communities.*
- *Spreading the Gospel message through words and actions.*
- *Continuing the tradition of excellence in Catholic education.*

### ***Philosophy of SS. Peter & Paul Catholic School***

*We believe that Catholic education begins with faith. Through educational ministry, SS Peter and Paul Catholic School works together with parents, who are the primary educators of their children, to assist students in the development of their spiritual, intellectual, moral, and physical gifts. We want our students to come to know what it means to be a Catholic Christian as they grow in the ability to respond to God's love through involvement in the academic, cultural, social, and civic concerns of daily life. SS. Peter and Paul Catholic School strives to:*

- *Provide meaningful faith instruction and experience.*
- *Meet each student's academic needs through well planned instruction.*
- *Develop the creative potential of each child.*
- *Promote a sense of peace and justice.*
- *Teach self-discipline as the means to obtain a high standard of moral integrity.*
- *Achieve academic excellence through challenging educational experiences.*

*Revised Fall of 2018*

### **ABSENCE FROM SCHOOL**

If your child will be absent from school, parents are asked to call the office between 8:00-8:30 am to report the absence and the reason for the absence. The school will call parents if an absence call is not received. Please also contact your preschool teacher through email or phone call.

### **ABUSE/NEGLECT**

The staff at SS Peter & Paul Catholic School must report suspicion of any form of child abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. The school does not condone, hide or tolerate any type of child abuse. Our foremost responsibility is to ensure the health, safety and welfare of all children.

### **ADMISSIONS**

Preference in preschool admission is given first to parish members and currently enrolled school families, then to Catholics from other parishes, and, space permitting, to all others. Refer to the school handbook for more specific admissions procedures.

### **ALLERGIES**

It is the parent's responsibility to notify the school and teacher of a child's allergies to food, insects or other substances. The preschool is nut-free.

Any items containing nuts should not be sent to school for snack or lunch if applicable.

Refer to the school handbook for our detailed Allergy Awareness Guidelines.

### **ARRIVAL & DEPARTURE**

Preschool doors open at 8:00 am. Preschoolers with older siblings who attend SSPP may arrive along with them between 7:30-8:00am.

Students coming for the morning session need to be picked up at 11:00 am. Students staying the entire day can be picked up either at 1:45 for inside pickup, or at 2:20 for carline pickup.

Parents should walk their children in and use the class sign in sheet. Please help your student to put their belongings away in their lockers/cubbies.

### **AUTHORIZED PERSONS TO PICK UP YOUR CHILD**

Parents must provide the school with the names of persons authorized to pick up the child and the names of person(s) NOT authorized. Names MUST BE on the release form for students to leave with someone other than a parent. IT IS THE PARENT (S) OR GUARDIAN'S RESPONSIBILITY TO INFORM THE SCHOOL OF ANY CHANGES IN THE NAMES OF PERSONS AUTHORIZED OR NOT SO AUTHORIZED.

In parent separation cases, copies of court orders must be provided to the school before any staff person can prevent a child from being picked up by a non-custodial parent.

The school will release children to authorized persons only. The school, prior to the child being released, may request photo identification or other identification.

### **BACKPACKS**

Backpacks should be “NORMAL” size (approximately 12” x 16”). Avoid mini-packs and backpacks with wheels. Please label backpacks

### **CALENDAR**

The preschool follows the regular SSPP Catholic school calendar. Check the school website: [www.peterpaulschoolcary.org](http://www.peterpaulschoolcary.org)

### **CLOTHING**

Preschool students are not required to wear the school uniform. Children should be dressed comfortably in play clothes.

Students will be participating in activities that might cause clothes to get dirty or stained.

Shoes must cover the entire foot—toes, sides and rear of feet; Velcro shoes are preferred. Clogs, sandals, and similar styles are inappropriate. Each child should have a change of clothes to be kept at school. The change should include a top, pants, undergarments, and socks. Clothing items should have identifying markings on them.

Outdoor clothing should be appropriate for the weather (such as boots, snow pants, hats and gloves) and labeled with the student’s name.

### **COMMUNICATIONS**

In addition to communication from your child’s classroom teacher a number of other communication methods are utilized by the school. Refer to the school handbook for detailed descriptions.

The school website: [www.peterpaulschoolcary.org](http://www.peterpaulschoolcary.org) includes weekly newsletters, the school calendar, and other useful information. Parents are encouraged to check the site regularly.

The school will use SchoolSpeak emails and phone alerts to contact parents in the event of emergency. It is the parents’ responsibility to ensure the school has current email addresses and phone numbers.

### **CURRICULUM**

Our preschool curriculum is designed to prepare students for the SSPP K-8 curriculum. The following skills lay the foundation for this preparation:

**FAITH FORMATION:** At a level appropriate for the age, students will learn about and practice the Catholic faith.

As the school recognizes our parents to be the primary educators of their children, parents must realize their critical role as Catholic faith teachers by practicing our faith at home (regular Mass attendance on Sundays and holy days of obligation, regularly participating in the sacraments, praying at home as a family, etc.). In class students will participate in a variety of activities introducing them to the Catholic faith and providing a foundation for the future reception of the sacraments.

PHYSICAL DEVELOPMENT utilizes cross-curriculum activities that suit the child's physical development of large and small motor (muscle) skills. This is achieved through an environment that provides freedom of expression, challenges, and the opportunity for frequent repetition. The ability to have control over one's own body provides satisfaction, pride, and positive self-awareness.

DRAMATIC PLAY is child-centered activity. Children engage in pretending, role-playing, and imaginative play. These activities enhance a child's intellectual, physical, creative, and social emotional development. By providing a variety of materials and situations, children are able to integrate what they learn and experience into reality. By practicing social and communication skills, they learn to resolve conflicts, express their individuality, and realize their creativity.

MATH AND SCIENCE activities are designed for exploration and discovery. Through hands-on experiences, children will experiment using a variety of math and science techniques. These concrete experiences allow the children to gradually comprehend math and science. By providing opportunities to explore and develop a sense of stewardship for God's earth, children will begin to gain respect and appreciation for our natural environment.

LANGUAGE DEVELOPMENT includes reading, writing, listening, and speaking skills. Children are involved with quality literature in diverse settings. Children are encouraged to explore a variety of writing materials used in ways that are interesting, meaningful, and fun. Children are encouraged to express themselves and listen to others in a variety of situations. By integrating these opportunities throughout the day, the children practice effective communication skills.

MUSIC: Children will have opportunities to experience music from a variety of genres and cultures. Instruments and singing allow the children to express themselves emotionally and creatively, as well as experience musical elements. Music and movement are integrated as enjoyable parts of the curriculum, which encourage children to take risks and overcome inhibitions.

OUTDOOR PLAY is an extension of the classroom. The goal is to provide an enriched environment for physical exploration of each child's abilities, which stimulates sensory and physical play. The outdoor experience broadens a child's perspective of the world through freedom of expression and movement.

## **DISCIPLINE**

We believe that discipline is a positive ongoing process that teaches children how to effectively relate to others.

We encourage the use of self-control, redirection, problem solving, and cooperation. These methods are utilized to teach the children how to be responsive and accountable for their own behavior. By targeting the child's behavior as opposed to the child, we believe the end result is more positive self-esteem.

## Preschool Discipline Procedure

1. When a behavior problem occurs in the classroom, "Time Out" (1 minute per age year) is given to the child, then appropriate behavior is discussed. The staff will remind the child of the rules and allow the child to rejoin the group.
2. Regular behavioral problems are reported to the parent(s) and they are asked to help correct the situation. A written warning may be given to the parent(s) with the approval of the Principal.
3. The problem is directed to the Principal.
  - A conference will be held between the parent(s) and the Principal/teacher to develop a method of treatment for the problem and/or
  - The Principal offers names of appropriate local support services to the parent(s).
  - Written warning may be given to the parent(s) at this time.
4. After the above procedure has been followed, a child may be removed from the program if:
  - a. The child poses a threat to self, staff or other children in the program.
  - b. The child behaves in a manner that is difficult to manage in a large group.
  - c. The child or parent(s) uses abusive language or threaten other children or staff.
  - d. The child or family continues to act against preschool policies as explained in the SSPP Catholic school hand-book.
  - e. The Principal's professional judgment is that the child can no longer function effectively in the program and/or the program is being adversely affected by the child's presence.
5. It is the policy of the preschool to notify the parent(s) of a child with a written warning letter when infractions of policies occur and to hold a conference to discuss the problem before a child is removed from the program. However, some situations may occur that jeopardize the welfare of the children and/ or staff. The Principal reserves the right to dismiss a student immediately if such an incident occurs.
6. A parent may appeal a decision made by the director by filing a written grievance with the school principal.

## **EMERGENCY PREPAREDNESS PLAN**

The entire school participates in emergency drills including fire, lockdown, and tornado. If any parent or visitor is present during a drill, they are expected to comply with the emergency procedure protocol under the direction of the staff.



## **ENROLLMENT PREREQUISITES**

1. To be enrolled in the 3-year-old program, the child must turn 3 by September 1 the year of planned enrollment.
2. To be enrolled in the 4-year-old program, the child must turn 4 by September 1 the year of planned enrollment.
3. Three and Four-year-old preschool students must be “potty trained” (2 yr old parents will be called in for dirty diapers) and have received all state required immunizations. Proof of immunizations must be on file in the school office before the first day of school.

## **EXTENDED CARE OPTIONS**

### Before and After Care

The optional Before and After School Care program exists to provide an environment where each child is supervised by responsible people in a wide variety of activities during the before and after school hours. This is a caring, safe, and supportive program that exists for the personal growth and wellbeing of each child. These programs are well rounded to provide children with social, emotional, and recreational activities that are self-directed, and staff directed. Before Care allows for a morning drop off as early as 6:30 am and ends as your child preschool class begins. After Care begins at the end of the normal school day at 2:25 and allows for pick up as late as 6:00pm. There is an additional fee to use this program, and rates will be provided upon request. Refer to the school handbook for specific arrival and dismissal procedures if you choose to use this program.

## **FAMILY INFORMATION**

Family home and work addresses and phone numbers, emergency contacts, and authorized care information must be kept current. Parents are responsible to inform the school office of changes to any of these.

## **FOOD ITEMS**

Preschool is a NUT FREE ZONE.

Lunches: Full day children staying for lunch need to bring their lunch or order lunch. Milk may be purchased for the entire school year.

- Label your child’s lunch box, containers, water bottles and backpacks clearly with their name.
- Send utensils (plastic spoons, for example) and napkins with your child’s lunch.
- No glass items and no metal knives (use plastic if a knife is necessary) should be sent to school.

Snacks: Students are asked to bring in their own Nut Free snacks. Donations of “Oops, I forgot mine,” are always welcome.

CANDY & GUM are not allowed.

Allergies: Each school year it is the parent's responsibility to notify the school and teacher of a child's allergies to food, insects or other substances.

Any items containing nuts should not be sent to school.

Refrigeration: Refrigeration for cold or frozen snacks is NOT available at the school. Please plan snacks accordingly.

### **GOALS OF THE PRESCHOOL PROGRAM**

1. To nurture Catholic faith development in each child and in each child's family
2. To help a child develop a good self-image
3. To assist a child to become aware of others in relationship to themselves
4. To develop independence skills
5. To develop social skills
6. To be able to share
7. To develop communication skills
8. To develop physically, emotionally, mentally, and spiritually

### **HEALTH**

Student health is very important in promoting a good learning environment. If your student has health concerns that may impact their classroom experience (i.e. hearing/vision impairment, food allergies, asthma, diabetes, etc. ...) please let the school know in advance so appropriate plans can be made.

Health Records: Saints Peter and Paul Catholic School complies with State of Illinois school health requirements as defined in the Illinois School Code. Every preschool student must have a Certificate of Child Health Examination, due by August 1st of the school year. This is the only acceptable documentation of the physical examination

*-Parents need to complete the heading (name address, etc.) and complete and sign the **Health History** section of the form.*

-The physician, nurse practitioner, or physician's assistant must complete and sign the To Be Completed By MD/ NP/PA section of the form. The lead screening and diabetes risk assessment screening sections must be completed. The immunization section of the form must be completed (in the month, date, year format) and the dates verified by the health professional's signature. Haemophilus and pneumococcal immunization series are required for preschool students.

- Please keep a copy for your home records.

- Missing or incomplete health records will result in your student being excluded from school.

Vision and Hearing Screening: Vision and hearing screening is an annual requirement in preschool. The screening will be done here at school by the technicians from the McHenry County Department of Health.

Medication: If your child needs to keep any medication (prescription or over the counter) they must have an Authorization for Medication Administration at School Form completed. The form is two-sided, one side for the parents to complete and one side for the physician to complete. The form is available at the school web-site or in the office.

Food Allergies: If your child has food allergies, please contact the school nurse and make your classroom teacher aware. A food allergy plan can be written based on your child’s needs. This must be done at registration or as soon as you become aware this condition.

Illness: Please note, a child who is sick or has been injured cannot remain at school. Parents must make arrangements to pick up the child. Please have a predetermined plan in the event you need to pick up a child. Preschool students can expect a few sick days since for many students it is their first exposure to a larger group. Students must be symptom and fever free for at least 24 hours, *without medication*, before returning to school.

**ILLNESS**

**PRESCHOOL EXCLUSION GUIDELINES**

Generally, if any of the following conditions apply, exclusion from school should be considered:

- If the student does not feel well enough to participate in usual activities
- If the student requires more care than school personnel are able to provide
- If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider or local health department

ILLNESS OR SYMPTOM	EXCLUSION REQUIRED
<b>Chicken Pox</b>	<b>Yes</b> , until all blisters have dried and crusted and no fever is present
<b>Conjunctivitis</b> (pinkeye-pink color of eye with yellow/green discharge)	<b>Yes</b> , until after treatment is started. If your health care provider decides not to treat your child a note is needed authorizing return.
<b>Fever</b>	<b>Yes</b> , until student is fever free without medication for 24 hours
<b>Head Lice</b>	<b>Yes</b> , until the students is nit free
<b>Impetigo</b>	<b>Yes</b> , until 24 hours after treatment is started

<b>Pertusis</b> (whooping cough)	<b>Yes</b> , until 5 days of appropriate antibiotic therapy is completed or past infectious period
<b>Rash</b> - of unknown origin	<b>Yes</b> , until rash is resolved or medical clearance is given
<b>Ringworm</b>	<b>Yes</b> , until antifungal treatment is started
<b>Strep Throat</b>	<b>Yes</b> , until 24 hours after antibiotic treatment is started
<b>Staph or Strep skin infection</b> (inc. MRSA)	<b>Yes</b> , until 48 hours of antibiotic treatment, lower lesions, exclude from sports
<b>Vomiting</b>	<b>Yes</b> , until 48 hours after the last episode of vomiting

### **KINDERGARTEN READINESS GOALS**

1. To have knowledge of God and to develop prayer skills
2. To have an openness for learning
3. To be able to give first and last names on request
4. To be able to recognize his/her name in print
5. To be able to tell age
6. To be able to count and recognize numbers to 10
7. To be able to recognize most upper and lower case letters of the alphabet
8. To know four basic shapes—circle, square, rectangle, triangle
9. To be able to recognize nine basic colors—red, yellow, blue, green, orange, purple, black, white, brown
10. To be able to use scissors correctly and to cut on a line
11. To be able to repeat a nursery rhyme, finger play and/or song
12. To listen to a story quietly for 5 to 7 minutes
13. To be able to share and/or take turns
14. To take care of personal needs, and take off and put on clothing items (coats, jackets, etc.).
15. To classify by color and shape

16. To be able to communicate verbally
17. To be able to listen and appreciate music
18. To be able to jump, hop, run, walk and go backwards and forwards
19. To participate in group games
20. To show respect for other people and things
21. To follow simple directions
22. To be able to print first name

### **MEDICATION**

Do not send aspirin, Tylenol, cough syrup, or any substance containing an active ingredient to school for your child.

We cannot administer any over-the-counter medications without a written statement from your physician.

Any antibiotics or other medicines must be given only as prescribed by your doctor, and a special medication form must be filled out in order for this to be done.

The school nurse administers medicines; all medication must be kept locked in the office medicine cabinet. The school nurse is available from 8:00 am until 2:30 pm.

If medications have been prescribed for your child, do not send him/her to school until he/she has been on the medication for a full 24 hours.

In the case of a prescription medication:

- It must be the original container.
- It must have the prescription label.
- It must have the doctor's and child's names.
- It must have a current date and expiration date.
- A calibrated spoon, if appropriate, must accompany it.
- A medication authorization form must be filled out completely.

### **NAP & REST TIME**

Nap time runs approximately one hour. Some children are developmentally past the need for a nap. After 30 minutes of quiet rest time, children may participate in quiet activities.

Rest mats are available for purchase in the school office. A small pillow and blanket are highly recommended. A child may also bring one stuffed animal or soft toy that she/he normally takes to bed. These items should be marked with the child's name.

### **PARENT INVOLVEMENT/VOLUNTEERISM**

Volunteering is not required with our preschool program, but parent involvement and volunteerism is encouraged at SS Peter & Paul Catholic School. Once classes are settled into a routine for the school year, parents are welcome to volunteer in the classrooms and for all school activities. If you would like to volunteer, or if you have a special skill, talent, or interest that you are willing to share, please let your child's teacher know.

Any person entering the building must sign in at the office before going to the classrooms (no matter how short or long the time). All visitors (including parents) must wear visitor nametags while in the building.

Volunteers coming into contact with children must meet the diocesan requirements for volunteers including completion of the Protecting God's Children program (online), signing the Mandated Reporter form, Sexual Misconduct form, and Pastoral Conduct form. These requirements must be met before volunteerism can begin.

### **PARTIES, BIRTHDAY**

Celebration is important. Classroom parties should be planned in accordance to classroom guidelines. Food items are prohibited. You may bring other items such as stickers, pencils, bubbles, etc.

Invitations for home parties will not be distributed at school unless the whole class is invited.

### **RIGHT TO AMEND**

The Principal retains the right to amend the handbook for just cause. Parents will be notified in writing if changes are made.

### **SAMPLE DAILY SCHEDULE**

6:30 am-7:45 am: optional before care

8:00 am-11:00 am: class time: circle time, inside/outside learning centers and snack

11:00-2:20 pm: optional extended day includes lunch, nap or rest time, and choice time.

2:25 pm-6:00 pm: optional after care

### **SEPARATION ANXIETY**

Changes, such as beginning school, camp, swimming lessons, etc., can trigger separation anxiety. Although infrequent, if your child demonstrates anxiety by crying, clinging onto a parent, etc., our staff will assist you through the anxiety.

If you anticipate that your child might experience anxiety on the first day of school you might consider coming to school before the first day and walk your child around the building, the classroom, the playground and church campus. Familiarity with surroundings helps minimize anxiety.

Once you drop your child off in the care of the teacher, you need to leave without looking back (including hiding and peeking) or coming back to your child (unless a school staff member calls for your assistance). Experience has taught us that if a parent stays around, and the child is aware of the parent’s presence, the child continues to get “worked up.” In such cases the parent will be called and be given an update on their child’s disposition.

**TEACHER-PARENT CONFERENCES**

Following the school calendar formal conferences are scheduled usually in November. Parents may request a teacher conference anytime during the school year.

**TOYS**

No toys from home should be brought to school unless for a birthday, show and tell, or theme related to class activities. The school does not assume responsibility for toys or other items brought from home. When in doubt ask your child’s teacher. Please label all items brought into school.

At SS Peter & Paul Catholic School we realize that children play games like police, war, or space age warfare. However, the school’s policy is that such games not be part of the school experience. At SS Peter & Paul Catholic School toy weapons of any sort are not allowed at school. The preschool teachers reserve the right to determine appropriateness of toys.

**TUITION FOR PRESCHOOL**

<b>2 Year Old SSPP Preschool Price List</b>		
1 day	\$55/mo	9:00am – 11:00am

<b>3 and 4 Year Old SSPP Preschool Price List</b>		
Number of days	8:00am – 11:00am	8:00am – 2:00pm
2	\$150/mo	\$195/mo
3	\$190/mo	\$215/mo
4	\$230/mo	\$285/mo
5	\$255/mo	\$355/mo

# SS. Peter & Paul Catholic School

## BE PART OF IT

### PARENTAL SIGNED PRESCHOOL HANDBOOK AGREEMENT

We have read and agree to be governed by the preschool handbook and by the school handbook as posted on the school website at [www.peterpaulschoolcary.org](http://www.peterpaulschoolcary.org)

Mother's Signature: \_\_\_\_\_

Mother's Printed Name: \_\_\_\_\_

Father's Signature: \_\_\_\_\_

Father's Printed Name: \_\_\_\_\_

Student's Name (printed): \_\_\_\_\_

Student's Name (printed): \_\_\_\_\_

Student's Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_