



2020-2021

St. Peter Preschool Handbook

2500 Maine Quincy, IL

223-1120

www.stpeterschool.com

Mission Statement:

St. Peter School provides a quality education built on Catholic values and teachings.



ST. PETER SCHOOL OFFICE..... 223-1120

Fax..... 223-1173

Mrs. Cindy Venvertloh, Principal (c.venvertloh@cospq.org)
Mrs. Sara Bradfield, Administrative Assistant (s.bradfield@cospq.org)
Mrs. Roberta Hutson, School Secretary (r.hutson@cospq.org)
Mrs. Chris Reichert, Curriculum Coordinator (c.reichert@cospq.org)

PRESCHOOL TEACHERS & AIDES

Mrs. Kristin George, 3 year old teacher (k.george@cospq.org)
Mrs. Betty Niekamp, 3 yr old teacher aide
Ms. Carmen Griffith, 4 year old teacher (c.griffith@cospq.org)
Mrs. Mary Lavery, 4 yr old teacher aide
Mr. Ryan Shinn, PE teacher (r.shinn@cospq.org)
Mrs. Sara Reeder, Music Teacher (s.reeder@cospq.org)

ST. PETER BEFORE AND AFTER SCHOOL DAYCARE

Mrs. Loretta Goehl (779-1429), Director

ST. PETER PARISH OFFICE.....222-3155

Msgr. Leo Enlow, Pastor (l.enlow@cospq.org)
Carolyn Tipton, Parish Secretary (c.tipton@cospq.org)

* If at any time one of the above numbers and another party answers do **NOT** become alarmed. This simply means the person you are calling is busy or away from the phone and another party is taking messages for them.

The *St. Peter School Parent/Student Handbook* can be reviewed online at www.stpeterschool.com
Changes made from last year's handbook appear as highlighted when viewing online.

*St. Peter*Preschool

PARENT HANDBOOK

(Please keep this handbook in a safe and handy place to use as a reference throughout the year. It will answer many of your questions.)

Mission Statement

ST. PETER SCHOOL PROVIDES A QUALITY EDUCATION BUILT ON CATHOLIC VALUES AND TEACHINGS.

The mission of St. Peter School is to assist parents in their role as the primary educators of their children by providing quality education rooted in Catholic values and teachings. Through the programs offered, St. Peter Faculty and Staff strive to challenge each student to reach full potential through spiritual, moral, intellectual, social and physical development so that he/she may become an intelligent, compassionate person who incorporates Catholic Christian values into everyday living.

St. Peter School is happy to offer programming specifically designed to help meet the social, emotional, physical, intellectual and spiritual needs of the preschool age child. A hands-on approach to a wide range of activities encourages the preschool child to explore, create, experiment and learn the skills and concepts appropriate to their development level in preparation for kindergarten.

Administration

The Pastor is the chief administrator of the school and parish. In addition, he is responsible for the maintenance of an effective religious education program for the school. The immediate direction of the school and its instructional program is delegated to the principal. To assure effective communication between the school and home, the correct line of communication to be followed is Teacher- Principal-Pastor.

Admissions

During the enrollment/registration period the following registration policy will be followed:

St. Peter Preschool Priority Registration Policy

1. Those who are participating St. Peter parish members with a returning sibling in grades K-8 in St. Peter School.
2. Those who are participating St. Peter parish members and are new to our school.
3. Those who are not participating St. Peter parish members with a returning sibling in grades K-8 in St. Peter School.
4. Those who are not participating parish members and without siblings in St. Peter School.

***Priority ranking does not guarantee you an a.m. or a p.m. spot for preschool.**

****FYI for 3 year olds:** It is very important to turn in the enrollment/registration paper as soon as possible for the upcoming 4 yr old school year to ensure preference/acceptance over the a.m. and p.m. classes. (Enrollment night generally takes place in February.) In addition to following the registration policy the registration forms are date and time stamped to assist in placement for the upcoming preschool year.

After the registration period, enrollment/registration will be open to other interested families of the community.

In accordance with the Diocese of Springfield in Illinois St. Peter School admits students of any race, color, sex, or national and ethnic origin to all rights, privileges, programs, and activities generally available to students. Appropriateness of educational programs and/or the availability of space may be legitimate factors affecting admissions.

Age Requirements for Admission

Children eligible to attend are those who have turned 3 or 4 by September 1 for each respective program. Children must be toilet trained for acceptance. (Toilet trained refers to being able to use the bathroom without assistance.)

Schedule and Fees:

Three Year Olds - 3 Day Program

Maximum capacity: 16 students per a.m./p.m. class

Tuesday, Wednesday, Thursday

8:05-10:45 a.m. or 11:45-2:25

\$150 due at time of enrollment/registration; (\$100 enrollment + \$10 online forms + \$40 supply fee)

\$400 due on the last weekday in June. Remaining \$400 due on the last weekday in

November

Total tuition/fees for the school year = \$800 + \$150 + \$20 FACTS fee = \$970

Four Year Olds - 5 Day Program

Maximum capacity: 18 students per a.m./p.m. class

Monday, Tuesday, Wednesday, Thursday & Friday

8:05-10:45 a.m. or 11:45-2:25 p.m.

\$195 due at time of enrollment/registration (\$130 enrollment fee + \$10 online forms +

\$55 supply fee)

\$520 due the last weekday in June

Remaining \$520 due on the last weekday in November.

Total Tuition/fees for the school year = \$1040 + \$195 + \$20 FACTS fee = \$1255

Due to our integration with FACTS, our new tuition management system, there is now a \$20 per family fee to use FACTS for payment processing. If your preschool tuition for the upcoming school year is paid in full by the last weekday in June, that fee will be waived.

Program Fees are based per child and are not a part of the school K-8 tuition pricing/package or family break.

Enrollment fees and supply fee are non-refundable. (Payments can be made in two installments.)

Morning Session: The doors open at 7:50 a.m. for the students to enter the classroom for the morning classes. Anyone who needs to bring a student before this time may sign up for the *Before School Program*.

Afternoon Session: If your child is attending the afternoon session of preschool and you need a place for your child after school you may sign him/her up for the *After School Program*. There is an additional fee for this service.

Program fees are based per child and are not a part of the school K-8 tuition pricing/package or family break.

If enrollment fee and the supply fee are not received at the time of enrollment the child is not considered enrolled in the program. Any questions regarding tuition should be directed to Mrs. Carolyn Tipton, parish secretary, (222-3155) or Mrs. Cindy Venvertloh (223-1120).

The supply fee pays for anything used for the children. It includes cups, napkins, glue, construction paper, watercolors, tempera paint, crayons, scissors, markers, stickers, craft materials, paper, ink, school bags, etc.

A school bag will be provided by the school to be taken between home and school. Parents do not need to purchase backpacks for their child. We ask at the close of the school year that the school book bag be returned. If the bag is in poor condition, we ask families to pay a \$10 damage fee.

Agreement to Abide by the Handbook

The St. Peter Preschool Handbook contains the policies and procedures which pertain directly to the students and parents of St. Peter Preschool and are in conformity with the Diocese of Springfield. The handbook is updated yearly and you will be informed of any changes from one year to the next.

Since support to the entire educational process of St. Peter Preschool is essential for the success of the students, students and parents need to be familiar with and follow the policies and procedures. Therefore, all parents are asked to sign a statement to show that they have read the handbook and agree to follow the preschool's policies and procedures. This form to sign will be handed out with the handbook and the packet at orientation. It should be signed and returned the first day of the school year, and will be kept on file for the duration of the school year.

Asbestos Management Plan

St. Peter School has an Asbestos Management Plan, which is on file in the school office and is available for inspection during normal business hours.

The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The school and the state have accepted recommendations in the plan.



Birthdays

Parents are welcome to send a treat on your child's birthday. Your treat may be one to be eaten at snack time and/or something for the children to take home. All treats must be prepackaged from a store due to food allergies. Homemade treats cannot be distributed- **no cake or cupcakes please!!!**

If you are having a party (outside of school) and would like party invitations distributed in the classroom, we will be glad to do so with the understanding that there will be an invitation for each child in your child's session.

3's only - $\frac{1}{2}$ birthdays will be celebrated.

4's only - For any child with a summer birthday, we will celebrate on a day at the end of the school year designated for all of those with a summer birthday.

Bloodborne Pathogens Control Plan

In conformity with the Diocese of Springfield policy and O.S.H.A. regulations St. Peter School has on file a "Bloodborne Pathogens Control Plan" which is available for inspection during school office hours.

Calendar



St. Peter Preschool has its own calendar but will follow St. Peter Grade School calendar as close as possible (holidays, educational conferences, snow days, etc.). The calendar appears on the back page of this handbook.

Notes will be sent home with your child of any calendar changes or make-ups.

Cancellations Due to Weather

If it is announced on TV and radio stations that Quincy Parochial Schools are closed due to weather that includes the Preschool. You will also receive a phone call/text to let you know there is no school. This is a part of our RenWeb/ParentsWeb system.



Clothing

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable, play clothes. Girls should wear shorts under their dresses or skirts. Sandals, flip-flops, backless shoes (including Crocs), and high heeled shoes are not to be worn to school for safety reasons. (No boots on gym days.) Cover-ups will be provided for art activities. Please put your child's name on all jackets, gloves, boots, hats, etc. The children will be taken outdoors daily, weather permitting, and should be dressed accordingly

Communication

Communication between home and school is very important for student success. A weekly newsletter (SPS Weekly UPDATE) to keep parents informed of school news will be posted on RenWeb on Friday or the last day of the school week. If you do not have access to internet and do not have an email address you will need to contact us so that a paper copy can be sent home with your child. This "WSPS Weekly UPDATE" can also be obtained from our school website (www.stpetersschool.com).

Teachers communicate with parents through notes, newsletters, phone calls and email through RenWeb.

Parents are encouraged to communicate their ideas and concerns. Concerns regarding a child's progress, homework, or a classroom situation should always be discussed with the child's teacher first. If you need to speak with a teacher **call ahead for an appointment** (223-1120) so that you will know when the teacher will be available. Teachers have many meetings and scheduled appointments after school and cannot always be available on a "walk in" basis. We stress that the time before school in the morning is set aside for teachers to prepare for their day and is ***not an appropriate time*** for a parent conference unless previous arrangements have been made with the teacher. When children are arriving or leaving for the day the teacher's focus is on the children and should not be distracted away from them. If it is necessary to get a message to one of the teachers in the morning, please call or drop by the office and the message will be delivered. Please try to contact the teacher at school as they each have families and many activities once they arrive home in the evening

Concerns or unanswered questions, which the teacher cannot answer, should be taken to the principal. If a concern is still not resolved, the pastor may be contacted.

Drop Off & Dismissal (During Non Pandemic Times)

Parking is available on the front parking lot if you are walking your child to the preschool classroom for the four year olds. Those attending the three-year-old program may park in the lower lot by the cafeteria (basement of the Church) and walk their child into the cafeteria to their classroom. (Refer to the *SPS Reopening Schools Plan* for drop off and dismissal procedures.)

If your child is unable to attend Preschool that day please call the school office (223-1120). If we do not hear from an adult that the child will not be attending, a phone call will be made to you. When picking up your child please be prompt.

Pick-up/Permission

For the safety of our children we keep on file a list of the people who have permission to pick up your child. This list would include parents' names and any other people who may pick up your child at some time. We are not allowed to release your child to anyone not in your file. All records are confidential and remain in your child's file.

Discipline Procedure

We use a positive approach to discipline which includes talking to the child about the choices he/she has made and what would have been a more appropriate choice. If needed (ongoing inappropriate choices) a child may have a "time-out" and will sit a few minutes away from the other children. If your child is having an on-going difficulty, you will be notified. We reserve the right to dismiss from our enrollment, if after a reasonable time, the child cannot function within the program or we cannot meet the needs of the child.

Evaluations

Portfolios of your child's progress will be maintained throughout the school year. The portfolio will illustrate your child's ongoing progress and performance as outlined in the preschool objectives. Parent/Teacher conferences will be held in the fall for 3 yr. olds and winter for 4 yr. olds. By no means should you feel that these are the only times you may talk with the teacher about your child's progress.

Field Trips - Four Year Olds ONLY (The three year olds will not be taking field trips.)

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. We will ask for parents to volunteer to drive us and will notify you in advance of these trips. Drivers will need to provide proof of automobile insurance and will need to have completed the Protecting God's Children program. A field trip permission form will be sent home prior to the trip.

Four year olds need to be in child restraint seats when taking a field trip. Field trips will not be taken during pandemic periods of the school year.

Medical Requirements - Please refer to the SPS Reopening Schools Document

State regulations require each child to have a physical examination record signed by the physician prior to admission to preschool. This should be within one year of entrance to preschool. All immunizations must be up to date as well as a proof of a lead screening.

We are not allowed to administer medicine of any kind.



For the protection of all children your child should be kept at home if they show any of the following symptoms:

- an elevated temperature
- a rash
- heavy nasal discharge or discharge of the eyes or ears
- redness or inflammation of eyes
- diarrhea or vomiting
- deep cough
- any other contagious symptoms

Your child should be free from any of the above symptoms for 24 hours before returning to preschool.

If your child develops a contagious disease he/she should be kept at home and

the condition reported to the teacher. Please remember, if you're not happy with your child being sick, other parents won't be happy having their child exposed.

If a child becomes ill during the session, he/she will be taken to the school office until the parents arrive to take the child home. In the event of a medical emergency or of an accident, the parents will be contacted. If it is impossible to reach a parent in the event of an emergency the administration of the school will decide if medical emergency transportation is necessary.

Non-Custodial Parents

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parental Approval Form

At the beginning of the school year parents or guardians will be asked to fill out a form allowing approval or disapproval of their child(ren) to be photographed for media purposes.

Consent will allow child(ren) to be interviewed, photographed, videotaped, or placed on our school website in respect to news stories or instructional/informational projects and programs.

Parents (only during non-pandemic times)

It is the policy of the preschool to ask for a volunteer parent-helper in each of our sessions. We believe parents have a better understanding of the program and are able to reinforce our curriculum at home as a result of their spending time with us. Parents are able to observe their child, our curriculum and our methods of teaching. We encourage you to participate as much as possible. For those of you who are unable to work in the classroom there are many other opportunities to help such as cutting out things at home, providing for special classroom needs, driving for field trips, etc. All volunteers must have completed Protecting God's Children.

We welcome mothers and fathers on field trips, during class or when you may wish to come in and share your "talents" with us. Together we can make their first years a positive, successful and wonderful experience.

Parties/Holidays

While we realize that parents are an important asset to our parties, holidays and class help during these pandemic times we are restricting the number of visitors to the

classroom and our building. During normal times we will have parties at preschool for Halloween, Christmas, Valentine's Day and Easter. The teacher will inform parents in a note of the date. Room mothers will help coordinate parties. Parent volunteers are asked to sign up to prepare games/activities, bring snack and drink, cups, plates, napkins and to coordinate and participate in the party.

Principal's Right to Amend the Handbook

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes that are made.

Protecting God's Children

Diocesan Policy requires all persons employed or volunteering to have attended a session/training of Protecting God's Children. This is a three-hour workshop to help us keep our children safe. You will learn about appropriate physical contact with a child and learn what to be aware of as inappropriate behaviors. All parents will need to attend a Protecting God's Children session. Please watch the parish bulletin for sessions being held.

School Accident Insurance

A plan for insurance coverage is offered to each family for each of their school age children. This is optional. Information is available at orientation and/or Taking Care of Business Day.

Snack



Each child is to bring their own individual, healthy snack, daily, For example - popcorn, crackers , cheese stick , fruit, dry cereal, or pretzels. We suggest nutritious snacks. NO CANDY. The preschool will provide juice, water, or milk for each session.

Spiritual

Our preschool admits all children regardless of color, nationality or religious background. We seek to provide a faith based preschool program to meet the spiritual, social and physical needs of the whole child. We strive to provide an atmosphere of love, concern, support and acceptance while developing a good self- concept. We want to instill in the child an attitude that learning is fun.



We strive to help the children develop an awareness of God in his/her life, to hear the teachings of Jesus, to know He loves us and that we want to give our love to Him and to each other.

Toys

Please see that your child does not bring toys to preschool. We have a shelf/basket for your child to keep his/her school bag in the classroom. If your child is coming or going to daycare or needs additional things for after preschool, they may bring a separate book bag to be kept on the coat hooks in the hallways.

**St. Peter School
3 and 4 yr. Old Preschool
2020-2021 School Calendar**

Thursday, Aug. 12	3 and 4 yr old Preschool Orientation (<u>one parent only</u>) from 6:00 p.m. - 7:00 p.m. PS3 meet in the cafeteria; PS4 meet in the gym.
Tuesday, August 18	3yr old Preschool begins - first part of alphabet attend 3yr old a.m. - last names from A-N ; 3yr old p.m. - last names from A-H 4yr old Preschool - $\frac{1}{2}$ attend 4yr old a.m. - last names from A-N , 4yr old p.m. - last names from A-K
Wednesday, August 19	3yr old Preschool (second $\frac{1}{2}$ alphabet attend) 3yr old a.m. - last names from O-Z ; 3yr old p.m. - last names from I-Z 4yr old Preschool (second $\frac{1}{2}$ alphabet attend) 4yr old a.m. - last names from O-Z , 4yr old p.m. - last names from L-Z).
Thursday, August 20	3yr old Preschool - all attend 4yr old Preschool - all attend
Monday, September 7	NO SCHOOL - Labor Day
Friday, October 9	NO SCHOOL
Monday, October 12 Thursday, October 29	School is in Session No 3 yr old Preschool Classes Scheduled 3 yr old Preschool Conferences throughout the day. 4yr old classes have regular session for both AM & PM. (4yr old conferences take place in January.)
Friday, October 30	No School
Wednesday, November 25 Thursday, November 26 Friday, November 27	NO SCHOOL - Thanksgiving Break Thanksgiving Day - NO SCHOOL Thanksgiving Vacation continues - NO SCHOOL
Monday, Dec. 21 - Jan. 1	Christmas Break
Monday, January 4 Monday, January 18 Monday, Jan. 18-Jan. 22 January 31 - February 6	School Resumes NO SCHOOL - Martin Luther King Birthday 4yr old Preschool Conferences Catholic Schools Week
Friday, February 12 Monday, February 15	NO 4 afternoon preschool; AM classes only NO SCHOOL - President's Day
March 29-April 5	Spring Break/Easter
Friday, April 23	NO PRESCHOOL CLASSES (Grandparent/Special Person's Day for K-8
Thursday, May 20	Last Day for 3 and 4-year-old Preschool for St. Peter