

ST. CHRISTOPHER'S PRESCHOOL



PARENT HANDBOOK

February 2011

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Accepting Children
18 month – 5 years old
Tuesday/Wednesday/Thursday
8:45 A.M. – 2:15 P.M.

Visit our church website with a link to the preschool at:
www.stchris-online.com

fFacebook page: St. Christopher's Preschool-Killeen, TX

WELCOME

We welcome your child and your family to St. Christopher's Preschool and hope the learning experience here will be a happy, wholesome one. We will strive to give your child the loving care and guidance that children need in their formative years. As parents, you are encouraged to visit us, ask questions and make suggestions. The best assurance for the success of your child's educational experience is the close cooperation and understanding of parents and our staff.

The weekday program has been planned for 18 month through 5-year-old children with the goal of helping them in their intellectual, emotional, social, physical and spiritual development. This handbook has been prepared so you may know our policies and better understand the program as we work together to help your child through a successful year in our weekday Christian education program. St. Christopher's Preschool will not exclude children due to race, color, nationality, ethnic or religious origin.

CAMPUS DESCRIPTION

St. Christopher's Preschool is located in the education wing of St. Christopher's Episcopal Church. The property is on 5 acres of beautiful land and has many trees. The atmosphere for learning while taking a nature walk is excellent. A labyrinth is adjacent to the main parking lot and is often incorporated into the curriculum. A playground provides a safe environment for the children to play and exercise.

PRESCHOOL BOARD

The preschool is run by a governing Preschool Board of Directors. Fr. Paul Moore, Rector of St. Christopher's Episcopal Church is the head of the Preschool. The board consists of retired military, retired teachers, current teachers and a parent representative. All financial decisions go through our board first. The preschool board meets quarterly and the meetings are open to anyone interested.

St. Christopher's Preschool is a stand-alone non-profit organization.

SCHOOL CALENDAR

St. Christopher's Preschool offers classes **three days a week, Tuesday, Wednesday and Thursday**. Our school day begins at **8:45 A.M. and ends at 2:15 P.M.** On Monday, August 29th, we will have our "Meet the Teacher" from 10:30 A.M. until 12:00 noon. Preschool classes will start on Tuesday, August 30th. We will close during the week of Thanksgiving, and observe the KISD calendar for Christmas and Spring Break and any other holidays KISD may observe. Unlike KISD, **we do not observe early release days**, our school will let out at the regular time. On days KISD closes due to inclement weather, we will also close. If school delays two hours, we will begin class at 10:30 A.M. Pick up time remains 2:15 P.M. You may watch the local news channels for this information. You may also check your email and face book as we will try to send out information for various events. Tuition remains the same for all months, regardless of how many days are in the month or how many days your child is present.

FEES

Our preschool is a non-profit, stand-alone organization and operates on funds provided by registration fees and monthly tuition. All fees are used to provide salaries, continuing education for teachers, equipment, supplies and snacks. Tuition is due on the first of the month.

A **late fee of \$10.00** will be charged after the 10th of the month.

A **fee of \$30.00** will be charged for any checks returned with **non-sufficient funds (NSF)**. We accept personal checks, cash or money orders made payable to St. Christopher's Preschool.

If your bank offers automatic drafts we accept that as well. Please put your child's name on the memo line of your check. Your monthly tuition payment holds your child's position in our program.

FEES ARE AS FOLLOWS:

REGISTRATION FEE: **\$75.00**

(This is a non-refundable fee charged at time of registration)

TUITION FEE: **\$260.00 per month**
\$225.00 each add'l child

SUPPLY FEE: **\$40.00 (two times a year)**
(This fee is to be paid in August and February)

ENROLLMENT PROCEDURES

To enroll at St. Christopher's Preschool:

- ❖ A non-refundable registration fee required
- ❖ A copy of up-to-date immunizations as required by the State of Texas
- ❖ Annual student health form completed and signed by a physician
- ❖ Parent handbook form signed and returned
- ❖ All children 4 years or older screened for vision and hearing

If we have not received a copy of current shot records or a health form signed by a physician within **one** month of child's first day of school, you will be asked to remove your child from our program! These documents are required by the State of Texas and will diminish our high quality state inspection ratings.

There is no cost to add your child to our waiting list.

CURRICULUM

St. Christopher's Preschool uses the Christian based "Wee Learn" curriculum. This curriculum is designed for weekday education and provides a wealth of Christian based ideas and activities. Activities provided by the teachers are AGE appropriate, not necessarily academically appropriate. Our teachers post their unit plan sheets in their room so that you are always able to see what the classroom is working on. This curriculum is also available in our office for your viewing. Our class ratio is 12 to 2 in the 2, 3 and 4 year old classes, 8 to 2 in our 18 -24 month old class and 14 to 2 in our Pre-K classroom. Enrichment activities are part of our curriculum and include computers, science, music and math.

SOME OF THE ACADEMIC AREAS TAUGHT DURING THE YEAR ARE:

(Age appropriate academics such as letter/number recognition, colors/shapes, writing skills, recognizing and learning about the calendar, days of the week, months and the Pledge of Allegiance)

MONTHLY THEMES:

- August Starting School, Manners (Please & Thank You)
Colors and Numbers
- September Learning About Myself, I Make Friends at Preschool
Apples
- October My Family Works In Many Ways, My Community
Has Helpers, Helping In My Community
- November My Family Enjoys Fall, I Can Discover Autumn,
Taking Time to Be Thankful
- December My Family Enjoys Christmas, I Have My Favorite
Toys, Birth of Jesus, Celebrating Christmas
- January We Enjoy Day and Night, I See Changes in the
Weather, Exploring Outer Space
- February I Love My Family – Feelings, Dental Health, I Learn
Through My Senses
- March We Can Experience Springtime, Nighttime Can Be
Fun, Farm and Zoo Animals, Easter
- April We Can Grow a Garden, Pets Need Care, Discovering
Insects and Spiders, Dinosaurs,
- May We Thank God for Plants, I Travel With My Family,
I Can Discover Summer, Moving Around in My
World, Transportation, Using Tools and Machines,
May Flowers

ARRIVALS AND DEPARTURES

Our staff will begin receiving children **NO EARLIER** than **8:45 A.M.** (If there is a need to drop your child off early, you must make arrangements with your child's teacher.) When you take your child to the classroom, please sign your child in on the sign-in sheet provided. Please include phone numbers and names of person who might be picking your child up from school. Persons off of your emergency contact list who will be picking up your child will need to have a photo ID available to show in the front office. A copy of the photo ID will be made at time of pick up and placed in your child's file. When picking your child up early, you **must** check in at the front office before going to the classroom. Please let your child's teacher know in the morning if you plan to pick your child up early.

CLASS WILL OFFICIALLY END AT 2:15 P.M.

A LATE FEE of \$1.00 a minute will be imposed after 2:20 P.M.

Unless prior written arrangements have been made with the Director/Teacher, only parents or parent designees may pick up a child. For your child's safety, release designees will be required to show identification. If phone numbers or emergency contacts change, please notify the office so that the information can be updated in your child's records.

As a courtesy to you and in order to make sure that your child is safe, we will call your home number on days that your child is absent. Please contact the office if your child will be out of town or is sick.

Our office phone number is 526-8380.

***Please enter our number into your cell phone in case you run late
or in the event of an emergency.***

SAFETY

While at St. Christopher's Preschool your child is under constant supervision. However, minor injuries may occur during play. When this happens, the staff will perform the necessary first aid and fill out an Accident/Incident form for you to read and sign. We will notify you immediately if your child sustains serious injury and/or becomes ill. All of our teachers and aides are first aid and CPR certified.

Medication (if needed) may be dispensed by the Director of the Preschool. Parents must sign an authorization form giving permission to dispense the medication. All medication should be in its original container with the child's name, dosage, time to dispense and date brought to the center on the bottle.

Children who have extreme allergies to bee stings, ant bites, and use an Epi-pen will need a letter from the child's doctor on file in the office.

Emergency procedures are in place for fire and tornado drills. We do practice these drills with the children once a month. These drills help to prepare the children and reduce their fears in case of a real emergency. The preschool doors are locked each day at 9:15 A.M. and unlocked at 1:45 P.M. You need to come to the main preschool door and ring the doorbell to access our preschool.

As stated previously, when severe weather occurs, we will follow the Killeen Independent School District's schedule. If KISD closes, we will close; or if KISD delays the school's start times, we will begin school at 10:30 A.M. Please watch the local television stations and listen to the local radio stations for this information. You may also check your email for weather information.

The children will be going outside when weather permits. During extreme hot weather, we ask that you apply sunscreen in the morning before school, as well as send an extra water bottle for your child. During cold weather, please send your child with a coat and hat. Texas weather can change very quickly. It is advisable to keep a light weight jacket or sweater packed in your child's backpack.

PARENT NOTIFICATION

Parents will be notified of events through a monthly newsletter from the teacher and also from the preschool. When there are any changes to policies or procedures the changes will be included in our newsletter or in a letter sent home from the Director. If you are aware of an impending relocation and will be leaving our program, **please try to inform the office at least 30 days in advance.**

SNACKS

St. Christopher's Preschool will provide a healthy snack each day. On your registration card, please clearly mark any special food considerations or allergies, so that we can accommodate your child. If you would like to bring in a special snack for your child's class, please make advance arrangements with the teacher. The snack schedule is located in the office should you like to review it.

CLOTHING

Our educational environment supports learning through a play atmosphere and some activities may be messy. Please dress your children in play clothes. When the children go out to the playground the mulch can get into their shoes and hurt their feet. For this reason, we recommend closed toe shoes. Each child must bring a backpack with an extra change of clothes, including socks and shoes. For children in diapers, please bring only disposable diapers. We will check diapers throughout the day while your child is in our care. We gladly work along with you, as you are potty training your children. For health reasons, we will not wash soiled clothing. Please provide a jacket when weather calls for one, otherwise the children will be unable to go outside to play.

LUNCHES

Please bring lunches with drinks that can be easily opened by your child. We are unable to heat foods for your child; therefore microwaveable foods are not permitted. Please label lunch boxes, sacks and thermoses. Please provide milk, juice or water for your child. **CANDY, CHOCOLATE, SWEETS AND SODAS ARE DISCOURAGED!!** All fresh fruit and vegetables should be cut into small pieces in order for your child to eat them safely. You are encouraged to send in an extra water bottle for them to drink from throughout the day.

**ALL CUPS, LUNCH BOXES, WATER BOTTLES, PACIFIERS, ETC.
MUST BE LABELED WITH CHILD'S FIRST NAME AND LAST INITIAL!**

St. Christopher's Preschool will not be responsible for meeting the nutritional requirements of your child.

BIRTHDAY PARTIES

The most important day of the year in the life of a child is their birthday. If you would like to make this day even more special for them, feel free to bring in a birthday surprise for your child to share with the entire class. Please remember to make any food as healthy as possible. Coordinate the day and time with your child's teacher.

ANIMALS AT SCHOOL

Any time an animal will visit the preschool, parents will be notified in writing. All animals will have documentation of vaccination and a statement of health from a veterinarian on file in the preschool office.

PERSONAL TOYS

We ask that you leave your child's personal toys at home. We cannot be responsible for toys brought to the program. A favorite stuffed animal, blanket, etc. may be brought for rest time only. Please have it packed in your child's backpack if you choose to send such an item.

At times the teachers will tell the children to bring something for "show and tell," your child may bring a special toy or other item (that will fit in their backpack) from home.

REST TIME

Your child will have rest time after lunch. The minimum standards provided by the state of Texas state: "you must provide a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours" (standard code #746.2901), "you must allow each child who is awake after resting or sleeping for one hour to participate in an alternative, quiet activity until the nap/rest time is over for the other children" (standard code #746.2907). Please provide a nap mat for your child to rest on. You may also send in a beach towel or small blanket. A king size pillowcase will fit the nap mat nicely if you choose to cover it. Towels, blankets, pillows, etc., will be sent home for laundering on a regular basis in order to cut down on the spread of germs.

CHAPEL

St. Christopher's Preschool will have Chapel every Thursday at 11:15 A.M. The time consists of prayer, songs and a Bible story. St. Christopher's wants to make Chapel a positive experience for your child so that he/she may continue to learn about worshipping God.

HEALTH

St. Christopher's will try to help control illness and diseases from spreading by enforcing the state standards on exclusion of sick children. This will include:

1. Child's illness prevents him/her from participating in activities including outdoor play.
2. The child has one of the following:
 - a. Oral temperature of 100.4 degrees or greater accompanied by behavior changes and signs of illness.
 - b. Armpit temperature of 99.4 degrees or greater accompanied by behavior changes and signs of illness.
 - c. Ear temperature of 100.4 degree or greater accompanied by behavior changes and signs of illness.
 - d. Symptoms and sign of illness such as wheezing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling and abnormal breathing.
 - e. A health care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate the child is no longer contagious.
3. Communicable diseases as defined by the Texas Department of Health (TDH) in 25TAC 97.7

ILLNESS

Chicken Pox

Pink Eye

Colds

Head Lice

Ring Worm

Impetigo

Ear Infections

Pinworms

Strep Throat

Rubella

CAN RETURN TO SCHOOL

All lesions crusted over

24 hours after a doctor has treated infection— a physician's note is required

No fever

After first (1st) treatment

No restrictions if treated and no fever

After 2 days of therapy

No restrictions if no fever

After treatment

24 hours after initiation of antibiotic and no fever

24 hours after rash and fever are gone

MISSION STATEMENT

St. Christopher's Preschool is an Episcopal school providing a learning environment in the Christian tradition for the spiritual, social, emotional, intellectual and physical development of its students. St. Christopher's Preschool shall serve as an educational arm of St. Christopher's Episcopal Church, Killeen, Texas and be an extension of its outreach program.

PHILOSOPHY

1. **DEVELOP STUDENTS** through a child oriented, age appropriate Christian curriculum
2. **PROVIDE CREATIVE OPPORTUNITIES** through meaningful learning experiences
3. **HAVE POSITIVE INTERACTIONS** with all adults who show kindness with firmness
4. **PROVIDE CONSISTENCY** by establishing a routine for all activities throughout each day
5. **SHARE EXPECTATIONS** so children know what to expect and strive for their personal best
6. **PROMOTE INDEPENDENCE** by letting children do tasks by themselves
7. **EXPECT TASK COMPLETION** by teaching students to finish what they have begun
8. **TEACH RESPONSIBILITY** by giving students age appropriate tasks to do
9. **DEVELOP ART APPRECIATION** through appreciation of their own work
10. **IMPLEMENT COOPERATIVE GROUP WORK** knowing each child has individual needs
11. **MODEL ACTIVE LISTENING** child to adult and child to child
12. **PROVIDE MUTAL RESPECT** child to adult and child to child

STATEMENT OF NONDISCRIMINATION **USED IN ALL PUBLICATIONS**

St. Christopher's Preschool does not discriminate against applicants and students on the basis of race, color, and national or ethnic origins in administration of its educational policies, admission policies, scholarship programs and other school administered programs.

LICENSING INFORMATION

If ever you have a question you would like answered from our licensing agency you may call TDFPS at 501-4225. Their website is www.tdprs.state.tx.us. You can also use the public website, www.txchildcaresearch.org. If you have questions concerning our state minimum standard rules, a copy is available in our office for your review. The latest Licensing Inspection reports are also available in the office.

As a result of House Bill 2086 passed during the 81st Legislature Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 542.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers/preschools. A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under the Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. Certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law and subject to increased penalty