

St. Paul's Preschool



Parent Handbook 2011 – 2012

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Please read the following information:

- ✓ Each year the information in this handbook changes. While you received your Parent Contract Page with your original registration packet we ask that you thoroughly read all of the information contained in this document.
- ✓ If after reading the material you have any questions contact the school office for additional information.

Thank You!

St. Paul's Episcopal Church Preschool Board

"The purpose of the preschool is to offer preschool age children an educational environment and an opportunity outside the home to develop a creative, constructive attitude toward themselves, others, and the world. The preschool shall be open for enrollment to all creed, religion, color, sex, or place of birth."

St. Paul's Preschool is a program of St. Paul's Episcopal Church. The buildings are the property of the Episcopal Bishop of Los Angeles. The Preschool Director is hired by and reports to the Rector of the Parish. The Vestry of the Parish is responsible for all finances and matters concerning buildings and grounds. The Vestry, retaining rights of review and veto, established the Preschool Board for the oversight of the Preschool Program and finances. The Preschool Board is also a venue for reviewing parental concerns and ideas.

HISTORY OF ST. PAUL'S EPISCOPAL CHURCH PRESCHOOL

St. Paul's Preschool was established in 1971 by the church as a community outreach program. Its founding director was, Ida Middleworth. St. Paul's became one of the first preschools in Orange County to be accredited by N.A.E.Y.C. (National Association for the Education of Young Children). The preschool is licensed by the State of California's Community Care Licensing Department as well as the Fire Department. Many changes and improvements continue to take place maintaining the standards of N.A.E.Y.C., E.C.E.R.S. (Early Childhood Environmental Rating Scale). We also maintain accreditation by National Association of Episcopal Schools. (Please see 'Philosophy')

2011 - 2012 BOARD MEMBERS

Tracy Rieth - *Preschool Chair*
Ron Miller - *Treasurer*
Beth Seastrom - *Secretary*
Tim Brown - *Church Vestry Representative*
Pastor Kay Sylvester - *Priest in Charge*
Asleigh Aitken
Jennifer Brynell
Dana Holder
Kelly Huarte
Tracie Scott
Beth Seastrom

MESSAGE FROM THE DIRECTOR

Dear Parents:

Welcome to St. Paul's Preschool. We are very pleased to work with you in the growth and development of your child. The care and nurturing of your child is very important to the staff. Our goals for your child are:

1. That each child is provided opportunities and a voice to construct and negotiate their own knowledge by thoughtfully investigating, exploring and problem solving within large and small group settings. We strive to 'un-time' our scheduling as much as possible to provide for these experiences.
2. That each child is viewed as competent, capable, resourceful and inventive and where each child is respected and held in high regard.
3. To provide an environment that supports and encourages communication, relationships, autonomy and organization thus enabling self help skills. To encourage each child to express their feelings and to become accountable for their actions.
4. To support family values and build relationships where parents are partners within the school setting.
5. To provide a safe, warm, accepting environment in a Christian setting.

A strong emphasis is placed on the family - school relationship. If you have any questions or challenges, please contact us immediately. If your family has any needs with which we can help, please feel free to rely on our staff to act as a resource to direct your family to the best possible services available.

Again, we thank you for choosing St. Paul's as the roots for your child's education.

Joyce Jones, Director, Peggy Bradford, Assistant Director

SCHOOL PHILOSOPHY

The philosophy of St. Paul's Preschool is to provide a warm, safe and nurturing environment for children in a developmentally appropriate program. Our program promotes the child's total development by attention to the following domains: physically (fine and gross motor), socially / emotionally, cognitively/ creatively and spiritually. The experiences that we offer are in an anti-bias, multi-cultural setting.

We are influenced by the social constructivist practice put in place by theorists, Piaget, Vygotsky, Malaguzzi, Erikson, Dewey and Gardner. We continue to be influenced and learn from the Reggio School philosophy from Reggio Emilia, Italy.

We feel that children learn by making choices and by seeing the results of their actions. The most meaningful curriculum is one that actually emerges from the child's interest. Children learn through their play and they are provided with many opportunities for authentic learning, discovery and investigation.

The teacher acts as a researcher and guide listening, observing and provoking the child to aid the child in scaffolding new ideas. The primary goal is to support children to develop the ability to think critically, reason logically and act responsibly.

PROGRAM DESCRIPTIONS

We are a half-day preschool. Our morning session begins at 9:00 a.m. and is over at 11:30 a.m. We also offer an afternoon session which begins at 12:00 and concludes at 2:30 p.m. Children need to be potty trained by the time they attend school in September.

Three year olds (must be 3 by Dec. 4th 2011) are eligible to attend school on Tuesdays and Thursdays. Four year olds (must be 4 by Dec. 4th 2011) attend on Mondays, Wednesdays and Fridays. Children who turn 5 years of age by Dec. 4th 2011 have the option of attending our Pre-Kindergarten program.

In addition St. Paul's offers a Parent and Me Program for children who turn 2 years of age by Dec. 4th 2011. An adult must accompany the child. Class is offered one day per week. Children do not need to be potty trained to participate in this program.

EXTENDED DAY PROGRAMS

St. Paul's Preschool offers two extended day programs. Participation is determined by (1) whether your child attends either the morning or afternoon session and (2) the days they attend school. Specific details for each program are listed in the paragraphs below:

On Mondays, Wednesdays, and Fridays we offer an extended day program for our students enrolled in the afternoon program. The "Sonshine Club" begins at 9:30 - 12:00 before the child's regular afternoon class begins. Space is limited to 10 children each day.

Children enrolled in our morning sessions (Mondays through Fridays) can attend our "Kid's Adventure Club". This program begins immediately following dismissal from class at 11:30 and concludes at 2:00. Space is limited to 20 children per day.

Both the Sonshine Club as well as Kid's Adventure Club meet in the Rainbow Room at the end of the hallway. The cost for both programs is \$15.00 / per day.

General rules for all programs include:

1. You will have the opportunity to sign up approximately every month for your appropriate program. Sign ups are on a first come, first served basis.
2. You will need to prepay for the days you desire.
3. There are limits to the maximum number of times you can use each program.
4. There are no refunds for absences. The school office must be called 24 hours in advance in order to receive a "credit" for a cancellation.
5. Children need to bring their own NUTRITIOUS lunch, which should include a drink. NO PEANUT BUTTER SANDWICHES, COOKIES or other nut products please! (*Please pay close attention to package labels for foods such as granola bars, trail mix, cookies etc.*)
6. More detailed program descriptions will be available the first week of school.

FEES

Our preschool has an annual (not monthly) tuition which we divide into ten equal payments, due September through June. Accordingly, the June tuition is not for the 2-½ weeks of June, but rather for 1/10 of the school year. When you registered your child, you paid one tuition payment along with a registration fee. This tuition has been credited to your June 2011 fee. Therefore, we will be asking you to make your September payment the first week of school. Thank you!

The tuition for the two-day program is \$2,000.00 per year, or \$200.00 per month. Program fees for the three-day program are \$2,800.00 per year, or \$280.00 per month. Fees for the five-day Pre-K programs are \$4,100.00 per year, or \$410.00 per month. A registration fee of \$75.00 is payable upon registration; this fee is non-refundable. The Parent and Me program fees are \$800.00 per year, or \$80.00 per month with a \$45.00 non-refundable registration fee.

If your child is to be withdrawn during the school year, you need to give the Director thirty day's written notice. You will be responsible for the tuition payment through the entire last month that your child attends. **No refunds will be given after APRIL 1ST 2012 AND YOU WILL BE FISCALLY RESPONSIBLE FOR THE TUITION FOR THE REMAINDER OF THE SCHOOL YEAR.** This new policy has been put in place because (1) the likelihood of filling the vacated spot is marginal so late in the school year and (2) we are obligated to meet payroll for our staff for the entire year. Staff salaries are generated solely by your tuition payments. This will be especially important for you to note when planning any early vacation, as you will remain responsible for the month(s) you do not attend.

The tuition should be paid directly to the school office. Checks should be made out to "St. Paul's Preschool." Tuition is due on the first of each month and is delinquent on the 10th. A late fee of \$20.00 will be charged for payments made after the 10th. Failure to pay the late fee will result in your losing your priority registration number for the following school year. Statements are NOT sent out. For your convenience a payment box is located on the Staff Workroom door off the hallway. You may also hand deliver your payment to either the Director or the Preschool Office Manager. Please do not give your check to your child's teacher.

Kid's Adventure Club and the Sonshine Club fees are \$15.00 per day for each day your child attends (Please see Program Description in this handbook for more information).

Refunds will not be available for illness, vacations or holidays that fall on regular school days (please consult the current school year calendar).

REQUIRED REGISTRATION FORMS

Each child must have completed Health Evaluation form on file, filled out by their physician which states that they have been immunized against diphtheria, pertussis, tetanus (D.P.T.), polio, measles, mumps and rubella (M.M.R.), Chicken pox, 3 HEP B and Varicella. Your physician may also recommend a T.B. test. The state also requires the following forms: 1. Identification and Emergency Information; 2. Consent for Medical Treatment; 3. Parent's and Personal Rights; 4. Health History.

These forms need to be returned to school within two weeks of your registering. Your child cannot attend preschool without these forms on file according to California Department of Social Services.

ARRIVALS AND DEPARTURES

As stated above, school hours are from 9:00 - 11:30 for the morning classes; afternoon hours are from 12:00 - 2:30. Please do not bring your child early, as staff is busy preparing for the day's activities. Please be prompt! We want to insure each child has a smooth transition into the school day. Remember, the pattern you set now will follow a child throughout his/ her school career.

WE ASK THAT YOU DO NOT BRING YOUR CELL PHONES ONTO THE GROUNDS! It is extremely important that your child receives a warm send off from you to begin their school day and that you spend time chatting about their day without interruption when you pick them up.

ALL OF OUR GATES ARE ALARMED except the main gate located right outside the school office. **Everyone is required to use the main gates to enter and exit.** We ask that you make sure the main gate is properly latched if you are the last person to use it.

When you arrive, please wait outside the gate until a staff member rings the bell. Sign your child in on the attendance clipboard posted on the outside classroom window. The State of California requires that you sign your child in by using your **FULL NAME** and that your signature is **LEGIBLE**. Be sure that the teacher acknowledges your child's presence before you leave. Plan to be at school a little earlier than the official closing time to pick your child up. Children get anxious when their friends have gone home and no one has come for them. If you find you will be late, please call to notify the school office immediately (832-8201) so that we can assure your child that everything is okay. While we do not have a late fee payment policy, the school board is considering a late fee for those who are chronically late.

No child will be released to a person that is not authorized on your Emergency Information Form; therefore it is crucial to fill this form out completely. Please keep this information accurate. If someone other than yourself or those listed to pick your child up, we must have **WRITTEN** authorization from you in advance. Child Release Forms are available for this purpose from either the office or your classroom teacher.

COMMUNICATIONS

We value keeping our lines of communication open between home and school. In order to keep you informed children have a file box located outside their classroom. We ask that you check your child's file folder (and those of your car pool children) every day. We will keep you posted on school activities and events through newsletters, flyers, order forms which will be placed in this file box. In addition you should have received an Annual School Calendar in you registration packet. This calendar lists all events that request parent participation as well as school closure dates.

This year we continue to maintain and update our web site bi-weekly providing parents with accessible and pertinent information. Using your family e-mail address you will be able to access your classroom news, teacher bios and see photos of the work being conducted in class. In order for us to support our commitment to keep communication current **we urge you to check it weekly for classroom and school activities as well as help wanted items.** You will also be able to check on additional school programs such as chapel, music and science, snack schedules well as newsletters. Please plan on contacting us on our web site, www.stpaulspreschooltustin.org when your child is sick (see reporting absences in "EMERGENCIES AND ILLNESSES").

A directory will be furnished with the names, addresses, phone numbers and e-mails of all the children enrolled. Your information will be **automatically** printed **unless you notify the office** to withhold it **by the first week of school**.

Lastly a Parent Bulletin Board is located in the school hallway. Pertinent information is updated constantly. Lesson plans for chapel; music; motor lab as well as daily snack schedules are posted there. We use signs on the main gate to indicate when tuition is due and when notices or sign up sheets are placed in your child's file folder.

STANDARDS OF BEHAVIOR

We are interested in working with our parents in fostering self-discipline in our students. We want to help our children control their own behavior and to learn the consequences of that behavior. Our preschool is child-centered, which means that it is set up with the child's interests and abilities in mind. This eliminates some of the frustrations of living in an adult world. Another way in which we eliminate frustration and boredom (which generates outbreaks of discipline problems) is by keeping the children active and busy.

There are two main rules that the children must follow at St. Paul's Preschool. The children may not hurt another child or animal; and they may not destroy property. We continually try to help the children handle their differences by talking it over. They often need help in expressing their wants and needs, and our staff is aware of, and is trained in methods to help them communicate those needs. We try to reinforce positive behavior by honest praise, encouragement and by "catching them being good".

Occasionally a child will need to have some time to think about his/her behavior and to receive help in problem solving. Parents will be informed about any serious behavior problems and we will work as a team to help the child toward our goals, which are self-control and a positive self-image.

If in the infrequent event a child continues to have extreme challenges regarding their social behavior the teacher and director will contact the parent and begin a documentation process with the help of a referral service. Again, we will approach this as a team.

EMERGENCIES & ILLNESSES

Our entire staff is certified in both First Aid and C.P.R. The teacher, director or office staff will handle minor injuries sustained during the school day. Soap, water and band-aids will be the extent of first aid given. If your child is hurt while at school, an "ouch report" will be completed by the staff and placed in your child's file folder informing you of what happened (these are for minor injuries, i.e. bumps, cuts etc.)

In case of a serious emergency, the parent will be called immediately. The doctor on your emergency card will be called if we cannot reach you. Your signed emergency consent form will be used only in the event that the parents cannot be reached. We plan to take all emergencies to Western Medical Center in Santa Ana. Paramedics will be called if the occurrence warrants.

We will NOT administer medications at school. This also includes sun screen.

We do have fire and evacuation drills every month during the school year. This will help the child know what to expect in case of an emergency, and to help them respond with a calm(er) demeanor.

If your child is sick we request that you report his/her absence by either phoning the school office or using our web site: www.stpaulspreschooltustin.org

When is a child too sick to attend? Please use the following criteria to determine your child's attendance for school:

- The child does not feel well enough to participate comfortably in the program's activities.
- The staff cannot adequately care for the sick child without compromising the care of the other children.
- The child has any of the following symptoms, until a health provider determines that the child is well enough to attend and that the illness is not contagious:
 - Fever (>99 F axillary or >100 F orally) accompanied by behavior change and other signs or symptoms of illness (i.e. the child looks and act sick).
 - Signs or symptoms of possibly severe illness (e.g. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy).
 - Diarrhea: Changes from the child's usual stool pattern - increased frequency of stools, looser/watery stools, stool runs out of clothing or child can't get to the bathroom in time.

We require that your child be fever free and have not had a vomiting or diarrhea episode for 24 hours before returning to school. For additional illnesses not covered by this policy please contact the school office.

PARENT INVOLVEMENT

We always encourage you, the parent, to become involved in the many aspects of our preschool operation. We require that any time you visit or volunteer you in check in at the school office first and sign in our visitor log. You will then be given an identification badge to wear during your visit. Please be sure to return to the office and sign out when you leave.

It is our desire to include parents in our program on a regular basis. Our main goal is for you to volunteer on a typical day (as opposed to only holidays, birthdays or other special events). We want you to observe your child's involvement and learning throughout the domains mentioned previously (See School Philosophy). Please talk with your classroom teacher for more information.

St. Paul's require that every family volunteer 2 hours of time during the school year.

If you desire additional information please contact your classroom teachers. Listed below are some of our offerings:

1. **Room Parent** ~ This person helps the classroom teacher coordinate class celebrations and contact other parents when needed.
2. **Classroom Volunteers** ~ From time to time your teachers may need assistance in a variety of activities. Those may include, but are not limited to; *art experiences* (color mixing, clay, sewing ... you would receive instructions prior to participating), *cooking, reading* etc. Also *computer* or *photography* skills would be highly desirable. Please contact your teachers directly and let them know your interests.
3. **Woodworking** ~ We need wood pre-cut for our woodworking program. If you have access to a saw please contact your teacher. The school will pay for the raw materials.
4. **Materials** ~ Do you have access to building supplies (nuts, bolts, tile, paint, carpet, sprinklers, computers, cameras, printing etc.) or installation / construction skills
5. **Fall Fundraiser** ~ Every November St. Paul's Preschool hosts a 'non-event' school wide fundraiser. We will be in need of 2 co-chairs to oversee the event plus sub-committee workers who can help with: Publicity, Hospitality, Corporate Sponsors and Visual Arts.
6. **Garden help** ~ Newsletter Editor, Classroom Liaisons and Watering / Weeding help.
7. **Dad's Club** ~ This group meets one Saturday each month for 1 hour. Jobs vary.
8. **Staff Appreciation Breakfast** ~ This event is held in spring. We will be in need of 2 co-chairs plus volunteers to help with Food sign ups, Table settings, Gifts, Set up, Servers and Clean up.
9. **Spring Fling** ~ This is an annual community event for all St. Paul's families and friends. We need 2 co-chairs plus these sub- committee volunteers; Entertainment, Food/Beer, Invitations, Advertising, Facilities Coordinator, Children's Activities and Decorations.
10. **Special Hobbies or Occupations to Share** ~ You may have a profession (Air Traffic Controller, Dentist, Police Officer, Firefighter etc.) that you could share with your child's classroom or with the entire school. Maybe you could share a talent or special hobby with them as well (artist, cooking experience, guest storyteller, horseback rider, cultural celebration or another language).

APPROPRIATE CLOTHING

The best choice for dress at school still is sturdy, inexpensive, washable play clothes. Because we are a developmental preschool, children will be getting messy! Painting, playing with sand and water, clay, flubber and playdough is an active part of the preschooler's day. Tennis shoes are the best choice for footwear. Please do NOT send your child in sandals, boots or shoes with slippery soles. Their safety is our utmost concern. Please refrain from allowing your child to wear barrettes, rings or other jewelry of value as they can get lost while playing and can be very difficult for us to find.

It presents a frustrating dilemma for teachers and children when you insist that your child does not "get dirty" at our center. We are trying to provide a relaxed homelike feeling. The children want to be able to enjoy ALL of the activities including painting and playing in the sand. Teachers do not want to displease parents by allowing the child to get a little dirty or paint stained, but they know the value of those activities.

We provide a "hands - on" active environment. This is how children learn. Sometimes during painting, "hands - on" develops into 'elbows, clothing and feet on'. Children lose the value of an experience if they can't relax and be creative.

MOTOR LAB

We continue to offer our motor lab experience for our M/W/F and Pre-K children (4 and 5 year olds) on Fridays. Each class will have an opportunity to participate in age appropriate and developmentally sound activities based on brain development.

Children must wear non - restricting clothing (no dresses please), sturdy shoes (preferably tennis shoes) and hair needs to be pulled back to allow them a successful experience. Lesson plans are posted on the parent bulletin board, outside the school office as well as on line (See 'Other Activities' on website). We also ask that parents do not allow children to play on this equipment between sessions.

CHAPEL

The children will be going into church each week to share a special "chapel time" with the Priest in Charge, school director or staff member. Our visits include singing chapel songs, hearing a special chapel story or "message," saying a prayer and celebrating children's birthdays. Lesson plans will be posted on our web site as well as the Parent Bulletin Board located right outside the office.

SNACKS

We will be providing a snack for the children each day. Please note that WE ARE A NUT- FREE ENVIRONMENT! Our focus is on nutritious eating. We will be serving a simple snack of fruit juice, cheese, crackers, trail mix etc. A weekly snack schedule is posted on the Parent Bulletin Board for your convenience as well as on our web site. The children will also be preparing many of the snacks themselves. If your child is allergic to any particular types of food we ask you to:

1. Make note of their allergy (both food and environmental) on their Emergency Medical Form so we can notify the staff,

AND

2. Plan an alternate snack. You may also bring a snack from home on these particular days if you desire.

Please be aware of birthday celebrations among your child's peers (see also "Birthdays," page 13). Feel free to check with the teacher to see when a birthday is occurring and if the snack is appropriate for your child. If it is not plan on bringing an alternative snack for your child if necessary.

We encourage you at anytime to bring a nutritious treat from home. The children love to share something that they have helped to prepare. Please let the teacher know so she will not plan a cooking experience on that day. Most importantly be aware of others in your child's class that may have a severe allergic reaction to nuts and / byproducts. Be certain that anything you bring into the class is nut free (read all packaging carefully. You will be surprised how many food items are manufactured in plants that contain nut by-products!) and that there is not a problem with cross contamination in the process.

PARENT / TEACHER CONFERENCES

We will close the school for two days during the year for "formal" conferences. The Pre-Kindergarten and three day classes will have their conferences in January. The two-day classes will have their conferences in March. These have been scheduled and are on your annual school year calendar.

Please feel free to ask for a conference with your child's teacher or the director at any time. We will make every attempt to return your phone calls during the school day. We ask that you do not talk about your child in front of him/ her. As always we will respect your child's as well as your families' confidences.

When appropriate, feel free to let your teacher know whenever anything "traumatic" occurs in your family (moving, death of a family relative, friend or pet, even a new baby). We will work as team to give you feedback and / or referrals if necessary.

TOILETING

As stated in the Program Description section of this handbook, children need to be potty trained by the time they attend school (Parent and Me participants are excluded from this rule). Because children may have an occasional lapse in this training or because they may otherwise become messy with a certain activity the school will have extra clothing on hand. If your child uses school clothing we ask that you launder and bring the items back as soon as possible returning them to either the bathroom or workroom.

SHARING

Each class will have their own sharing policy. All share day procedures will be explained by your classroom teacher at our Back to School Night.

We feel sharing is an excellent way of helping your child experience speaking in front of a group. While it is not mandatory for your child to participate, we do ask you to encourage him/ her to do so as they feel comfortable. If sharing an item from home you may want to encourage your child to "prepare" 3 things to say about their item before they come to school.

We feel strongly that pretend weapons, money, candy, expensive items etc. are **NOT** brought to school at any time. We also ask that your child not bring toys on other, regular school days. If you wish to share your family pet please speak to your teacher first to arrange a date. We ask that you do not bring your pets to school to pick your child up on a daily basis.

The staff will also be providing ample opportunities for students to share their ongoing work, projects or knowledge orally with their peers.

FIELD TRIPS – SPECIAL EVENTS

We offer a number of special activities throughout the school year. Our main emphasis however is on bringing the experiences to our school. We will offer a variety of special visitor talks. Please check your school calendar and newsletters of up and coming activities.

We want to encourage you, the parent, to participate by visiting your child's classroom and presenting your occupation, family custom, hobby or any other area of interest you may have (see also "Parent Involvement" page 9).

On the occasion we take trips through the community specific permission slip will be handed out as specialized trips come up.

As always we are limited to the amount of children we can take on these outside trips therefore it is our school policy that siblings **do not** attend these outings.

VISITORS AND SCHOOL TOURS

We are sorry that we cannot permit visiting at school by children not enrolled, due to State of California, insurance and staff ratio regulations. Child visitors are welcome if an adult stays with them at all times and is responsible for their supervision. Parents are welcome at school anytime.

We request that all parents and visitors check in with the school office **first**, signing in our visitor log before you volunteer to work in the classroom. You will need to sign out at the completion of your time as well. An identification badge will be given to you to wear during your stay with us.

School tours for prospective enrollees are given twice a month. In order to be placed on our wait list please call the school office for available appointment dates. If you know someone who is interested in our school please encourage them to get on the wait list as early as possible.

BIRTHDAYS Children and Staff

Each classroom will be celebrating monthly birthday (and 'un-birthday') parties for all of the children who are turning another year older. To make it a more meaningful experience the children within the birthday group will be able to plan their own menus, prepare the food and then share it with their classmates. Parents will naturally be invited to participate in this activity in a variety of ways. Teachers will choose one day per month as their birthday celebration day. This information will be posted for you ahead of time. This new policy takes the place of individual parties. Party favors etc. will not be necessary.

If you are hosting a birthday party at home we ask that invitations are NOT distributed in class or POD, unless every child is being invited to attend the party. We also request that you do not invite teachers and other staff members to attend your child's home party, as it is not possible for them to honor every request.

Staff birthdays are posted in the school office as well as a listing of their favorite things. We ask that if you want to acknowledge your teacher or other team teacher's birthday you keep it simple. You may want to contact your room parent for additional information.

BIRTHDAY BOOK CLUB

Our school's library is always in need of some updating. The Birthday Book Club is an answer to that challenge. We will have some great children's books available for you to purchase in the school office.

To commemorate your child's special day, simply come in with him/ her and let your child choose the book he/ she would like to donate to the school's library. A special bookplate will indicate the donor's name and special occasion.

The child will then be allowed to take the book home for wrapping and then return it on the day of their classroom celebration. He will unwrap it in front of his classmates and the teacher will read the story at circle time. Each book will stay in the classroom for a short period before becoming part of our library.

Parking, Church Grounds and Car Pools

Parking is provided in the church parking lot. **PLEASE NOTE THAT THERE IS A 5 MPH SPEED LIMIT IN OUR PARKING LOT AT ALL TIMES.** Please park in the marked spots only. Parallel parking is not allowed along the grounds. Handicap parking may not be used unless you have a valid tag on your automobile. You must walk each child to his/her classroom and sign him/her in on the attendance clipboard in each window. Upon dismissal we ask that all parents have their little one's hand, thus ensuring that children will not be running into the parking lot without adult supervision. If you are visiting with other adults after school is dismissed please remember that your child **MUST** be within your eyesight **AT ALL TIMES.**

Make sure that you lock your valuables up in your car before escorting your child (ren) to class. **Do not leave your purse unattended.**

It is also unacceptable to leave younger siblings alone in your parked car. If you have a sleeping child, please ask another parent who you have designated on your Emergency Card sign out your preschooler and walk them out to your car.

Please note that the parking lot behind the church kitchen is for handicapped parking only. Under no circumstances are you to use this area to drop off your child. We are required to keep this lot traffic free by order of the fire department.

We want to instill the value of respecting other's property, therefore please make sure that the plants on church grounds are not being picked, gravel remains in flower beds and that your children are respectful of church property in general.

We encourage you to take advantage of these beautiful church grounds. You may want to meet with your child's class before or after school either at the picnic bench or in the Children's Garden. It's a great way to meet other parents and provide some additional socialization experiences for your child.

After the first few weeks of school, you may wish to arrange a car pool with parents that live in your area. If this is the case you must include the carpool driver's name(s) in your child's Emergency Medical Information and inform the teacher in order for them to be released from school (please see Arrivals and Departures in this handbook).

If you do become part of a car pool, we strongly suggest the following safety rules:

1. Be sure that each child is buckled in a car seat. We do have an emergency car seat available in the workroom if needed.
2. Parent should escort their child to the car and see that the doors are closed and locked. Be certain that children do not run out into the parking lot ahead of you.
3. Never leave the children unattended in the car, even for a short period of time.
4. If a disturbance occurs with the children while you are driving, pull to the curb first; then deal with the problem.
5. When you deliver children to his/her classroom, sign them in and be sure that the teacher is aware of their arrival.
6. When delivering the carpool child home walk them to the front door making certain that the parent is at home before releasing them.

St. Paul's Preschool

Parent Contract

2011- 2012

Initial

I have read the Parent Handbook and agree to abide by the policies of St. Paul's Preschool.

Initial

I understand that St. Paul's is requiring that each family donate two hour of service time per year towards our children's garden or other designated project. (See "Parent Involvement" in Parent Handbook).

Initial

I understand that my home address, phone number and e-mail address will be published in a Parent Directory. This information is for the exclusive use of St. Paul's Preschool parents only. If you do not wish to have your information shared please contact the school office as soon as possible.

Initial

Further, I consent to the use by St. Paul's Preschool of any photographs taken of my child.

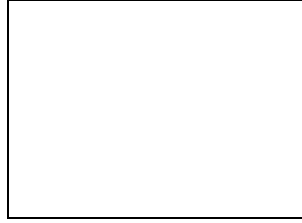
Child's Name (Please Print)

Teacher/Room

Parent Signature

Date

*Please return this form to the check in table at your visitation appointment or to the school office. These must be kept on file for the school year according to the State of California Department of Social Service and Community Care Licensing.
Thank You.*



St. Paul's Preschool

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Fax: (714) 665 – 1326

Web Site: www.stpaulspreschooltustin.org

Director: Joyce Jones

Office Hours: Mon. – Fri. 8:30 – 3:00

Church Office: (714) 544 – 3141