

# St. Paul's Preschool Parent & Me



# Parent Handbook 2022 - 2023

## **Welcome to St. Paul's Preschool Parent and Me Program**

We are delighted to have you and your child enrolled in our Parent and Me program. *"It is our desire to offer the preschool age child an educational environment and an opportunity outside the home to develop a creative, constructive attitude toward themselves, others, and the world. The preschool is open for enrollment to all children of preschool age, regardless of race, creed, religion, color, sex, or place of birth."*

### **THE SPECIFIC PURPOSES OF THE PARENT AND ME PROGRAM ARE:**

1. To offer a time for Mother/Father (or other significant adult) and child to enjoy being together.
2. To provide a positive first school experience in a structured, age appropriate environment.
3. To provide a support group - a chance for parents to discuss the common challenges and joys of parenting toddlers.
4. A time for children to interact and for parents to observe their children.
5. To develop language acquisition.
6. To provide an opportunity for your child to *begin* to learn about sharing with others and develop empathy.
7. To help develop a positive self image for the child through a relaxed and encouraging environment.
8. To create a stimulating environment for new experiences.
9. A time to share ideas and hints for making parenting easier and more enriching.
10. To have FUN!

### **PROGRAM DESCRIPTION:**

St. Paul's Parent and Me program offers an age-appropriate experience for children two years of age one day per week for one hour and 30 minutes per class session. The class structure is such that it gives the child a typical preschool experience in a bite size time frame. During a typical class session your child will be exposed to various activities:

**Playground Time** is structured to develop their gross motor development and motor planning.

**Circle Time** is introduced to increase their attention span and encourage group participation. It also exposes the child to respond to simple directions, uses oral language and builds self-confidence and the ability to express themselves, recall songs, stories etc.

**Toileting Time** (although children do not need to be potty trained to participate in this program) this activity teaches simply hygiene and self - help skills.

**Snack Time** gives the child a chance to learn cooperation, waiting for a turn and socialization.

**Art/ Free - Flow Time** Children are exposed to a variety of simple media. They will be able to make choices, decisions and solve problems. Develop eye-hand coordination and use their 5 senses to gain information about the environment.

## TUITION and WITHDRAWALS

The annual fee for the Parent and Me Program is \$1,300.00 or \$130.00 per month. Payments need to be turned into the school office or paid through Zelle or Brightwheel. Tuition received after the 10<sup>th</sup> of any month will be considered late and subject to a \$10.00 late fee charge. Checks should be made out to St. Paul's Preschool. In case your child is absent you can always mail your check in directly to avoid the late fee. Our address is 1221 Wass Street, Tustin 92780. We also suggest that you set up an automatic payment with your bank.

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 1<sup>ST</sup> 2023 AND YOU WILL BE FISCALLY RESPONSIBLE FOR THE TUITION FOR THE REMAINDER OF THE SCHOOL YEAR.** This 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. 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 Physician's Report 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 Personal Rights and 4. Health History.

**These forms are required the day you register. Your child is not officially considered enrolled until all of your paperwork is complete and submitted to the school office. One month's tuition payment is also required at the same time.**

## GENERAL RULES AND GUIDELINES

1. Please be prompt in arriving to school and leaving at the close of the day (your teacher has limited time between class to set up for the next class session). Remember that the habits you form now can last a lifetime for your child. Please feel free to visit with other parents outside the school's main gate before class begins.
2. **Siblings or other young guests are not allowed to attend the class session. We are limited by the State of California Community Care licensing as to our total enrollment and we can be inspected at any time. We cannot be out of compliance with this number for any reason.**
3. You as the parent are your child's first and most important teacher. The Parent and Me Program is set up so that with guidance from the classroom teacher you can model appropriate one-on-one behavior for your child's first learning experience.
4. Plan on participating with your child at all times. This means following your child on the playground as they choose from the variety of outside activities and while free flowing from each classroom activity.
  - a. During circle time for example it is extremely important that you, as the adult, are actively engaged in the activity that is taking place. We request that you sing along

with the songs and be attentive during story time. We ask that you do not talk with the other adults during this time, as it is very distracting to all participants.

5. Be aware of where your child is at all times. It's easy to get distracted when interacting with other adults.
6. Please **NO CELL PHONES**
7. Please **NO HOT COFFEE**, glass or ceramic containers either on the playground or in the classroom.
8. **HAVE FUN!**

### **SUSPENSION OF SCHOOL OPERATIONS**

Although the School expects to operate its facilities during the entire term of this Agreement, events beyond the School's control may necessitate that the School cease its operations for a significant period of time, or suspend its duties and obligations under this Agreement, or both (which are hereafter referred to as a "Suspension"). A Suspension within the meaning of this section will occur only after the School declares in writing that a Suspension has occurred. The School may make such a declaration in its sole discretion and without prior notice. The events that might cause the School to declare a Suspension could include, but are not limited to, fire, act of God, weather event, natural disaster, flood, earthquake, war, governmental action, act of terrorism, epidemic, pandemic, or another event beyond the School's control. The Suspension shall last until the School, in its sole discretion, declares an end to the Suspension. If the School is providing online or other instruction despite the event that caused the Suspension, no refunds shall be due to parents and no tuition obligations shall be suspended. If the School is not providing instruction, then, to the extent that the School has tuition replacement insurance that is triggered by the event that has led to the declaration of a Suspension (fire, epidemic, etc.), the School may in its discretion refund to parents a prorated amount of prepaid tuition and suspend prorated tuition obligations for the duration of the Suspension, but only after and to the extent the School actually receives insurance money that covers such a refund, and only if the School decides that providing refunds or suspending obligations, or both, is in the best interests of the School. If the School does provide refunds, it reserves the right to provide the refunds in the amounts and on the date or dates that it, in its sole discretion, deems best. The School reserves the right to pay the refunds, if any, on dates and in amounts that may or may not be the same for all School families.

### **COMMON PROBLEMS**

1. Most children are just developing their attention span at 2 years of age. Part of our program's goal however, is to increase their ability to sit and to become joyfully engaged in the offered activities. This is especially true during the 'quiet / cooperative' activities of circle time.
  - a. If your child is not yet able, or chooses not to 'attend' during this time it is best to have them sit in your lap. Close physical contact or soothing activities like rubbing their back can help them relax and in fact encourage their participation and concentration.
  - b. Please refrain from allowing your child to roam around the room, playing with toys or generally disrupting the group.
  - c. Make sure to let your child know when circle time is coming. Prepare him/her for what is happening next ("In 5 minutes we are going inside to listen to a story" etc.) This allows them time to transition from an outside activity and helps prepare them for a successful experience.
  - d. Sometimes a favorite transition toy from home (something soft and noise-less is usually best) aids them in understanding what the expectations are. We prefer that

you refrain from using a pacifier during this time as it prohibits their ability to develop their language skills and limits their participation.

- e. Children at this age generally have a difficult time with sharing. It is something they will learn with help and example. However, it is usually easy at this age to redirect a child to another toy or activity.
2. If your child is feeling fussy or irritable feel free to step outside with him/her for a few minutes in order to calm him/her down. A few minutes of quiet time can do wonders!
  - a. Help them to regroup and then re-direct their actions. Give him/her a choice of what activity they wish to engage in and then gently help them re-enter the play.
3. Lastly, remember that your child is just 2 years old. Much of what you are experiencing is very typical. The good news is that you have a built-in support group. Always remember that you can seek the advice from the classroom teacher, additional support staff and your own peer group.

### **DO NOT BE DISTURBED:**

- **IF YOUR CHILD IS SHY IN THE GROUP**
- **IF HE/SHE REFUSES JUICE OR SNACK**
- **IF HE/SHE DOES NOT JOIN IN AT GROUP TIME**
- **IF HE/SHE REFUSES TO SHARE OR TAKE TURNS**
- **IF HE/SHE HITS**

ONCE AGAIN, MUCH OF WHAT YOU ARE OBSERVING IS AGE APPROPRIATE FOR A 2 YEAR OLD. HELP TO 'CORRECT' BEHAVIOR BY MODELING A MORE POSITIVE RESPONSE OR ACTION, IN A CALM, MODULATED VOICE. REMEMBER ALSO THAT WATCHING IS A FORM OF PARTICIPATION FOR THE TYPICAL TWO-YEAR OLD. LOOK FOR CUES FROM THE TEACHER AND OTHER PARENTS WHEN WORKING WITH YOUR CHILD.

### **PARENT VOLUNTEERS**

While this program obviously is set up with parent involvement in mind, there are other ways for you to become involved in the total preschool picture. Below is a partial listing of our parent involvement activities. For detailed information please contact your classroom teacher, director or school office.

1. Fall Fundraiser
2. St. Nikolas Festival
3. Spring Fling
4. St. Paul's Gardening Committee / children's garden parties
5. Staff Appreciation Breakfast
6. Parent Work Days

### **COMMUNICATION**

Your classroom has a communication board located on the post directly in front of your classroom. We ask that you check this each week that you attend school. Newsletters and other pertinent flyers will be sent through Brightwheel. If you wish to receive school newsletters or flyers in a hard copy format please check with your teacher or in the school office.

## **REGISTRATION INFORMATION FOR THE 2023 - 2024 SCHOOL YEAR**

Because of your participation in the Parent and Me program this year you are already assured of a placement for the next school year for your child. **What we cannot guarantee is whether we will have morning (9:00 - 11:30) or afternoon (12:00 - 2:30) openings.** Church members / School board members as well as returning families will have a priority registration date before you. You will have priority over anyone else (i.e. wait list families or community members).

Registration typically occurs during the month of February. All Parent and Me participants will be notified when registration will take place by your classroom teacher or school director.

## **APPROPRIATE CLOTHING**

The best choice for dress at school still are sturdy, inexpensive, washable play clothes. Because we are a developmental preschool, children will be getting messy! Painting, playing with sand and water, pudding and playdough is an active part of the preschooler's day. Tennis shoes or other sturdy, non-slippery shoes are the best choice for footwear

## **BIRTHDAYS**

You may wish to celebrate your child's special day or even an "un-birthday" while at school. Please check with your teacher to set a date. While bringing in a special snack or drink please check for any food allergies. We ask you NOT to bring in party favors, balloons etc. "Simple" is best when working with 2 year olds.

# St. Paul's Preschool Parent Contract Parent and Me Program 2022- 2023

*Initial*

I have read the Parent Handbook and agree to abide by the policies of St. Paul's Preschool. Go also to [www.stpaulspreschooltustin.org](http://www.stpaulspreschooltustin.org) to download a copy and find out more about our preschool. *(Please note policies in handbook may be updated or changed without notice).*

*Initial*

I understand that I am providing my home address, phone number and e-mail address. 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.

Anne Leslie - Rainbow Room

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Child's Name (Please Print)

Teacher/Room

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Parent Signature

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Date

*Please return this form along with your completed registration forms (see [www.stpaulspreschooltustin.org](http://www.stpaulspreschooltustin.org) under PARENT tab / FORMS 'New Student' within in three weeks after registering to the school office.  
Thank You.*

# **St. Paul's Preschool**

**1221 Wass Street  
Tustin, California 92780**

**Phone: (714) 832-8201**

**[www.stpaulspreschooltustin.org](http://www.stpaulspreschooltustin.org)**

**Director: Gail Forbes  
Office Hours: Mon-Fri. 8:30 -3:00**

**Church Office: (714) 544-3141  
Rector: Pastor Kay Sylvester**