

**Parent/Student Handbook**  
**St Peter Preschool**



St Peter Church & Preschool  
15701 Cleveland-Gibbs Rd.  
Roanoke, Texas 76262  
817-491-2015

Jennifer Murff, Director  
Rev. Robert Balduc, Pastor

# TABLE OF CONTENTS

WHAT IS UNIQUE IN LUTHERAN EDUCATION.....	3
PHILOSOPHY.....	4
CORE VALUES.....	5
POLICIES AND PROCEDURES.....	7
ABSENCES.....	7
ABUSE POLICY.....	7
ADMISSION POLICY.....	8
ALLERGIES.....	8
ARRIVAL AND PICK-UP PROCEDURES.....	9
ARRIVAL.....	9
PICK-UP.....	9
BIRTHDAYS.....	10
BREASTFEEDING.....	10
CELL PHONE USE.....	11
CHANGE OF ADDRESS.....	11
CONTACTING DFPS.....	11
CURRICULUM.....	11
DISCIPLINE POLICY.....	12
DRESS CODE.....	14
EMERGENCY PREPAREDNESS PLAN.....	15
FACULTY AND STAFF.....	16
GANG FREE ZONE.....	16
ILLNESS & MEDICAL EMERGENCIES.....	16
COVID-19.....	18
IMMUNIZATION and HEALTH REQUIREMENTS.....	19
LATE ARRIVALS / PICK-UPS.....	20
LATE ARRIVALS.....	20
LATE PICK-UPS.....	20
MEAL & SNACK POLICY.....	20
MEDICATIONS.....	21
MINIMUM STANDARDS.....	22
NAP POLICY.....	22
NON-DISCRIMINATORY STATEMENT.....	22
PARENT COMMUNICATION.....	23
PARENT / DIRECTOR CONFERENCES.....	23
PARENT / TEACHER CONFERENCES.....	23
PAYMENTS.....	24
POSITIVE TOUCH POLICY.....	24
POTTY POLICY.....	25
REGISTRATION.....	26
ROOM PARENTS AND PARENT HELPERS.....	26
SCHOOL HOURS.....	26
SPECIAL CARE NEEDS.....	27

STANDARDS/SCHOOL RULES.....	28
SUNSCREEN/INSECT SPRAY .....	29
TUITION .....	29
DELINQUENT PAYMENTS .....	31
VISITOR OR OBSERVER POLICY.....	31
WEATHER RELATED SCHOOL CLOSINGS .....	32
WORSHIP.....	33

## WHAT IS UNIQUE IN LUTHERAN EDUCATION

“Train up a child in the way he should go and when he is old, he will not depart from it.” (Proverbs 22:6)

God is addressing this passage of Scripture to parents, not to the church or to Christian schools. It is the goal of St Peter Preschool to assist parents in this task, through the proper application of Law and Gospel, the two ways God reveals Himself to His people. Law and Gospel – both are important; both are God’s Word; both must be taught. It is the Gospel which is the pre-eminent teaching of the Christian church for it is the power of God.

The Law of God, as founded in the Ten Commandments, provides the framework for a structured, disciplined, and moral perspective necessary for community living and growth in the educational task.

The Gospel is the “good news” of forgiveness of sins and reconciliation based on the redeeming work of Jesus Christ, God’s Son. As people who have received the Gospel and forgiveness from God, we live empowered by Him to forgive each other.

As well as teaching the Law of God and Gospel of Jesus Christ, St. Peter Preschool, instructs students in the core subjects: mathematics, language (spelling, reading, grammar, writing), and social studies. St. Peter Preschool enriches core knowledge through experiential learning in science, fine arts, and kinesthetic arts. Each student is encouraged to use all his or her talents and abilities to realize his or her greatest potential.

## **PHILOSOPHY**

St. Peter Preschool is a Christian school encompassing ages 2 years old to Pre-K. It is owned by St. Peter Church and operated as a Christian Ministry for the children and as an Outreach Ministry to the community.

The purpose of St. Peter Preschool is to provide a Christian education that nurtures children of the congregation and community. The faculty of St. Peter Preschool is committed to caring for the whole family.

We, at St. Peter Church & Preschool, are committed to Jesus Christ, His Teaching, and His principles for Christian living.

This Christian educational program will provide opportunities for each child to grow aesthetically, emotionally, intellectually, physically, socially, and spiritually. St. Peter Preschool strives to promote a self-image of successful and responsible Christian living in each child.

Jesus said to them,

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these”  
And he took the children in his arms, put his hands on them and blessed them.

(Mark 10:14,16)

## **CORE VALUES**

### ***SCHOLARS***

St. Peter Preschool will provide programs grounded in excellence to develop the academic, artistic, and athletic talents of all learners.

- We believe that a passion for learning extends beyond the classroom.
- We believe that life-long learners find solutions to present and future challenges.
- We believe that knowledge is a result of critical and creative thinking about life experiences and core subject topics.
- We believe that knowledge is constructed through student-centered, problem-based learning approaches.
- We believe that students need academic and physical fitness for healthy, successful living.

### ***SERVANTS***

St. Peter Preschool will provide opportunities for service to others in Christ's name within and beyond the Christian community.

- We believe that service enriches the spiritual life of those who serve and of those being served.
- We believe that serving alongside others deepens relationships and fosters unity within the student body.
- We believe that serving others is the heart of leadership and builds strong character in the life of the individual.
- We believe that good works are necessary as the "fruit of faith" in the life of a Christian, but good works are not necessary for salvation.

### ***SAINTS***

St. Peter Preschool will foster a Christ-centered culture that develops spiritual maturity in the lives of its students.

- We believe that in Christ alone there is salvation by grace alone (*sola gratia*), through faith alone (*sola fide*), based on

Scripture alone (*sola scriptura*). To share this message with the world is the mission of the church and the reason for its existence.

- We believe there is one holy Christian church that is made up of all believers in Jesus Christ. It is not to be identified with any institution or denomination, for it can be found wherever the Gospel is preached, and the Sacraments administered.
- We believe all Christians are members of the church, and they are all members of the royal priesthood of all believers.
- We believe Scripture alone stands as the final standard of the Gospel. But we also believe confidence in the reliability of the Bible is not possible apart from faith in Jesus Christ. Christians believe what the Scriptures teach because they first believe in Jesus Christ. Christ is the object of faith, not the Bible.

**POLICIES AND PROCEDURES  
(LISTED IN ALPHABETICAL ORDER)**

**ABSENCES**

If your child will be absent, please call the school office (817-491-2015) any time after 8:00 a.m. You may leave a message (child's name, teacher, and reason for absence) at the reception desk, if calling before 8:00 a.m. or send written communication to the school prior to the expected absence. Absences cannot be made up on an alternate day, and absences are not reimbursed. There are no refunds or adjustments for absences, including but not limited to: illness, vacations, holidays, weather-related or health-related closings.

**ABUSE POLICY**

Staff members are required by law to report suspected abuse or neglect. Abuse may be physical, sexual, or emotional and may include neglect. If child abuse or neglect is suspected or identified, staff members are required by law to report the suspected neglect to Child Protective Services (CPS). The child abuse hotline is: 800-252-5400.

All staff members are required to participate in at least one clock hour of annual training focusing on the prevention, recognition, and reporting of child abuse and neglect. Additionally, St. Peter Preschool is continually improving, researching, and communicating methods for increasing staff and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect; methods for increasing staff and parent awareness of prevention techniques for child abuse and neglect; strategies for coordination between St. Peter Preschool and appropriate community organizations; and



actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention. Some methods of communication may include St. Peter Courier, newsletters, pamphlets, and information at parent orientations. Information may also be found on the school's bulletin board in the main hallway.

## **ADMISSION POLICY**

St. Peter Preschool is owned and operated by St. Peter Church. The school is part of the St. Peter Church Educational Ministries. Admission is based on availability of space and the child's ability to profit from the educational and spiritual services the faculty and staff endeavors to provide.

First consideration shall be given to current St. Peter Preschool students and the children of St. Peter Church members. Second consideration shall be given to siblings of St. Peter Preschool children currently enrolled.

St. Peter Preschool may not be equipped to serve children having specialized disciplinary and some educational needs. For more information, please visit the Director to discuss your child's specific need.

## **ALLERGIES**

If your child has a food allergy (peanuts, strawberries, etc.) please inform the teacher. The office will need to have a note from the doctor stating the allergy in the child's folder. The note will need to be updated at the start of each applicable year. If the doctor has prescribed allergy medication such as an "Epi Pen," the medication must be kept available for use at the school. Fill out the

Medication Release Form and submit with the prescribed allergy medication.

If your child is allergic to milk, or lactose intolerant, the classroom teacher should be informed, and the office will need to keep on file a note from the doctor stating this allergy. The note needs to be updated at the start of each applicable school year.

If your child has any medication allergies, note the allergy on the medical section of the Application Packet.

## **ARRIVAL AND PICK-UP PROCEDURES**

### **ARRIVAL**

For the purposes of this policy, “the adult” is defined as the parent, guardian, or designated adult.

**Preschool:** St. Peter Preschool will open at 8:45 a.m. for all preschool children. Enter through the main entrance. The adult will escort the child to their classroom. The adult will locate the sign in/out log and sign the child in. **After 9:00 a.m.**, the adult must locate a school official who will escort the child to his or her classroom and sign the child in.

### **PICK-UP**

For the purposes of this policy, “the adult” is defined as the parent, guardian, or designated adult.

Children may be released to a **designated adult** with written permission from the parent prior to the school day. In case of an emergency, the parent may call the school office to designate an adult for pick-up. Picture identification is required for the designated adult.

**Preschool:** Pick-up for all preschool children will start at 2:00 p.m. A child will **NOT** be released without verification at the “Check-In” desk. The adult will proceed to the child’s classroom, locate the sign in/out log, and sign the child out.

\*See also, **Late Arrivals / Pick-ups**

## **BIRTHDAYS**

If your child would like to celebrate his / her birthday at school, coordinate a time and day with your classroom teacher. Only store-bought items with an ingredient list may be shared with classmates. We encourage healthy snacks for celebration or alternate celebration ideas (e.g. pencils, stickers). Invitations to birthday parties and other events and thank you notes may be distributed via school folders only if the entire class is included.

## **BREASTFEEDING**

Breastfeeding supports optimal health and development. Breastfeeding mothers have the right to breastfeed or provide breast milk for their child while at St. Peter Preschool. St. Peter Preschool provides comfortable seating for nursing mothers in the women’s restroom.

## **CELL PHONE USE**

Keeping your child safe is our priority. Refrain from using a cell phone during drop off, pick-up, and volunteer times. Do not use a cell phone while driving in the parking lot.

## **CHANGE OF ADDRESS**

Please inform the school office immediately of a change of address, email address, phone numbers, or emergency contacts. Changes must be made in writing and given to the Director.

## **CONTACTING DFPS**

To contact the local licensing office for the Department of Family and Protective Services, you may visit the website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call the local office at 817-321-8604 Monday through Friday from 8:00 a.m.-5:00 p.m.

## **CURRICULUM**

The curriculum includes those subjects commonly taught in schools as set forth by the State of Texas, Texas Education Agency in addition to daily Religion instruction. A strong emphasis is placed on traditional academic subjects.

Play is the young child's work. Play is at the heart of the early childhood curriculum. Play is how children learn and improve gross motor development, numbers, science, music, religion, social studies, language development, art, and motor perception. Children will follow a routine. The day will consist of indoor/outdoor activity, group/individual time, and child-

selected/teacher-selected activities. The curriculum at the early childhood level is built around changing themes related to the child's everyday world — in the family, in the early childhood center, in the community, and in the wider social environment. Themes will be introduced through the following activity areas:

<b>Creativity</b>	Paper, projects, printing, painting, pasting, clay, cutting, crayons, markers, dancing, imaginative play.
<b>Drama</b>	Puppetry, dramatic play, home life, pretend.
<b>Indoor Play</b>	Blocks, housekeeping, gross motor movement activities, puzzles, tactile experiences.
<b>Language</b>	Storytelling, discussions, listening, vocabulary building, reading readiness activities, role-playing.
<b>Music</b>	Singing, listening, rhythms, musical games, stories.
<b>Outdoor Play</b>	Running, jumping, climbing, swinging, exploring own capabilities (gross motor development).
<b>Reading</b>	Visual discrimination, sequencing, matching, patterning, relationships, writing language experience stories, books, Big Books, shared reading.
<b>Religion</b>	Bible stories, songs, prayers, art projects, worship.
<b>Science</b>	Physical environment, seasons, Creation, care of plants and animals, health, nature, experiments, cooking.
<b>Social Studies</b>	Holidays, seasons, home life, church community, community helpers, good manners, other cultures.

## **DISCIPLINE POLICY**

Students at St. Peter Preschool are expected to act in an orderly and respectful manner. We work together to maintain the highest Christian standard of courtesy, kindness, morality, and honesty.

“Serve one another in love.” (Galatians 5:13)

It is the right of each student to learn and play. No one has the freedom to interfere with another person's (child or adult) right to work, play, think, or create.

It is difficult to establish specific disciplinary actions for every possible situation. Each incident will be dealt with on an individualized and consistent basis for each child. Consequences are based on the type of infraction, frequency of the problem, other circumstances involved, and the child's level of understanding. All discipline is directed toward teaching the child acceptable behavior and self-control.

Faculty may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Secondly, the following is a list of possible disciplinary actions which may be taken:

- Conferences with the child and/or parents;
- Phone call and/or written note to parents;
- Sent to office for period of time appropriate to the understanding and age of the child; or
- Removal from school on a temporary or permanent basis.

In the case of severe recurring problems, a personal appointment with the classroom teacher(s), Director, and/or pastor will be required.

At no time will harsh, cruel, or unusual treatment of any child occur. The following types of discipline are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## **DRESS CODE**

Children should come to school dressed for play. Children will roll on the floor in the gym, sit on the floor in the classroom, paint, use glue, etc. **Tennis shoes or closed toe shoes are most appropriate for school.** Sandals and flip-flops are not allowed.

Children will be going outside all year long. In winter (temperatures above 32 degrees) they will need heavy coats, boots, scarves, mittens, hats, etc. An additional pair of shoes should be sent to school when it is necessary for the child to wear snow boots to school. Children should be encouraged to manage their outer clothing by themselves. This responsibility encourages a sense of accomplishment and develops self-esteem. Every item should be labeled with your child's name (e.g. First name, Last initial).

Please provide one complete (including undergarments and socks) change of clothes for your child that is weather appropriate. Label the child’s clothing with their name on the inside tag.

St. Peter Preschool follows Northwest ISD guidelines for outdoor activity.

<b>Heat index</b>	<b>Precautions</b>
80-90 F	Outdoor activities allowed. Water breaks and rest every 20 minutes
90-100 F	Outdoor activities with rest and water breaks every 15 minutes
Above 100F	No Outdoor activities

<b>Wind Chill</b>	<b>Recommendations</b>
Below 60F	Jacket or long sleeves
Below 50F	Coat and long pants
Below 40F	Gloves and hats with above recommendations. Activity less than 15 minutes
Below 35F	Indoor recess/PE

## **EMERGENCY PREPAREDNESS PLAN**

In the event of an emergency, please be assured that your child will be supervised and cared for until a parent or authorized adult comes to pick him/her up. If we need to vacate the facilities, the meeting location is the city park located across from the school on Cleveland-Gibbs Road. Children will be escorted by faculty and staff to the park.

If the park location is unsafe, children will be transported to an alternate location. The alternate location is the Chadwick



Apartments located at 13900 Chadwick Parkway. The phone number for the Chadwick apartments is 817-491-9991.

Strollers will be used to quickly and safely move children under the age of 24 months with special needs.

Should the communication system be down, and you are unable to reach the school, your child will remain in the care of the school staff. It is our intent, however, to remain at the school until all students have been picked up by their parents or authorized adult.

### **FACULTY AND STAFF**

Our faculty members are highly qualified. Lead teachers are state certified and/or hold college degrees. All staff is fingerprinted, and a background check is completed through the Texas Department of Public Safety. Teachers are also trained in CPR and first aid and are tested for TB every calendar year. Each teacher is a dedicated servant in Christ who loves the Lord and His children.

### **GANG FREE ZONE**

St. Peter Preschool and all surrounding areas within 1,000 feet of the school are gang-free zones. Under the Texas Penal Code 71.028 and 71.029, gang related activity is prohibited and is subject to increased penalty under Texas law.

### **ILLNESS & MEDICAL EMERGENCIES**

If your child is sick before the start of the school day, we urge you to keep the child at home. Germs spread quickly to classmates and staff. Children should be fever- and symptom-free for 24 hours

**without the use of a fever-reducing medication** before returning to school. A fever is indicated by the following:

- Oral temperature of above 100° F
- Rectal temperature of above 101° F
- Armpit temperature of above 99° F
- Tympanic (ear) temperature of above 100° F

Children on antibiotics should receive the benefits of the medicine for 24 hours before returning to school. A doctor release form is required to return to school for any child diagnosed with a communicable disease.

Illnesses which would require the child to stay home or be picked up from school include:

- Fever
- Illness that prevents participation in school activities
- Illness which requires greater care than staff can provide
- Symptoms and signs of possible severe illness
- Discharge from eyes, ears, or nose
- Uncontrolled diarrhea
- Unexplained vomiting
- Rash with fever
- Mouth sores with drooling
- Rash or contagious skin condition
- Conjunctivitis
- Scabies, head lice, or other infestation
- Tuberculosis
- Impetigo
- Influenza
- Meningococcal infection
- Strep throat or other streptococcal infection
- Chicken pox
- Pertussis

- Mumps, Measles, or Rubella
- Hepatitis A

If your child becomes sick during the school day, we will make every effort to keep him/her comfortable while parents/guardians are contacted of the situation. It may be necessary to make arrangements to have the child picked up during the day if the symptoms warrant, or we are unable to keep your child comfortable.

No medications will be distributed during the school operation. All medications must be administered before or after school by authorized guardian or parent. \*\*See also, **Medications**.

In the event of a medical emergency, the school will take the child to the designated emergency care provider indicated by the parent/guardian on the emergency medical release portion of the Application Packet.

If any child contracts a contagious illness, parents will be notified in writing. Notices will be posted outside the classroom door and a letter will be sent home.

### **COVID-19**

Once we are aware of a child or employee tests positive for COVID-19, we must report to:

Our local health authority;  
Child Care Licensing  
All parents of children in the childcare operation

We must maintain confidentiality of the child or employee.

## **IMMUNIZATION and HEALTH REQUIREMENTS**

All students entering school and new enrollment in other grades are to have a medical examination before entrance into the school. All students must be vaccinated against diphtheria, tetanus, pertussis, polio, Haemophilus influenzae, measles, mumps, rubella, hepatitis B, hepatitis A, chickenpox, and pneumococcal conjugate. The State of Texas requires that medical records be completed and on file before a student can be admitted. The immunization record must include:

- The child's name and birth date;
- The number of doses and vaccine type;
- The month, day, and year the child received each vaccination; and
- The signature or stamp of the physician or other health care professional who administered the vaccine.

For reasons of personal conscience or religion, refer to the Texas Department of State and Health Services website (<https://webds.dshs.state.tx.us/immco/affidavit.shtm>) for exemption requests. Exemptions must be submitted before the child attends school.

Children who are 4 years old by September 1 of the current school year must have a hearing and vision screening. Documentation of the hearing and vision screening must be submitted prior to the first day of school or the first admission day.

## **LATE ARRIVALS / PICK-UPS**

### **LATE ARRIVALS**

Curriculum begins promptly at 9:00 for preschool students. Students who arrive late miss educational activities, lessons, and may miss one-on-one instructional time. Please make every attempt to bring your child to school on time. After 9:00 a.m., the adult must locate a school official to escort the child to his or her classroom.

### **LATE PICK-UPS**

**Preschool:** Late pick-up is defined as any child not signed out by 2:15 p.m. At 2:16 p.m., a fee of \$15.00 plus \$1.00 per each additional minute will be charged. All late fees and additional program fees will be charged to the FACTS account at the beginning of the following month. For example, all late fees from August will be on the September FACTS statement.

**Exceptions:** If the parent / guardian / designated adult is running late due to an unforeseen emergency, please call the school office. The school office may waive the late fee at their discretion.

## **MEAL & SNACK POLICY**

Students should be fed breakfast prior to arriving at school (unless the student is enrolled in the Before School Program, in which the student may bring breakfast from home). Students are required to bring a lunch and one snack to school. Student breakfast, lunch, and snacks should be nutritionally well-balanced and sufficient.

Lunch nutritional needs for 12 months through two years are as follows:

- 2 milk servings
- 1 ½ meat / meat alternative servings
- 2 vegetable and fruit servings
- 2 whole grains servings

Lunch nutritional needs for three years through five years are as follows:

- 1 milk serving
- 1 meat / meat alternative serving
- 1 ½ vegetable servings
- 1 fruit serving
- 3 whole grains servings

These are recommended guidelines. St. Peter Preschool is not responsible for your child's snack and/or lunch, it's nutritional value or meeting the child's daily food needs.

Regarding special school lunches and/or events, parents must inform classroom teachers of the child's special dietary needs or food allergies prior to the special event. Food brought to class for sharing or parties must be store-bought and in its original packaging. Home made goods will not be distributed to other students. **Gum is not allowed at school at any time.**

## **MEDICATIONS**

Medications (prescription and non-prescription) and vitamins **will not** be administered at school. All medications and vitamins must be administered at home.

Parents may keep an Epi-Pen at school for emergency situations. The Epi-Pen **must have** the child's name, a date, directions, the

child's physician's name, and be accompanied with the Medication Form. Expired Epi-Pens will be returned to the parent.

Diaper cream and sunscreen are permissible. Please send diaper cream and sunscreen in a Ziploc bag labeled with the child's first name and last initial inside the child's backpack. Expired diaper cream and sunscreen will be returned in the child's backpack with a note.

### **MINIMUM STANDARDS**

St. Peter Preschool follows the Department of Family and Protective Services Minimum Standards for Licensed Child-Care Facilities. To review minimum standards, visit the DFPS website at <http://www.dfps.state.tx.us> or a copy of standards is available in each classroom or the school office. Parents may also review all DFPS child-care inspection forms located in the school office.

### **NAP POLICY**

Students will have quiet time each day and may nap during this time. Parents are requested not to disturb classes during this time. Your child will be provided a personal floor mat for napping (students may bring their own blanket or cuddly object if desired).

### **NON-DISCRIMINATORY STATEMENT**

St. Peter Preschool admits students of any gender, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. St. Peter Preschool does not discriminate on the basis of gender, race, color, national, and ethnic origin in administration

of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

## **PARENT COMMUNICATION**

Notices of policy changes, classroom newsletters, events, and special announcements will be made in writing and sent home in the child's folder. Please check your child's folder daily for information. Additional communications may be made via email, the St. Peter Preschool Courier, and the school website. Please ensure that you are receiving the school emails. Send email changes to or verify email addresses with the Director.

## **PARENT / DIRECTOR CONFERENCES**

We encourage open communication between home and school to make your involvement with St. Peter Preschool positive. If at any time you have questions or concerns on the policies, procedures, curriculum, minimum standards of Texas DFPS, or other pertinent school information, contact the Director, Jennifer Murff at [jmurff@stpeterfw.org](mailto:jmurff@stpeterfw.org) or 817-491-2015 to schedule an appointment.

## **PARENT / TEACHER CONFERENCES**

We encourage open communication between home and school to make this the best possible experience for your child; parent-teacher conferences are scheduled once during the year. For additional conferences, please call the teacher to schedule a conference as needed.



## **PAYMENTS**

Families must register on FACTS to submit payments for tuition and fees. FACTS accepts the following payment types: MasterCard, American Express, Discover and ACH (bank account). Payments made via credit card are subject to a convenience fee paid with the monthly payment.

For special events payments can be made via credit card, cash, or check. Payments made with a credit card or debit card are subject to a 3% convenience fee.

## **POSITIVE TOUCH POLICY**

Play-fighting is not a substitute for appropriate affection towards children; it gives confusing messages to children about personal and professional boundaries.

Where a child requires intimate personal care, staff ensures that the child is comfortable with the staff member attending to his or her needs. Other staff will always be around to monitor events and the child's privacy and dignity will always be preserved.

Privacy issues are always considered. A safe environment which respects privacy and shows regard for personal boundaries is encouraged. Thought also is given to how teachers present themselves (e.g. how they dress), and how they show professional respect when relating to each other and to children (e.g. knocking on bathroom doors before entering).

Where a teacher feels that it would be inappropriate to respond to a child seeking physical comfort, outward rejection will always be avoided in favor of diversion or some other tactic and the reason, where appropriate, for avoiding physical contact should be given to the child.

Unwelcome touch, where a child indicates that touch from an adult is not welcome, perhaps by moving away or flinching to avoid, the staff member will consider apologizing to demonstrate a respect for personal boundaries.

## **POTTY POLICY**

If your child wears diapers or pull-ups, provide the necessary number of diapers or pull-ups each class day. At the beginning of the year, donate one large box of wipes. The school will use the donated wipes throughout the school year. If your child has an allergy to a specific brand of wipes, please provide the school with the desired brand of wipes.

Teachers are happy to assist the parents with toilet training. Before transitioning to the toilet at school, the child must successfully use the toilet (tinkle and poop) at home for one week (excluding rest times). Teachers will reinforce the toilet training process and routine established at home. Teachers will encourage and praise, but they will not reward or punish for toilet training. During toilet training, send your child to school in clothing that he / she will be able to pull down and up. Accidents are to be expected during the toilet training process. Send at least three full changes of clothing (top, bottom, underwear, socks) and pull-ups until toilet training is mastered.

\*Foundations Class (2-year-old): Students do not have to be potty trained.

\*Fundamentals Class (3-year-old): Students need to be potty trained. Students understand the concept of being potty trained; may still need some reminders and may have an occasional accident.

\*Pre-Kindergarten Class (4-year-old): Students must be toilet trained (including tinkle and poop).

## **REGISTRATION**

In order to register, fees, deposits, and other one-time payments must be paid in full. Children who have not completed the registration process or who have outstanding fees due (including tuition) will not be allowed to attend classes at St. Peter Preschool.

Annual non-refundable registration fee is \$350 for the preschool program. This fee will include and classroom supplies.

## **ROOM PARENTS AND PARENT HELPERS**

You are invited and encouraged to become a room parent. Two room parents are needed for each class to assist with special activities. Studies have shown that children do better in school when their parents are involved and show interest in their activities. This is a great opportunity to not only help the classroom teacher, but also show your child you desire to be a part of their learning experience.

Parents may be asked to assist in the classrooms at various times. Children benefit when families are seen as an integral part of the schooling process. Besides assisting with classroom activities, parents are also welcome to share a book, their job, or hobby with the class(es). Please note that for the safety of our children, all room parents and parent helpers will have to complete a background check prior to service.

## SCHOOL HOURS

### Monday through Friday

Preschool	
8:45—9:00	Drop off to all classrooms
9:00—2:00	Preschool Day
12:00	Half Day Pick up
2:00	Full Day Pickup

Children entering the preschool program should be two, three, four and in some cases 5 years of age for enrollment in their respective class by September 1, 2023. See the Placement Guide located in Application Packet or on the school’s website when choosing classroom placement.

## SPECIAL CARE NEEDS

According to the American with Disabilities Act (ADA), Title III & Child Care Operations “A child-care provider is required to make a case-by-case assessment of what the child with the disability requires to be fully integrated into the child-care program and then assess whether reasonable accommodations can be made. Although what is "reasonable" will vary depending on the accommodation requested and the resources available to the program, many of the accommodations children need are not complicated and most can be easily learned.”

If a student with special care needs is enrolled in the St. Peter Preschool program, we will:

1. Provide a child with special care needs with the accommodations recommended by a health-care professional or a

qualified professional affiliated with the local school district or early childhood intervention program.

2. Utilize as recommended any adaptive equipment that has been provided to the center for a child's use.
3. Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at your operation, with parental request and approval.
4. Ensure that activities integrate children with and without special care needs.
5. Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that you care for a child with special needs in a natural environment.

## **STANDARDS/SCHOOL RULES**

“Let all things be done decently and in order.”

(1 Corinthians 14:40)

Students at St. Peter Preschool are expected to act in an orderly and respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. No one has the right to interfere with another person's (child or adult) right to learn, think, create, play, and worship. St. Peter Preschool follows these standards:

1. Obey the teacher and other school authorities
2. Respect the rights of others
3. Respect the property of others
4. Respect the teaching/learning process

## 5. Respect the purpose of this school

Based on these standards, individual classroom teachers have specific guidelines and procedures to see that all students can enjoy a safe and caring environment.

### **SUNSCREEN/INSECT SPRAY**

Weather permitting, outdoor activity is an integral part of the St Peter Preschool program, resulting in the children's exposure to the sun and to insects. Sunscreen or insect spray **will not** be applied at school. Parents may apply sunscreen or insect spray prior to arrival at school.

### **TUITION**

St. Peter Preschool is a yearly tuition program. Tuition pays a portion of the total cost of education at St Peter Preschool. Financial support for the school also comes through the contributions of St. Peter Preschool supporters.

Tuition for the 2023-2024 school year:

<b>Annual Registration Fees (due upon registration)</b>	
Before March 31	\$300
After March 31	\$350

<b>Annual Preschool Tuition</b>				
<b>Class</b>	<b>2 Days</b>	<b>3 Days</b>	<b>4 Days</b>	<b>5 Days</b>
Foundations (2's)	Half-\$2000 Full-\$3000	N/A	Half-\$3700 Full-\$5100	N/A
Fundamentals(3's)	\$3000	\$4100	\$5100	\$6100
Pre-Kindergarten	\$3000	\$4100	\$5100	\$6100

*The first monthly tuition payment is due August 2023 and the final payment is due May 2024.*

Two payment options are offered for tuition:

- A. *One Payment Plan* – The total annual tuition is due by August 1, 2023. Tuition paid in full receives a 5% discount.
- B. *Ten Payments Plan* – Ten equal payments are made August 2023 through May 2024 utilizing the FACTS tuition management system.

For families registering after August 16, 2023, the first tuition payment and the registration fee are due upon enrollment. Tuition will be prorated based on the number of **weeks** your child is enrolled in the preschool program.. All tuition and fees **MUST** be paid in full by May 1, 2024.

If you must withdraw your student at any time during the school year, a 30-day notice is required. Tuition will continue to be charged during the notice period.

## **DELINQUENT PAYMENTS**

If monthly tuition payments are returned to FACTS, the parent will be notified by FACTS of the missed payment and the date that payment will be reattempted. Recollection of tuition payment will be attempted two more times, with a \$30 missed payment fee assessed with each attempt. The school will be notified after the 2<sup>nd</sup> unsuccessful collection and will contact the family at that time.

If tuition or other fees become delinquent by more than 2 months, the following procedure will be followed: contact will be made by the Business Administrator to the family via writing to resolve the account. If the account is not brought current following the written communication, a second attempt to contact the parents will be made. Following the second communication, the responsible party has 14 days to pay, make a written arrangement with the Business Administrator, or remove the child from the program. If no resolution occurs, the school administrator will send a certified letter to the student's family giving notification that the student cannot come to school. Once the responsible party has amended the delinquent account and space is available, the student may be readmitted to the school.

St. Peter Preschool reserves the right to withhold the student's academic records. Students will not be allowed to re-enroll if tuition and fees are delinquent.

## **VISITOR OR OBSERVER POLICY**

If you wish to visit your child's classroom during the school day, please sign in at the school office. In case of a drill or actual emergency, we must know how many people are on our campus



during the school day — this includes classroom holiday parties. You do not need to secure prior approval from the teacher or the Director for classroom visits.

To participate in classroom activities (e.g. classroom parties, festivals, school events), sign up with your child's classroom volunteer list. All volunteers must complete all necessary background checks prior to serving in classroom functions. On the day of the activity, sign in at the school office prior to entering the classroom.

## **WEATHER RELATED SCHOOL CLOSINGS**

Announcements of emergency school closings will be broadcast on radio and television stations on their morning broadcasts and local news websites. Listen carefully to the announcements by radio and TV stations. When Northwest Independent School District is closed, St. Peter Preschool is also closed. When Northwest ISD has delayed start, St. Peter Preschool will be closed for the day.

**Once school is in session it will not be called off early due to poor weather.** Concerned parents of children already at school may pick their children up early if they wish to do so.

**Please note:** If school is canceled due to weather related emergencies all school related activities are canceled. Make-up days will not be scheduled, and tuition will not be reimbursed for weather related days.

## **WORSHIP**

An integral part of spiritual development in children of all ages is families praying and worshiping together regularly. Families are invited to join us in worship.

Sunday Service  
10:00am – 11:30am

\*Note: Policies are subject to change. Parents will be notified in writing via classroom newsletters and the St. Peter Preschool Courier of policy changes and the date effective. For questions about policy, please notify the Director Jennifer Murff at 817-491-2015 or [jmurff@stpeterfw.org](mailto:jmurff@stpeterfw.org).