

## TABLE OF CONTENTS

LETTER FROM THE DIRECTOR & LETTER FROM PASTOR.....	1
SCHOOL PHILOSOPHY & MISSION STATEMENT.....	2
OUR GOALS.....	3
ADMISSION POLICIES, HOURS OF OPERATION, & HOLIDAYS.....	4
FINANCIALPOLICIES.....	5, 6
HEALTH & MEDICATION.....	7
EMERGENCY INFORMATION & NUTRITION .....	8
NAP TIME, CLOTHING, & CUBBIES/PARENT INFORMATION.....	9
SHARE ITEMS, FIELD TRIPS, PARENT PARTICIPATION/VISITING, CURRICULUM/ WEEKLY THEMES.....	10
DISCIPLINE POLICY, CHAPEL TIME, & DAILY SCHEDULE.....	11
CHILD WELFARE AND SAFETY, REGISTRATION PROCESS.....	12

Dear St. Peter's Preschool Families,

I am the Director here at St. Peter's Preschool. I have worked here since August of 2006. I started Teaching in the Otter's classroom and then the Church gave me the opportunity to take on the Director position in November of 2007.

I am a native of San Diego and OB - I went to OB Elementary, Collier (now known as Correia) and Point Loma High School, Class of '83. I moved to Northern California after high school to pursue a completely different career path as a Dept. Manager with Nordstrom. I worked at Nordstrom for 10 years before I experienced God's calling to work with children.

I have worked with infants, toddlers, preschoolers, Kindergarten, and school aged children for the past 29 years. I have been a classroom teacher for every age group in a preschool setting, including Kindergarten, and I have worked as a director for 19 of those 29 years. My first preschool students are now SDSU Graduates ... (OUCH!)

FUN FACT: I owned and operated my own preschool on the island of Guam. I lived there for about 8 years and my daughters, Tia (21) and Zoe (19), were both born on the island!

I feel truly blessed to be part of the St. Peter's by the Sea Lutheran Church and Preschool Ministry. I look forward to serving our families in God's love and grace.

Sincerely,  
Denise Langlois

Dear Parents,

What a joyful noise fills the courtyard of St. Peter's by the Sea Lutheran Church! We are so pleased to be able to provide such a place for your child to learn and grow. The teaching and the play at the Preschool is alive and creative. My office is right across from the preschool office and I can't help but be involved in the daily life of these little ones.

The Chapel Times with the preschool children are favorite times for me (and my little horse, MerMare). I love sharing the stories of God and his great love for us. If there is any help that I can offer to you or your family, please do not hesitate to contact me. If you do not have a church home, do consider making St. Peter's that place of worship for your family.

God's continued blessings be upon you,  
Pastor Karen Marohn

St. Peter's Preschool is licensed by the State of California Department of Social Services, to operate a child care center.

### **OUR PHILOSOPHY**

St. Peter's Preschool is committed to offering an atmosphere conducive to development of the whole child. Our staff is experienced, qualified, and loving, as well as dedicated to helping shape young lives into useful, caring individuals. Our curriculum consists of activities based on weekly themes to stimulate growth in all areas of development. These areas include: social, emotional, spiritual, physical, and intellectual. Young children learn best through experimentation with their world. St. Peter's Preschool will provide activities that help them explore their world. Our staff emphasizes the facilitation of this process as each child develops according to his or her own internal schedule.

### **OUR MISSION**

St. Peter's Preschool strives to assist each family with the education and development of their children. Our goal is to provide a safe and enriching Christian environment. Our program is consistent with the highest standards and will allow each child to develop to his or her maximum potential, and to successfully proceed into the primary levels of education.

## **OUR GOALS**

### **Social Development**

To encourage positive social interaction by giving support and guidance in accepting and expressing emotions, and modeling socially acceptable behavior.

To encourage each child to participate in individual, parallel, and social play.

To promote prosocial behavior through various activities and experiences, observation, and modeling such behavior.

To model and reinforce respect of peers, elders, one's self, and property, and to foster a sense of responsibility.

### **Emotional Development**

To constantly provide a safe and secure environment, and be aware of and sensitive to the particular needs of each child and his or her family.

To foster a sense of self-worth and self-esteem through daily activities, self-help skills, encouragement, and positive reinforcement.

To aid children in achieving self-discipline and independence through the use of age-appropriate materials and activities, and through interactions with peers.

### **Spiritual Development**

To help the child grow in relationship to God through weekly Chapel experiences with their peers, teachers, and the Pastor.

To serve the children by introducing an awareness of God's World, the Bible, and God's Love through song, prayer, projects, and activities.

To help the child come to know that each of us is one of God's Children; his very own special creation.

### **Physical Development**

To expose the child to songs, rhythm instruments, finger plays, balance, and self-expression through daily music and movement experiences.

To offer a safe and challenging outdoor environment with play items and activities that stimulate gross motor (large muscle) development.

To facilitate hand-eye coordination and fine motor (small muscle) development by offering age-appropriate materials and activities in the indoor environment.

### **Intellectual Development**

To continuously expose the child to age-appropriate materials which stimulate cognitive development in both the indoor and outdoor environments.

To assist the child in wonder, reasoning, abstract and logical thinking through discussion, imagination, and skill-developing activities.

To expose the child to the basic skills which will be introduced in kindergarten, and encourage those who are developing in these areas to continue forward at their own rate of speed.

## ADMISSION POLICIES

Enrollment is open to all children of the community who are ages 2-5, and who are fully potty-trained upon the day of entry.

St. Peter's Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. (It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.) St. Peter's Preschool reserves the right to give preference for admission to families in the congregation of St. Peter's by the Sea Lutheran Church.

The following conditions must be met by the parent or legal guardian of a child for enrollment to take place:

- Received, read, and fully understood Parent Handbook and all policies within.
- Registration Fee and Tuition Deposit Paid.
- ALL required registration/enrollment forms completely filled out and returned by the first day the child attends school, including Tuition Policy Agreement.
- Proof of required immunizations (Yellow California Immunization Record or other official document) These include:
  - 3 Polio
  - 4 DPT
  - 1 MMR
  - 1 Tb test
  - 1 HIB
  - 3 Hep B
  - 1 Varicella (or Physician proof of disease)

## HOURS OF OPERATION

St. Peter's Preschool is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. Children enrolled in full-day programs may attend anytime during the operating hours. Children enrolled in half-day programs, however, may attend between the hours of 9:00 a.m. and 1:00 p.m. Only adults aged 18 and over, who are authorized to pick the child up from school, may do so. The authorized list is filled out by the parent or guardian and retained in the child's file.

Children must be signed in and out of the school by an ADULT, using a full signature each time. Children must be brought to the area in school where their classmates and teachers are when they arrive. Be sure that the teachers are aware that your child has arrived. Please be prompt in dropping off and picking up your child. Our school operates on a regulated schedule, and fees are strictly enforced for early drop-offs and/or late pick-ups.

## HOLIDAYS

We will close the school to observe the following holidays:

Martin Luther King Jr Day	Presidents' Day	Maundy Thursday & Good Friday
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving and day after	
Two Weeks at Christmas time		

**\*\* 3 Non-Holiday Closures will be announced each Year for Staff Development.**

## FINANCIAL POLICIES

The cost of the total program is divided into equal monthly payments. Hence, the fee is the same regardless of school holidays or closures. Tuition fees are non-refundable in the case of absence for any reason. The cost of the program continues when a child is absent, and a place in the program can only be held by continuing to pay tuition. Since most of our programs are full at any given time, we do not allow for the substitution of days. This means that when your child returns from being absent, we do not offer "make-up" days.

THERE IS A \$50 REGISTRATION FEE DUE EACH SEPTEMBER. Upon the child's first day of school, the registration fee and first month's tuition must be paid. Thereafter, tuition is due NO LATER THAN THE TENTH OF EACH MONTH. If you are registering ahead of time, to hold a position for your child for the future, the registration fee and half of the first month's tuition are due and non-refundable

Please make checks payable to ST. PETER'S BY THE SEA LUTHERAN CHURCH. All payments may be left in the tuition box, or with the Director. If your check is returned to us by a bank, a \$12 fee will be imposed to cover the cost to us. Your check will not be "put through again". This fee and the replacement payment must be made immediately by cashier's check or money order.

A 10% discount is offered to families with siblings attending the school. The discount applies to the younger sibling's monthly rate.

A 10% discount is offered to families who are members of St. Peter's by the Sea Lutheran Church. The discount applies to the family's entire tuition bill.

Please see the Pastor or Director if your family is in financial need. Every attempt will be made to assist you.

The following late pick-up fees are STRICTLY ENFORCED and payable immediately to the teacher at the time of pick-up:

After 1:00 ---- \$5	After 5:30 ---- \$5
After 1:10 ---- \$10	After 5:40 ---- \$10
After 1:20 ---- \$15	After 5:50 ---- \$15
After 1:30 ---- Child naps, parent pays both nap and late fees.	After 6:00 ---- \$20

The following **late tuition payment fees** are due with the late payment:

After the 10th of month --- \$10  
After the 15th of month --- \$15  
After the 20th of month --- \$20

### **Financial Policies, continued**

**A Fee of \$5 per day is due for any child enrolled in a Half-Day program arriving at school anytime before 9:00am.**

**The following options must be cleared with the Director before being chosen:**

Nap Fee: Half Day child staying for nap & picked up by 3:30 p.m. – \$10

Extra Half Day: Attending an extra a.m. or p.m. session - \$15

Extra Full Day: Attending an extra full day - \$30

We must be given notice when a child is going to be withdrawn from the school. This can be done TWO WEEKS PRIOR to the end of the child's last month, or sooner, if possible. Prorating is offered for mid-month withdrawals, provided the proper notice is given.

**IMPORTANT: Our school operates year-around.** If you withdraw your child for any reason and then you choose to return to the school you will not have priority and will need to place your child's name back on the waiting list. When an open spot in the program appears, you will be given the opportunity to re-enroll your child. An additional registration fee will be imposed.

## HEALTH

Upon enrollment, each child must have a Physician's Report signed by his/her physician to retain in our files. This report must be in our files 30 days (or more) from the first day the child is admitted into the center. You must bring your child's Yellow California Immunization Record (or other official transcript) on or before his/her first day of school. We cannot admit any child unless we have proof of the proper immunizations.

**Your child must be in overall good health** when attending our school. If there are no care providers in your home during the day, please be prepared with alternate care providers should your child have to stay out of school because of illness.

**Your child should be kept at home** (and will not be admitted in to school) if he/she displays the following:

\*\* Vomiting, Diarrhea, or Fever present or in preceding 24 hours.

\*\* Severe cold; Heavy cough and/or Runny nose.

\*\* Other signs of illness, including: listlessness, unexplained rash or skin eruption, severe headache, lack of appetite, or symptoms of Communicable Disease.

**If your child** becomes ill at school with any of the above symptoms, he/she will be isolated, and you will be notified and expected to make arrangements for immediate pick-up. He/she must remain **away from school for at least 24 hours** if sent home with a fever or vomiting. Remember, if you feel your child is not well enough to play outside or engage in group activities, he/she is not well enough to be at school. Please call to notify the school when your child will be out. If your child becomes ill with a communicable disease, please notify the school immediately.

## MEDICATION

Medication can be administered to children **only** when the following guidelines are strictly followed:

### **Prescriptions:**

1. Medicine in its original container, with doctor's name, child's name, and dosage instructions on label.
2. Signed medication form with instructions must accompany the medicine.

### **Over-the Counter Medications:**

1. Medicine in its original container, with appropriate dosage and instructions.
2. Medicine accompanied by a signed medication form, with exact dosage and instructions.

**\*\*\*PLEASE LEAVE MEDICATION IN THE DIRECTOR'S OFFICE\*\*\***

## **EMERGENCY INFORMATION**

**Up-to-date** emergency information must be kept in your child's file, including:

- current residential, business, and cell phone numbers.
- current alternate persons to contact, with phone numbers.
- child's physician's name and phone number.

In the event of a serious-injury accident at school, you, the primary care provider, will be called immediately. If you cannot be reached, the next step will be decided by the attending staff member according to the circumstances or seriousness of the situation; which will include any of the following:

1. Contact person listed by the parent on emergency information form will be notified.
2. The physician listed by the parent on the emergency information form will be called.
3. Child will be transported to the nearest emergency facility or the hospital listed on the emergency information form.

A **Consent for Medical Treatment** form must be signed by you, and on file at the school. The parents will accept full financial responsibility for any services needed.

### **Evacuation Plans/Relocation Site**

In the event that the school becomes an unsafe area, we will relocate to the front of the Fellowship Hall located on the Point Loma Avenue side. We may also use the Parking Lot to the east, near the Ocean Breeze Laundry.

If our entire property becomes an unsafe area, we will walk to **Warren-Walker School** located up Point Loma Avenue – corner 4605 Point Loma Ave. & Froude St.

If that area is also unsafe, we will proceed to **Silvergate Elementary School** located at the top of Pescadero Avenue - 1499 Venice Street.

\*\*The school is equipped with first aid kits for everyday use. There is also an emergency shed packed with disaster/evacuation supplies located north of the Pastor's Office and an emergency supply bag is located in each classroom room in the event of an evacuation.

## **NUTRITION**

We serve a mid-morning and mid-afternoon snack. In accordance with State requirements, we serve snacks that include at least two of the nutritional food groups. We provide all snacks, and will gladly accept food donations as well. If you are interested in donating, contact a staff person for ideas on what is needed. We ask that you send your child with a nutritious lunch, as well. Lunch containers **must be labeled** with child's name prominently on the outside of the container. Please do not send candy or soda. It is not allowed at school. Any lunch treats will be allowed to be eaten after the child eats all or most of his/her "good food". Cupcakes, mini-muffins, or cookies are welcome items if you wish to celebrate your child's birthday at school. Please speak to your child's teacher to arrange for such celebrations.

## NAP TIME

Our nap time is from 12:45 - 2:45 p.m. For the comfort and well-being of each child enrolled in a full-day program, all children in attendance are given rest between these hours. Your child should ONLY be enrolled in a full-day program if he or she normally rests on a daily basis, and if you wish for them to rest at school. Any child who remains awake during nap time will be asked to rest quietly while his/her friends sleep. Soft music, and or stories are present, as well as teachers who supervise the nap area, and help soothe the children to sleep. Each child uses a cot, and we require that you send a crib-sized sheet and blanket. A small doll or stuffed animal is also a welcome item. We ask that you not send large or excessive sleep items; only items that will fit in the nap bag provided for you. All nap bags will be sent home at the end of each week for laundering. ALL nap items should be labeled. If nap bags are forgotten at home, the school will lend sleep items out. However, extra linens are limited, so please be vigilant in keeping track of your child's nap items.

## CLOTHING

Please dress your child in casual, comfortable, clothing that is appropriate for the given weather each day. Art is a major part of our program, as well as other hands-on activities, and although we use art smocks, clothing still sometimes gets soiled. We recommend you send your child in clothing that is "okay" to play and do artwork in! It is quite helpful if a child is dressed in clothes he/she can manage, and remove independently. This makes potty trips more successful.

Since we are located in a climate that changes temperature rapidly, it is a good idea to leave a light jacket or sweatshirt at school. Please label all items that stay at school with your child's full name. A Ziploc bag with a change of clothing, and extra socks and underpants, should be kept in each child's cubby for emergencies. Please send your child in clothes and shoes conducive to safe running and/or climbing.

**Boots, party shoes, "flip-flops" and platform shoes are unsafe for play, and cause falls and injuries. Shoes must protect the feet and fasten securely around the entire foot.** We recommend your child wear socks, as a health and safety measure. Many times the children want to take their shoes off in dramatic play, or the book area, and are only allowed to do so if they are wearing socks.

## CUBBIES & PARENT INFORMATION

Each child has his/her own cubby space with his/her name on it. This is where extra clothing should be kept and where artwork will be sent home. All extra clothing should be clearly labeled, including jackets or sweaters. Please check your child's cubby daily for soiled clothing or bedding, and artwork, etc. *There is also a file box* near the sign-in area with each child's name on a folder. Inside the folder will be school newsletters, receipts, notes, party invitations, and other important information. The file folder should be checked each day. The bulletin board located above the sign-in sheets is also for current parent information. Please check it daily to be well-informed.

## **SHARE ITEMS & TOYS**

It is our policy that TOYS BE LEFT AT HOME to prevent potential loss or breakage. We do encourage bringing educational items, such as: Books, Tapes, Puzzles, Games, and other interesting "finds" for sharing times. Please check with your child's teacher regarding the days in which his/her class has sharing time.

It is our **strict policy** not to allow toy guns, weapons, or any type of war item at school. We do not allow pretending of any type with violent or weapon play. We must request that you please support and reinforce our efforts to maintain a safe, peaceful atmosphere, with kind and gentle friends.

## **FIELD TRIPS**

Your child will have opportunities to join classmates for enjoyable and educational field trips. We feel the trips are an important and fun part of learning about the world around us. We require parent permission for each child to attend each field trip. Usually the permission is in the form of signing a detailed information slip and returning it to the school. We take walking field trips from time to time, and permanent permission slips for these are signed by the parent and retained in the child's file. For trips of further distance we gladly welcome parent volunteers to help with driving and chaperoning!

## **PARENT PARTICIPATION & VISITING**

It is your right as the parent or guardian of a child enrolled in our school to visit unannounced during the hours when your child is at school. Access to our facility may be denied if a person's behavior poses a threat to the health and safety of the children and/or staff. Access may also be denied to a non-custodial parent or guardian when court documents or other legal mandates are in effect and are provided to the preschool. We welcome and encourage your voluntary assistance for field trips & special events, and recruitment of future students!! A TB test is required for any persons wishing to do volunteer work in the classroom. Please ask your child's teacher or the Director if you have ideas or questions regarding parent participation.

## **CURRICULUM & WEEKLY THEMES**

Each week, we learn about a new theme or subject area. Our songs, stories, artwork, and classroom or school activities will relate to that theme. A copy of the curriculum/weekly themes will be published and distributed each September. Weekly themes are also published in the monthly newsletter. A wonderful way for your child to bring share items is to follow the weekly themes and bring share items related to the themes.

## **DISCIPLINE POLICY**

Any form of discipline or punishment which violates your child's personal rights is strictly prohibited. Children need to know some rules are necessary in order to maintain a safe and healthy environment for learning. Our discipline methods begin with the teacher verbally redirecting undesired behavior to more positive or constructive activity. Then, if misbehavior continues or is more serious/endangering, the teacher may ask the child to take a temporary time away from the situation (usually sitting in a quiet area). A teacher may request a parent conference in the case of continually disruptive or endangering behavior, or if the teacher is concerned about a child displaying out-of-the ordinary behavior. We consistently encourage children to express their feelings in acceptable ways such as talking. **BITING will not be tolerated.** Depending on a child's age and developmental level, warning and a note home to the biter and victim will be imposed. If the child is older and has adequate verbal and expressive ability, biting is considered unacceptable, and he/she will be sent home immediately. We reserve the right to suspend or expel any child from the school whose needs cannot be met by the staff, or whose behavior is constantly such that the staff cannot tolerate the child's behavior while caring for the rest of the children in the class/school.

## **CHAPEL TIME**

Each child will have the opportunity to attend chapel time once or twice a week, depending on the schedule he/she is enrolled in. Teachers, students, and the Pastor will take part in Chapel time together inside the church. Songs, Bible stories, and prayers are included, and the period of time is usually 15 - 20 minutes. Parents are welcome to join us during chapel time. Please ask a teacher about the current chapel days and times.

## **DAILY SCHEDULE**

Each class operates on a daily schedule, which coordinates with the daily schedule of the entire school. Each class has the opportunity to experience music and movement activities in a morning circle time, which conclude with the Flag Salute and prayer. Snacktime, circle time, indoor and outdoor play, art activity, and group activity are offered to each class daily. Special activities, such as cooking, walking trips, and other educational experiences are generally planned on a weekly or monthly basis. All daily experiences are planned with the Weekly Theme in mind. Each class posts a daily schedule in the classroom, and a daily report of the happenings each morning. Please see your child's teacher for further information on the class schedule and events. An afternoon report is also posted in the Media Center, and includes the names of the children who slept, and the snack they had and activities they did in the afternoon.

## **CHILD PROTECTIVE SERVICES**

The health, safety, and well-being of the children in our care is our primary concern. Teachers, Child Care Workers, Clergy, and Physicians are all mandated reporters of suspected child abuse, neglect, endangerment, and/or abandonment. All members of our staff are required by law to anonymously report any situation which may be deemed as one of the above forms of mistreatment. After a report has been filed with Child Protective Services, county and law enforcement officers then investigate and intervene, if necessary, to ensure the health and safety of each child.

## **CHILD CAR SAFETY SEATS**

To aid parents in assuring the safety of their children, we have included the following guidelines, given by the Red Cross:

According to Law: Children under 4 years and under 40 lbs. must be secured in a child-safety seat. Children over 4 AND over 40 lbs. must then be secured by a booster seat. Boosters seats at this point will be safer for the child.

According to Law: Children then must remain using a booster seat until they are at least 8 years of age or under 4' 9".

## **COMPLIANCE WITH LAWS INVOLVING CHILD SAFETY**

St. Peter's Preschool families and staff are required to comply with any and all laws and state licensing requirements concerning child safety. If you, as parent or guardian of a child attending our facility, fail to comply with such laws, our staff is obligated and has been instructed to call law enforcement officials to report the incident immediately.

**Examples of non-compliance are:** driving while intoxicated, failure to adhere to car safety seat requirements, and any other acts which are in non-compliance with the law and/or endanger the safety of children attending our school.

## **REGISTRATION PROCESS**

Once you have been notified that a position is available in our school, you will receive a packet of forms that must be read, filled out, signed, and returned. The packet includes specific instructions for enrollment. All required information must be complete, and must accompany the Registration Fee, and a deposit, which is part of the first month's tuition. After the registration process is complete, the child will then be considered enrolled in our school. You will then be responsible for having been informed of all information in this handbook and in the registration packed. NOTE that a physician's report and a complete immunization record is required for enrollment. Please contact your child's physician immediately to arrange this, as it can be a lengthy process. Thank you!

