

*Saint* JAMES  
PRESCHOOL



Parent/Guardian Handbook

427 S. Main Street

Verona, WI 53593

608/845-6922

Revised 1/2022

## Table of Contents

Welcome	3
Philosophy	3
Administration	3
Admissions Policy	3
Registration	4
Tuition Policy	4
Arrival and Departure	5
Withdrawal/Discharge	6
Program Description	6
Programming Goals	6
Outdoor Play	8
Transportation/Field Trips	8
Typical Day	8
Child Guidance	9
Problem Resolution	9
Child Abuse/Neglect Reporting	10
Confidentiality	10
Health Policies	10
Food Allergy Policy	11
Snack Policy	12
Birthday Treats	13
Building Service Loss	13
Emergency Procedures	13
Parent/Guardian and Teacher Communication	15
Parent/Guardian Involvement	16
Parent/Guardian Provided Supplies	17
Parking	17
Pets	17
CACFP Child Meal Pattern- Snack Guidelines	18
Parent Statement of Acknowledgement	19

## **Welcome**

Thank you for taking an active approach in your child's early learning. A lot of the policies and procedures found in this book are required by the state for the health and safety of the children and staff. A copy of the State Licensing Manual is available to view in the Preschool Lobby. Our license and licensing visit reports will be posted in the Preschool Lobby. Your Guide to Regulated Child Care is also available in the Preschool Lobby and on our website.

## **Philosophy**

The philosophy of St. James Preschool is to instill in each child a confident desire to learn more about the world in which we live and provide children with a balanced routine to develop emotional, intellectual, physical and social skills through natural play in a loving environment. St. James Preschool does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities.

## **Administration**

St. James Preschool is an outreach ministry of the St. James Lutheran Church, thus the ultimate decision making authority lies with the Congregational Council and Senior Pastor.

Administrative authority lies with the Preschool Administrator. In the absence of the Administrator, the line of authority for decision making regarding daily operation of the center passes to the teachers (a list of the line or authority is posted in the school offices).

## **Admissions Policy**

All children are eligible and will be provided with equal opportunities regardless of race, color, disability, gender, national origin, or creed. You and your child will be asked to visit the program prior to enrollment. At this time you will be able to see the classrooms and look at the curriculum. You will also have a chance to discuss any policy with the Administrator. There will also be several forms for you to fill out prior to the first day of attendance.

A child must be 2 ½ years old to enter the 2 ½'s class and 3 before Sept. 1 to attend the 3's class. We are also a site for VASD Pre-K and students must be 4 by Sept. 1 to enroll. 2 ½'s class meets M & F from 9:00-11:00 and the 3's classes meet T/W/TH from 8:45-11:45. Pre-K meets T-F from 8:30-11:40. Times may vary slightly based on district decision of our Pre-K times. There may be additional enrichment opportunities available throughout the year. Classes typically run September through the beginning of June and generally follow the VASD school calendar.

## Registration

Registration is an ongoing process. Class placement for the following school year for current and returning families takes place in January. New families can begin enrollment during open registration in late January/early February. If space is still available enrollment will continue until full. Placement will be made priority based in this order; currently enrolled students, currently enrolled families, alumni families, members of St. James Lutheran Church, new families. After our open enrollment period ends spots are given to students based on first come first serve and not priority.

Before a child can attend preschool, the following forms must be submitted: Registration Form, Family and Social Record, Financial Agreement (2 ½ and 3s), Emergency Care Card, St. James Preschool Directory & Photo Release, Child Care Enrollment, Health History and Emergency Care Plan, Day Care Immunization Record (within 30 days), Child Health Report (within 90 days).

**Note: VASD Pre-K registration is handled by the school district and information can be found at [www.verona.k12.wi.us](http://www.verona.k12.wi.us).** Priority for VASD Pre-K at St. James Preschool is given to current and returning families.

## Tuition Policy

The present fee schedule includes a \$65.00 non-refundable registration fee, paid annually, and a monthly tuition. We cannot give any refunds for days absent and are not able to keep any children in the program if payment is delinquent for one month or more. Please see the administrator concerning payment issues. Tuition assistance is available to qualifying families.

Payment is due between the 1<sup>st</sup> and 7<sup>th</sup> of each month. There is a \$5 per school day fee for tuition paid late. There is a \$30 returned check fee. EFT (Electronic Funds Transfer) forms are available from the preschool office to make automatic payments. In person payments may be given to the Administrator. If you pay with cash or check there will be a \$10 fee applied to tuition each month. Fees/rates are subject to change.

In the event school is closed for an extended period of time due to unforeseen circumstances we will offer virtual learning opportunities and stay connected to families. The Director will be in contact with families about tuition options in the event of such a closure.

**Note: There is not a monthly fee for VASD Pre-K students. Private pay is available. There is a \$65.00 activities fee for enrolled students.**

## Arrival and Departure

St. James Preschool is located at 427 S. Main Street in the lower level of St. James Lutheran Church. Please use the parking lot in the rear of the church to safely bring your child into the building. Enter the building through the Preschool Entrance or entrance assigned to your classroom by the school staff. Please arrive promptly to drop off your child and to pick up your child after class. Your child will be marked tardy if arriving 15 minutes after school starts. A late pick-up fee of \$5 per 5 minutes will be charged for parents/guardians/sitters/etc. picking up more than 5 minutes late.

We have two different drop-off and pick-up routines. You will be notified of the one we choose to use prior to school starting. See the following for more information.

### Entering Building:

When arriving at school you should wipe your child's hands and face with the sanitizing wipes provided for you. Please also wipe the hands and faces of yourself and anyone else with you to help control germs and allergies. You will help your child do their jobs at their cubbies. When at their cubbies, encourage your child to hang their backpack and put their things where they belong. We work really hard on promoting self-help skills. Once their jobs are done then walk them to their classroom door. Wait to enter the classroom until the teacher opens their door then say your goodbyes and let them enter to do their jobs.

### Class Line:

Your child's class will have a set spot for their class to line up with their teacher. Grown-ups will walk their child up to the line and say their good-byes. The children will be supervised by Preschool Staff. For pick-up, the class will come to their set spot. The staff will dismiss kids one at a time as their grown-up is at the line ready to receive their child.

If you would like to speak to your child's teacher at pick-up please hold back and wait until all children are dismissed.

If a person other than those listed on the emergency form will be picking up your child, a signed note will be required and identification will be verified. Children cannot be released to others without prior approval from parent.

**Please notify the school at 608-845-6922x235 or the Administrator any time your child will not be attending or will be arriving late. We will attempt to verify their absence within 30 minutes of class beginning if no call is received. We need to know why your child will not be attending.**

## **Withdrawal/Discharge**

Our goal at St. James Preschool is to meet the needs of each child. If concerns arise by the staff or family we will form a team with parents/guardians, teachers, Administrator and possible other specialists ex: behaviorist, VASD Early Childhood, community resources, etc. This team will support each other in developing and implementing a support plan so the child can stay enrolled in school and be successful.

Parent/Guardian Initiated: There is a one month adjustment period. If a parent/guardian finds it necessary to withdraw after the one month adjustment period, they are asked to first discuss it with the school administrator. We will work together to problem solve and create a plan everyone agrees with. At any other time, one month advance notice and a discussion with the school administrator is requested prior to withdrawal. Without notification one month's tuition will be charged.

All concerns regarding the consideration of withdrawal will be documented in the child's file and will be kept confidential with exception to those directly affected.

## **Program Description**

Classrooms use a play-based philosophy with emphasis on one-on-one, small group and large group instruction that is age/ability appropriate. Centers will focus on colors, shapes, letter and number recognition as well as activities that stretch the mind, express feelings and encourage cognitive development. Social interaction will also be a focus as these children learn to relate to peers and adults. Children will be encouraged to verbally express needs and desires. Classes will have the opportunities for free play, music, art, science, early math and literacy concepts, stories, role-playing and more. The staff will promote Kindergarten readiness through pre-reading and math activities. Classes may be multi-age.

## **Programming Goals**

Our program is based on the developmental needs of preschool children and the understanding of the way children learn. We create our own curriculum from research in best practice and experience in the classroom. We also use curriculum from Creative Curriculum, Learning Without Tears, and The Nora Project. We believe that play should be at the heart of any quality preschool program. Play makes a major contribution to the physical, social, emotional and intellectual development of children.

At St. James Preschool we incorporate play into the following activity areas:

**Large Motor Skills:** Development is encouraged through both indoor and outdoor play including balance, climbing and coordination.

**Small Motor Skills:** We provide a wide variety of materials to promote fine motor skills such as puzzles, Legos, Bristle Blocks, crayons, etc.

As children are ready to begin writing we use the Learning Without Tears program.

**Drama, Art and Music:** Through self-discovery and creativity children will identify feelings and emotions, practice speech, learn problem solving skills and use their imaginations.

**Science:** We encourage curiosity and help to develop a sense of wonder at the world around us. Children become aware of and become comfortable with basic patterns and principles of nature.

**Early Learning Reading and Math Skills:** These skills are introduced to facilitate cognitive development. Overall our goal is to teach literacy and math concepts through informal activities and small group instruction.

**Health, Safety and Nutrition:** These lessons are woven through the curriculum and reinforced as the teacher sees fit. Children are asked to wash hands after toileting, and before and after snacks.

**Social and Emotional Well-Being:** We currently are implementing The Pyramid Model which is an evidence based prevention/intervention framework that prevents challenging behaviors and promotes healthy social and emotional development by supporting positive relationships, creating engaging environments, and providing concrete teaching strategies.

**Diversity:** Our program will strive to incorporate diversity through daily exposure to differences in race, age, disabilities, etc., through materials and equipment in the classroom. We use The Nora Project curriculum to help teach this and empathy for others. We are always continuing to work on having representation of diversity throughout the school and in our teaching.

**Religious Education:** The St. James Preschool program includes some Christian development in the form of stories, daily prayers, songs with Christian content and seasonal activities (Christmas, Easter, etc.). Signs and symbols of faith may be a part of the preschool environment. All discussions of faith and Christianity are ecumenical in nature, keeping in mind that the children come from a variety of religious backgrounds. **Note: The VASD Pre-K class time will not include any religious education.**

## Outdoor Play

We believe that outdoor play is important for a child's health and development. Within each teacher's lesson plan will be activities for outdoors. The staff can choose to be on the fenced in playground or another spot on church property ex: coned off parking lot area, garden, etc. Please dress your child appropriately. Our playground is shaded most of the morning so we appreciate when you send in appropriate outdoor attire. We will not go out if the temperature/wind chill feels like below zero or if the heat index is above 90 degrees. When we are unable to play outdoors we have access to the Activity Center or open spaces throughout the church.

## Transportation/Field Trips

St. James Preschool does not provide transportation for students. In most cases field trips will occur only when it is a safe distance to walk to. On occasion the drop-off and/or pick-up site may change to allow for a field trip. Transportation will be provided by parents, or arranged for by parents. A signed permission slip from the parents will be required for each trip. Staff will bring proper emergency forms, a cell phone, emergency backpack and attendance records will be brought on all field trips. The VASD Pre-K class is allowed to take field trips on buses provided by the school district.

## Typical Day

Each day will bring new opportunities for children to learn and grow through exploration and education. Upon arriving children will be greeted by their teacher and have options for play. They will begin to develop routines in the classroom. There will be several opportunities for group meetings/circle time as well as small groups and independent or group play. Transition times will be guided to reduce waiting times for the next activity. Children will grow and learn throughout the year and require less prompting to what comes next. Each group of children will have their own dynamic and the staff will create routines around their abilities. See a sample class schedule below (taken from Pre-K):

8:30-8:45	Arrival & Welcome Activities
8:50-9:05	Hello Circle Time (Hello Song, Community Building, Large Group)
9:10-9:25	Small Group Work (Learning Without Tears, Literacy, etc.)
9:30-9:45	Hand washing, Songs, and Stories
9:50-10:05	Snack, Books, Puzzles
10:10-10:35	Outdoor Play/Recess
10:40-11:20	Centers (Choice time & Projects)
11:25-11:35	Closing Circle (Sharing time & Good-bye Song)
11:40	Dismissal

## **Child Guidance**

We try to create an atmosphere of genuine caring and respect for each child. Our site wide expectations are: Be Safe, Be Kind, Be Responsible. We teach the children the expectations and what they mean throughout the year. Our guidance technique will be to restate the rule, redirect the child and reinforce positive behavior. Sometimes we have a child take a break in the calm down spot in the classroom. There is one in the Administrator's office as well if a child would rather use that spot. We will guide the child through calm down strategies. This is not a time out, but a tool and skill for the child to learn. We suggest all children use the calm down spot during the school year. It is a great way for them to practice self-regulation.

We do not use time outs at our school. Under no circumstances will staff tolerate or use physical force in disciplinary procedures. Hitting, spanking, withholding or forcing snacks, naps, or verbal abuse is not permitted, even at the Parent/Guardian's request.

Crying is developmentally appropriate behavior and should be treated as so. If a child becomes distraught, fussy or will not stop crying, the first step is to identify the cause of the distress; it may be that a child needs some extra time and attention. Attempts will be made to soothe the child and those attempts may include letting the child cry for a few minutes. A teacher may request assistance from another teacher or Administrator if crying persists.

## **Problem Resolution**

Through open communication, policies and procedures, we feel most problems can be remedied easily. If for any reason a parent/guardian has an issue with a classroom situation, we ask that the teacher be contacted first for discussion. If the problem cannot be resolved, the teacher can then refer the parent/guardian to the Administrator.

If for any reason a parent/guardian who has a child currently enrolled in St. James Preschool feels that a program policy, procedure and/or structure is not in full compliance with WI State Licensing Rules and Regulations, it should be brought to the immediate attention of the Administrator in a written, dated description of the noted irregularity. A copy of the statement will be kept in a permanent file in the school office.

Once a parent/guardian statement is filed, the Administrator will look into the matter, act on it appropriately, and respond to the complaint. The complaint and resolution will be discussed with the Senior Pastor. If a satisfactory resolution isn't reached after this process, and the parent/guardian feels the issue constitutes a violation of licensing rules, the complainant may contact a State Licensing Agent at 266-2900.

A copy of Licensing Guidelines and a copy of the Parent Handbook will be available to parent/guardians at all times. These items are located in the Preschool Lobby and on our website.

### **Child Abuse/Neglect Reporting**

Staff are trained annually and required by law to report if they know or have reason to have concern that a child has been neglected or harmed. Reports will be made to Dane County Department of Human Services, in compliance with the State Child Abuse and Neglect Laws.

### **Confidentiality**

Confidentiality is of utmost importance at St. James Preschool. Issues relating to any child will only be discussed with Parent/Guardians and involved staff. Parent/Guardians are asked to respect this policy and to not inquire about issues dealing with other children. Please see the Administrator if you have questions regarding this policy.

Children's files will be accessible only to staff, the licensing specialist and the child's Parent/Guardians upon request.

### **Health Policies**

Each child is required to have a physical exam by a licensed physician not more than one year prior to or later than three months after admission to school. Children must have a new exam every two years. Physical Exam Report, Immunization Records, and Health History Plans need to be on file and up to date.

An individual with a history of contagious disease must show proof that they are not a carrier before participation in the program. The school will post and notify Dane County Public Health, State Licensing, and Parents/Guardians of any and all communicable diseases that children have possibly been exposed to. A list of diseases that are considered "communicable diseases" will be posted in the Administrator's office or Staff Office.

Since children who come to school are expected to participate fully in school activities, parents need to decide if their child is well enough to be in school. Please notify the teacher if your child has taken medication prior to school.

If a child becomes ill at school, the Parent/Guardian or emergency contact will be notified immediately, and expected to arrive within 20 minutes. Ill children will be kept away from the other kids until Parent/Guardian arrives (ex: Administrator's office, outside, etc)

Here are some guidelines to help parents make the right decisions on when to send your kid to school...

**Vomiting, severe stomach pain or diarrhea:** Children with these symptoms need to stay home until they have been free of symptoms for at least 48 hours and can tolerate a normal diet.

**Fever:** Any student with a fever of 100 degrees or more should be kept at home and not return to school until the fever is gone for at least 48 hours without medication. Illnesses that cause elevated temperatures can make it difficult for a student to function in school and generally indicates an illness that could spread to classmates.

**Infectious Diseases:** Some diseases, such as strep throat, impetigo and pneumonia, require a doctor's exam and prescription for medication. Once the medication has been taken for 24 hours, and the child is feeling well enough to participate, he/she may return to school. If your child needs to take medication in school, please contact the Administrator to fill out a medication administration form and to drop off the medication.

**Local, National, or Global Health Crisis:** In the event of a health crisis we reserve the right to make changes or amendments to our Health Policies. You will be notified of the changes and asked to sign off on them. When making decisions on what is best for our school we will rely on WI Department of Children and Families, CDC, Dane County Public Health, and/or VASD. Parent/Guardians will always have the chance to talk to the school administrator with any questions, concerns, etc.

## **Food Allergy Policy**

In response to the increasing rates of allergies among children, St. James Preschool is a peanut/tree nut free school.

### **For our school:**

- We monitor for peanut/tree nut free snacks

### **If a child/children in your class has a food allergy (peanuts, tree nuts or others):**

- We will work together to make snack time safe and enjoyable for all
- Check the labels of snacks before bring them in
- Check the ingredients and look for warning or safety notices

### **If your child has allergies:**

- Let the Administrator and teacher know immediately
- Please share a list of safe and unsafe foods, including specific brands if applicable

- If needed, make sure the teacher has an epi-pen and the correct paperwork is filled out for your child
- If you are not comfortable with snack arrangements, talk to the Administrator
- We encourage you to help us to educate the teachers and other parents on reading labels and identify risks.

**For all students, parents and visitors to our school:**

- We ask that you clean your hands and face with sanitizing wipes before entering the classroom. We also encourage you to clean the hands and faces of your accompanying children as well.
- Any lunches or snacks brought to school, to be eaten on or off site, should be prepared with these polices in mind.

Food allergies are a serious issue and we appreciate your cooperation in ensuring the safety of all of our children. We encourage parents to share restrictions and concerns and to ask questions. The perimeter of the grocery store is the best place to start looking for healthy snacks. If you have any questions or need more information, please feel free to contact the Administrator.

## **Snack Policy**

Each parent will provide a snack for their own child. We suggest packing it in a lunch bag with an ice pack if it needs to stay cold as we have limited fridge space. Snack needs to be healthy and consist of **at least 2 different food groups**. Please remember this is a time for a light snack not a lunch. Water is always available for children but you may pack a drink for your child if they want. Juice boxes have to be 100% real fruit juice. Examples of snacks include: milk and applesauce, yogurt and carrots, raisins and string cheese, cheese and crackers, 100% apple juice and carrots and ranch. You can reference the CACFP Child Meal Pattern chart for snacks on page 18 .Please contact the Administrator if you have any questions.

If your child does not have snack we will supply them with a snack. We will then send a note home notifying you and asking for payment for the snack that was given.

During snack time children will sit together at the snack table. They will have the opportunity to eat the snack provided by their Parent/Guardian. It is the child's option to take and/or eat snack.

## **Birthday Treats**

We will try to plan on celebrating your child's birthday on their actual day or as close to as possible. We typically celebrate summer birthdays towards the end of the school year.

We want to be inclusive of all kids so each classroom might do their own type of celebration. Your child's teacher will notify you of how their class will be celebrating birthdays for that school year. Some types of celebrations we might have at school are: sending in a non-food treat (stickers, pencils, etc.), sending in a store bought pre-packaged treat (fruit snacks, Rice Krispie Treats, Oreos, etc.), or a special celebration at school (stuffed animal day, favorite color day, bubble party, etc.).

## **Building Service Loss (due to: Flood, Fire, Tornado, etc.)**

St. James Preschool will close in the event that the building loses:

- Heat that creates a temperature less than 67 degrees, or air conditioning that creates a temperature of more than 80 degrees.
- Water accessibility
- Electrical service
- Plumbing capabilities

Parent/Guardians will be notified through our notification app/service or by phone to make arrangements for pick-up as soon as possible. If telephone service is out, children will be sheltered in the preschool until contact can be made. Someone from the church staff will be available, within 5 minutes, for emergency support.

## **Emergency Procedures**

**Weather:** Cancellations due to weather will follow the lead of the Verona Area School District. If VASD delays school, it is most likely that Pre-K, 2 ½'s and 3's classes will be cancelled. If schools are released early we will expect preschool children to be picked up by that time also. Please call if you have questions. We will send out a notification through our app/service and try to send out an email as soon as possible once we find out. Watching the news or going to the VASD website will provide school closing information as well.

**Evacuate:** If there is a need or it is safer to evacuate the building we will drop what we are doing and leave through the safest exit. Children will be evacuating with the help of an adult. Once evacuated, staff and students are to report to one of our evacuation sites. When we are at our evacuation site and given the all clear we will begin our reunification process. We will notify parents where we are and give further instructions on how to pick up your child. Children

will be dismissed one at a time. The reunification process may take some time so please have patience as we continue to meet everyone's needs and keep them safe.

**Evacuation Sites:** Franklin Street- back of property (if we just need to get away from the building), Verona Senior Center, Miller & Sons. If any of these spots are unavailable or in the area or danger we will move in the opposite direction of the danger until we can find a safe spot for children to remain until families can safely pick them up.

**Fire (Evacuation):** Fire drills will take place monthly. In a drill or actual fire, teachers will take count of the children to make sure all are accounted for and then lead the children out following the posted evacuation plan. A face-to-name attendance will be taken again when we meet outside and we will return after an all-clear signal from the Administrator or "Person in Charge (PIC)". Emergency cards, emergency backpacks and attendance forms will be with the teacher at all times.

**Tornado:** Tornado drills take place monthly April through October. If there is a tornado warning the children will be led to their tornado shelter room (Preschool Storage Room or Youth Music Room- Blue Room; Teacher Work Room or Youth Bathrooms- Purple, Green & Orange Rooms). We ask that Parent/Guardians do not try to pick up their child during a tornado warning, but are encouraged to take cover immediately. If you are already on school property we suggest coming into one of our designated tornado shelter rooms. Emergency cards, emergency backpacks and attendance forms will be with the teacher at all times.

**Minor Injury:** If your child suffers a minor injury, our first step is to administer first aid if necessary. Superficial wounds shall be cleaned with soap and water only and protected with a bandage. An ice pack may be applied. Parent/Guardians will be informed of the injury when they arrive and the injury will also be logged in our Medical Log Book. A first aid kit will be taken on all field trips and is also in each teacher's classroom and emergency backpack.

**Serious Injury:** If it is determined that your child needs professional medical treatment, has had a severe allergic reaction, a rescue medicine has been used, etc. the following procedure will be followed:

- 911 will be called if it appears life threatening
- The Administrator will be notified
- The Administrator will call the Parent/Guardians
- If the child needs transport to the clinic or hospital, the Administrator will go with and stay with the child until the Parent/Guardians arrive. Children will be taken to UW Hospital unless otherwise determined by paramedics
- The teachers will tend to the rest of the class
- The Administrator will fill out an accident report form, whenever a child has received medical treatment, and send to the State Licensors within 48 hours.

**Shelter in Place:**

**Lockout:** All students and staff will be brought indoors. We will lock and monitor all exterior doors, increase situational awareness, and close blinds. During a lockout teaching/playing will continue. Families, staff and volunteers may enter and exit only as authorized by the PIC.

**Lockdown:** All students and staff will be brought indoors. We will lock the exterior and interior doors, barricade doors/windows if able, turn lights off, close blinds. Teaching will stop and everyone will be spread out and/or moved out of site. During a lock down we will maintain silence and will have no communication coming in or going out. We will also allow no one to enter or exit until the PIC has given the all clear.

In all emergencies staff are to grab their emergency backpack and communication device. Attendance will be taken multiple times throughout any emergency. We will provide assistance to children and adults who have disabilities or difficulties in an emergency situation. In the event we have an emergency Parents/Guardians will be notified either through our notification app/service, email, telephone, etc. The procedures above will be followed in the same format when away from the preschool; a cell phone will accompany the group on all outings.

**Parent/Guardian and Teacher Communication**

At St. James Preschool, we value communication with our families. We ask that you take the time to read what is sent from us. We also ask that you communicate with us whenever you feel it is needed (when absent, alternate pick-up, etc.) or wanted (checking in, question, etc.). We are here to work as a team to make the best experience possible for your child and family.

In the fall of each school year, there will be an opportunity for Parents/Guardians to have a conference with your child's teacher. The main focus of this conference is social/emotional development and to check on how school is going for the child and family.

In May of each school year, there will be an opportunity for Parents/Guardians to view their child's portfolio and discuss their child's progress.

Throughout the year you will receive either a report card (Pre-K) or Progress Checks (2 ½ & 3s) for your child.

We use Remind to communicate the majority of what happens on a daily basis. Each class has their own unique code to join. Each week teachers will post pictures and/or updates on what

the children have been doing in class. Volunteer opportunities, events, fundraising, links to sign-ups, and other helpful items are posted there as well.

The teachers and Administrator will also use email to communicate with Parents/Guardians at times.

At the end of each week a folder is sent home containing your child's work and important information. Please make sure you check it when it comes home. You will need to return the folder with your child at the beginning of each week.

There is a bulletin board in the Parent Lobby that has information posted from the school and community.

You can always reach the Administrator via phone, text or email on her cell phone.

Let us know if you need information in a different format at any point during the year.

## **Parent/Guardian Involvement**

We strive to keep our preschool on the forefront of emotional, intellectual, physical and social learning at an affordable price. To continue this passion we count on Parents/Guardians to take an active role in their child's school. Parent/Guardian involvement is not only welcomed but encouraged. Some are able to assist more than others and we appreciate any time or talent you are able to give. We also may do fundraisers throughout the school year and ask for your participation and support if you are able.

We have a Parent Advisory Committee made up of at least one parent from each age group. They meet with the Administrator throughout the year to help make decisions, make suggestions and bring concerns to the staff. This committee is a great resource to go to and you may also go to them if you have any problems or concerns you would like shared.

Please remember that personal information or observations of the other children should be considered confidential. Situations in the classroom should not be discussed with others. Parents/Guardians should note that teachers will not discuss another person's child – either problems or progress.

Some opportunities to serve are:

- Property Up-Keep/Improvement: Responsible for fall and spring inside/outside clean-up days and general oversight and care of the grounds. Help with “maintenance” projects is also a need.
- At Home Parent Help: Responsible for helping prep projects or other projects teachers need help with. Examples: cutting, tracing, etc.
- Share a Talent: If you have a talent that you would like to share in the classroom or do behind the scenes please let the teacher or administrator know. This can either be something you do for work or as a hobby.

### **Parent/Guardian Provided Supplies**

Parents/Guardians will be sent a supply list before the beginning of the school year. Items on that list may include, but are not limited to, art supplies, classroom consumables, change of clothes, backpack, folder, binder, etc. Parents/Guardians are also asked to provide daily snacks for their child.

During the school year, we sometimes have a need for additional supplies. We will notify you when we are in need of those and ask you to help contribute to the stock. For special events or parties we post a list of things needed that parents can sign-up to bring in.

### **Parking**

Please drive slowly and carefully and keep an eye out for children when driving through, entering and exiting our parking lot.

### **Pets**

Currently there is a fish tank with fish in the Blue Pre-K room. We do not have any other pets at this time and will notify you before any new pets would arrive. All pets shall be handled in a manner, which protects the well-being of both children and pets. No animals will be allowed in the food prep areas. All pet visits must first be approved by the Administrator. All dogs and cats must have proof of vaccinations, including rabies, and must be tolerant of children. Please notify the Administrator with any concerns.

## CACFP Child Meal Pattern

Must serve the required components and serving sizes

Snack				
Must serve 2 of the 5 components. Only 1 of the 2 components may be a beverage.				
Food Components and Food Items	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 (At-risk afterschool programs and emergency shelters)
<b>Fluid Milk</b> <ul style="list-style-type: none"> <li>1 year olds: Unflavored whole milk</li> <li>2-5 year olds: Unflavored 1% or skim</li> <li>6-18 year olds: Unflavored 1% or skim, or flavored skim</li> </ul>	½ cup (4 oz)	½ cup (4 oz)	1 cup (8 oz)	1 cup (8 oz)
<b>Meat/Meat Alternates</b>				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Cheese (natural and processed; soft and hard)	½ oz (⅓ cup shredded)	½ oz (⅓ cup shredded)	1 oz (¼ cup shredded)	1 oz (¼ cup shredded)
Cottage cheese, ricotta cheese, cheese spread, cheese food	1 oz (⅓ cup)	1 oz (⅓ cup)	2 oz (½ cup)	2 oz (½ cup)
Large egg	½ egg	½ egg	½ egg	½ egg
Cooked dry beans or peas	⅓ cup	⅓ cup	¼ cup	¼ cup
Peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp
Peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Yogurt (regular and soy) <i>Must contain no more than 23 grams of total sugars per 6 ounces</i>	¼ cup (2 oz)	¼ cup (2 oz)	½ cup (4 oz)	½ cup (4 oz)
Tofu (commercially prepared) <i>2.2 oz (1/4 cup) must contain at least 5 grams of protein</i>	⅓ cup (1.1 oz)	⅓ cup (1.1 oz)	¼ cup (2.2 oz)	¼ cup (2.2 oz)
Soy products or alternate protein products <i>Must meet the requirements in Appendix A to Part 226</i>	½ oz	½ oz	1 oz	1 oz
<b>Vegetables</b>				
<ul style="list-style-type: none"> <li>Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	½ cup	½ cup	¾ cup	¾ cup
<b>Fruits</b>				
<ul style="list-style-type: none"> <li>Full-strength juice may only be used to meet the fruit or vegetable requirement at one meal or snack per day</li> </ul>	½ cup	½ cup	¾ cup	¾ cup
<b>Grains</b>				
<ul style="list-style-type: none"> <li>Must be whole grain-rich, enriched, or fortified</li> <li>At least one serving per day must be whole grain-rich</li> <li>Grain-based desserts are not creditable (Refer to the <a href="#">CACFP Grains Chart</a>)</li> <li>Cereals must contain no more than 8 grams of sugar per dry ounce</li> </ul>				
Bread	½ slice	½ slice	1 slice	1 slice
Bread products, such as biscuits, rolls, crackers, or muffins <i>Refer to the <a href="#">CACFP Grains Chart</a> for options and serving sizes</i>	½ serving	½ serving	1 serving	1 serving
Cooked breakfast cereal, cereal grain, rice and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Ready-to-eat breakfast cereal (dry, cold)	¼ cup	1/3 cup	¾ cup	¾ cup

**Parent Statement of Acknowledgement**

This is to acknowledge that I have received a copy of the St. James Preschool Parent/Guardian Handbook. I understand that it provides guidelines and a summary of information about the preschool’s policies and procedures. I also understand that it is my responsibility to read, understand, and become familiar with the policies and procedures that have been established. I further understand that the preschool reserves the right to modify, supplement, rescind, or revise any part of this book from time to time, with or without notice, as it deems necessary or appropriate.

Parent/Guardian’s Name (please print): \_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please sign and return this form to school as soon as possible.**

**\*We do not need this form to be turned in if you have read the Parent Handbook online and signed off on the online form.**